

**Department of Mathematics and Computer Science
Adelphi University
Fall 2017**

0145-170-001	Introduction to Computers and Their Applications Dr. R. M. Siegfried Science 407 (516)877-4482 siegfried@adelphi.edu
Class Web Site	http://home.adelphi.edu/~siegfried/cs170
Office Hours	Tu 10AM-12Noon; W 11:00–11:50AM; F 1-2PM
Course Description and Purpose	Learn to use common computer applications (e.g. word processing, presentation, spreadsheets, databases, Web authoring, search engines), and also discuss social and ethical issues related to computing and telecommunications.
Gen Ed Learning Goals and	Information Literacy Learning Goal Quantitative Reasoning Learning Goal
Course Learning Goals	<ul style="list-style-type: none">- To obtain a rudimentary understanding of how computers work- To obtain a basic competency in their most common applications.- To obtain basic information literacy
Prerequisites	None
Texts	<i>New Perspectives on Computer Concepts 2018</i> <i>Introductory</i> , 20th ed. by June Jamrich Parsons, Cengage, 2018.
Topics	Computer Basics Digital Data and Processing System and Processor Basics Storage, Input and Output Devices Software Operating Systems and File Management Computer Security Networks The Internet Creating a Web Page The World Wide Web, Web Technology and E-mail
Information Literacy Topics	Citing Your Work Evaluating Sources Information Resources
Applications:	Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Access

The Internet:

Web Browsing and Web Searching
Web page creation using HTML, scanning, and graphics

Assignments

The assignments this semester will require students to use Microsoft Office, Web Browsers, such as Firefox, Google Chrome and MS Internet Explorer, as well as other accessories such as WordPad and Notepad. These are available on computers on campus, but can be installed on students' own computers if they wish.

While there will be opportunities to use class time for assigned work, this may not be sufficient for completing all assigned work. One should expect to spend 1-3 hours outside class working on assignments for this class.

Grading

Most regular assignments are graded on a basis of $\sqrt{+}$ (exceeds assignment specifications, counted as 10 out of 10), $\sqrt{}$ (meets assignment specifications, counted as 9 out of 10), and $\sqrt{-}$ (is deficient and can be resubmitted within a week; $7\frac{1}{2}$ out of 10).

Course projects will be graded on a percentage basis.

The final average will be weighted (based on the following ratio:

Assignments	10%
Quizzes	20%
Midterm Exam	20%
Final Exam	20%
Term Projects	30%

The final average will translate to a letter grade according to the following table:

Final Average	Course Grade
A	90 – 100
A-	87.5 – 89.9
B+	83.3 – 87.4
B	80.0 – 83.2
B-	77.5 – 79.9
C+	73.3 – 77.4
C	70.0 – 73.2
C-	67.5 – 69.9
D+	63.3 – 67.4
D	60.0 – 63.2
F	0.0 – 59.9

Attendance

The following is the Adelphi University General Attendance Policy:

Only students who are registered for courses, and whose name appears on the Official Class Roster may attend courses at the University. Adelphi students make a commitment to be active participants in their educational program; class attendance is an integral part of this commitment. Attendance requirements for each course will be announced by the faculty member at the beginning of each term. Students are expected to be present promptly at the beginning of each class period, unless prevented by illness or by other compelling cause. In the event of such absence, students may request that faculty members be notified by the Office of Academic Services and Retention. Students are responsible for completing course work missed through absences. Students should wait a reasonable length of time for an instructor in the event that the instructor is delayed.

Additionally, you are also responsible for whatever work is covered in class whether or not you are there. Absence from the final exam will be excused only for a good and well-documented reason. The decision to allow a make-up exam will be made in accordance with the policies of Adelphi University.

NB:

I will not be available on Friday, September 22, Friday, October 6 nor Friday, October 13.

