

CSC 170-001 Fall 2019 - Prof. A. Wittenstein

Introduction to Computers and Their Applications

Contact Information

Office: Science 415

Email: Wittenstein@adelphi.edu

Course Web Page: <http://www.adelphi.edu/~wi16133/csc170/f19>

Office Hours: MW 5:30-6:00pm & MW 7:15-7:45pm in SWL 100,
or by appointment in SCB 415

Class Meetings M/W 4:15-5:30pm, SWL 100 (M 8/26 → W 12/11)

M 9/2: No Adelphi classes – Labor Day

M 9/30: No class – will have class on 12/11

W 10/9: Online day – no in-person class meeting

M 10/14: No Adelphi classes – Fall Break

W 11/27: No Adelphi classes – Thanksgiving Break

T 12/10: Makeup Day (if needed)

W 12/11: Makeup Day for 9/30 – last class

W 12/18: Final Exam 3:30-5:30pm

Prerequisites none

General Education Learning Goals

Information Literacy & Quantitative Reasoning

Course Description

- Learn to use common computer applications (e.g. word processing, presentation, spreadsheets, databases, Web authoring, search engines).
- Discuss social and ethical issues related to computing and telecommunications.

Course Learning Goals

- Students will implement projects in Word, Excel, and PowerPoint (or their open source equivalents).
- Students will demonstrate understanding of the fundamentals of how computers work.
- Students will apply basic information literacy skills of locating, evaluating and citing scholarly sources.

Grading

Assignments (incl. Labs/Projects) = 50% Quizzes = 15% Midterm Exam = 15% Final Exam = 20%

*The final course grade corresponding to each final numerical course grade will be no lower than:

A+ = 97 & up	A = 93-96.9	A- = 90-92.9	B+ = 87-89.9	B = 83-86.9	B- = 80-82.9
C+ = 77-79.9	C = 73-76.9	C- = 70-72.9	D+ = 67-69.9	D = 63-66.9	D- = 60-62.9 F = 0-59.9

Attendance

Attendance is required. After four absences, your grade will be lowered by one-third of a grade (e.g., A to A-, A- to B+, etc.). You are also responsible for whatever work is covered in class **whether or not you are there**. Absence from quizzes and exams will be excused only for a good and **well-documented** reason. The decision to allow a make-up quiz or exam will be made in accordance with the policies of Adelphi University.

Please arrive to class *on time* whenever possible. Also, lateness or leaving early will count as partial absences. But, I would much rather you arrive late or leave early, than miss an entire class session. If you know in advance that you will be absent or late for a class, please e-mail me to let me know. If you need to be absent for any class meetings due to religious observance, please notify me within the first two weeks of the semester.

If I know in advance that I will be absent or late for a class, then I will post this information to Moodle, and Moodle will automatically send an e-mail to your Adelphi e-mail account. ***In the rare case that I am not there at the start of class and there is no announcement on Moodle or the classroom door, then you should wait in the classroom until at least 4:35pm, as I am probably just running late.***

Course Topics

Computer Concepts

Introduction: The Digital Revolution

Module 1: Digital Basics

Module 2: Digital Devices

Module 3: Networks

Module 4: The Web

Module 5: Social Media

Module 6: Software

Module 7: Digital Security

Office Suites

Word Processing (Word 2016)

Spreadsheets (Excel 2016)

Presentations (PowerPoint 2016)

Information Literacy

Citing Your Work: MLA and APA

Evaluating Information Sources

Resources and Databases

*A day-by-day calendar can be found on Moodle. This calendar will be updated throughout the semester as dates may shift, such as when a topic which is planned for 1 day actually takes 2 days, or vice-versa.

Course Materials

Required eBooks through Cengage | Mindtap

Electronic access to the course texts is to be purchased from the Mindtap link on Moodle. (If you wish, you can start with a 14-day trial & pay within the 14 days.)

- *New Perspectives on Computer Concepts 2018: Introductory*, 20th ed. by June Jamrich Parsons, 2018, Course Technology (Cengage).
- *New Perspectives on Microsoft Office 365 & 2016: Brief*, 1st ed., Carey/ Oja/ Parsons/ Pinard/ Romer/ Ruffolo/ Shaffer/ Shellman/ Vodnik, 2017, Course Technology (Cengage).

Moodle Learning System

- To access Moodle, log on to your eCampus account, then click on the Moodle tab.
- All grades (for assignments, quizzes, and exams) will be posted to Moodle.
- All lecture PowerPoint slides, assignments, and assignment solutions, will be posted to Moodle.
- If a class meeting is cancelled for any reason, you are required to log on to the class Moodle page for instructions and assignments. **If the University is closed for more than two days due to an emergency, log onto MOODLE each class day for instructions and assignments.**
- Whenever announced, assignments are to be submitted through Moodle.