If the University is closed for more than two days due to an emergency, go the home page for this course site each day for instructions and assignments. Student instructions materials can be found on Moodle and at <http://home.adelphi.edu/~siegfried/cs170>

Tentative Schedule (**Subject to Change**)

Date	Class Topic	Assignment
August 28	Digital Basics	WordPad Exercise
August 30	Digital Basics	Creating A Poster (MS Word)
September 6	Digital Audio Basics	Writing a research paper (MS Word)
September 11	Digital Graphics and Video Basics	Creating A Resume (MS Word)
September 13	Digital Graphics and Video Basics	Compound Interest (MS Excel)
September 18	Digital Devices	A Sales Report With A Pie Chart (MS Excel)

September 20	Quiz #1 (Lectures 1-3)	Adelphi Investment club (MS Excel)
September 25	Digital Devices	Sample Slide Show (MS PowerPoint)
September 27	Storage and Input/Output	Making Friends (MS PowerPoint)
October 2	Quiz #2 (Practical on MS Office)	
October 4	Quiz #2 (Practical on MS Office)	
October 11	Storage and Input/Output	Citation Assignment
October 16	Storage and Input/Output Citing Your Work; Evaluating your sources	Evaluating Information Resources; Finding An Article Using the Library's Online Database
October 18	Information Resources	
October 23	Review for Midterm Exam	
October 25	Midterm Exam	
October 30	Network Basics	Project #1 - Short Paper On Graphic File Formats
November 1	Network Basics	My First Web Page;
November 6	The Web	My Next Baby Step (Web Page)
November 8	The Web	My Second Web Site (Multi-Page Web Site)
November 13	Search Engines	My Third Web Page (incorporating images and links)
November 15	Search Engines	Internet Scavenger Hunt
November 20	Quiz #3 (Lectures 6-8)	
November 27	Software Essentials	Project #2 – Original Web Site
November 29	Software Essentials	
December 4	Quiz #4 (HTML)	
December 6	Digital Security	
December 11	Digital Security	
December 18	Final Exam (3:30-5:30PM)	
December 12	Review for Final Exam	Project #3 - About The Growth of the Internet
December 19	Final Exam (3:30-5:30)	

Students with Disabilities

If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact the Student Access Office (SAO) at 516-877-3806 or send an email to sao@adelphi.edu. The staff will review your concerns and determine, with you, appropriate and necessary accommodations. Please allow for a reasonable time frame for requesting ASL Interpreters or Transcription Services.

Honor Code

Students enrolled in this course are expected to abide by the Adelphi University Honor Code. The purpose of the Honor Code is to protect the academic integrity of the University by encouraging consistent ethical behavior in assigned coursework by students. Following is excerpted from the Student Honor Code:

The code of academic honesty prohibits behavior, which can broadly be described as lying, cheating, or stealing. Violations of the code of academic honesty will include, but are not limited to, the following:

1. Fabricating data or citations
2. Collaborating in areas prohibited by the professor
3. Unauthorized multiple submission of work
4. Sabotage of others' work, including library vandalism or manipulation
5. Plagiarism: presenting any work as one's own that is not one's own
6. The creation of unfair advantage
7. The facilitation of dishonesty
8. Tampering with or falsifying records
9. Cheating on examinations through the use of written materials or giving or receiving help in any form during the exam, including talking, signals, electronic devices, etc.

Student Course Evaluations

During the last two weeks of the class, you will receive notification, via mail and eCampus, that the course evaluation is available for your input electronically. Availability will end at the start of the final examination period. Your feedback is valuable and I encourage you to respond. Please be assured that your responses are anonymous and the results will not be available to the instructor until after the end of the semester and therefore after course grades have been submitted.

Tear off this and return with information required below:

STUDENT ACKNOWLEDGEMENT:

I HAVE RECEIVED AND READ THE SYLLABUS FOR
[INSERT COURSE NUMBER AND SECTION].

SIGNED: _____

PRINT NAME:

DATE: _____

Warning – This page must be signed and returned to the instructor to receive a complete grade in this course.