Software

- Microsoft Office 2016 for Windows: Word, Excel, PowerPoint (Adelphi labs have Office 2016 for Windows)
- Filezilla or WINSCP: To transfer files between a client (i.e. your device) and a server (i.e. PANTHER).
- Putty (for Windows users): A free SSH and telnet client (for accessing a server remotely)
- For more information on Filezilla and Putty, see the Panther User Manual on the class Moodle page.

Course Assignments

Since this course meets for three credit hours per week, it is expected that on average you do about 3 hours of work for this course per week outside of class time (including reading / studying / assignment completion):

Reading Assignments

While class meetings will highlight most parts of the material, you are expected to complete the reading assignments on the calendar before each class meeting, as it provides additional examples and explanations of the material. *The labs, quizzes, and exams will assess understanding of classroom and textbook material. So, make sure to ask about anything you do not fully understand prior to each assignment due date, quiz, or exam.*

Graded Assignments (Labs)

Assignments will be graded for accuracy and completeness, not just on whether they were attempted. The weight of each assignment in the Assignment grade will be based on the importance and/or approximate length of the assignment. Assignments fully meeting all requirements will receive a grade of 96% (A). Only assignments exceeding requirements will receive a grade of 97% or above (A+).

Assignments are to be submitted electronically by 11:55pm on the due date. Late assignments will be penalized 10% per day. However, if the instructor is notified in advance that an assignment will be late for a valid reason (starting the assignment too late, not knowing how to do an assignment, and/or computer trouble on or near the due date are NOT valid reasons), the late penalty may be reduced or eliminated. Also, late submissions may not be accepted for any credit once grading and/or post-mortem feedback have been provided to the class and/or any of its students for a particular assignment.

Class Meetings

- Class meetings will generally be comprised of a lecture on Computer Concepts material, followed by some time to work on the applications portion of assignments (Office Suite, writing a web page, etc.).
- Students are not to use phones or computers during lecture or lab time, except for tasks directly related to the lecture, like accessing the PowerPoint being discussed and note taking relating to the lecture. *Students not following this policy may be asked to leave the class, in which case they will be marked absent for the day.*
- Assignments are not to be worked on and not to be submitted during the lecture portion of class time. *All assignments (on Mindtap or Moodle) with a time stamp during lecture will be given a grade of ZERO.*

Academic Honesty

Students enrolled in this course are expected to abide by Adelphi University's Honor Code and its policies on Academic Honesty, which can be viewed on the web at <http://academics.adelphi.edu/policies/honesty.php>. 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. The 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.**

Violations of these standards, including (but not limited to) plagiarism of any portion of an assignment/lab or misconduct during quizzes & exams, will be dealt with in accordance with University regulations & procedures.

In this course, no credit will be given to assignments/labs, or portions thereof, that are substantially similar. I will not try to figure out who copied from whom; it is your responsibility to not let anyone copy your work.

Also, students may not share files or portions of files for any reason – both Microsoft and Mindtap provide me ways of verifying this requirement is followed. Again, I will not try to figure out who shared a file whom; it is your responsibility to not share your files or allow other students access to them, even unintentionally.

Student Course Evaluations

About 2 weeks before the start of Final Exams, the course evaluation will become available to you on eCampus. Availability will end just before the first day of the Final Exam Period. Your feedback is valuable to me in making improvements to the course for future students. Please be assured that your responses are anonymous and that the results will not be available to me until after your final course grades are submitted to the University.

Student Access Office

If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact the Student Access Office, (formerly the Office of Disability Support Services) located in Post Hall, First Floor, 516-877-3145, sao@adelphi.edu. The staff will review your concerns and determine, with you, appropriate and necessary accommodations. When possible, please allow for a reasonable time frame for requesting ASL Interpreters or Transcription Services; a minimum of four (4) weeks prior to the start of the semester is required.

Student Counseling Center

The Student Counseling Center (SCC) provides confidential and professional mental health counseling services, resources, and referrals to support the academic and personal success, health, and well-being of Adelphi students without additional charge. Counselors are available to help students cope with a variety of stressors and personal issues that may interfere with their academic and personal experiences. The Center also supports students who may be feeling suicidal or in crisis. To schedule an appointment, please call (516) 877-3646, stop by the SCC, or e-mail scc@adelphi.edu. If you need immediate assistance, walk-in services are available during the fall and spring semesters Monday-Thursday, 8:30am-7:00pm; Friday 8:30am-4:00pm. Additional information can also be found by visiting <https://scc.adelphi.edu>.

Need support when the SCC is not available? For 24/7 emergency counseling, referral, or assistance, please contact:

Off-Campus Resources

Long Island Crisis Center (516) 679-1111

National Suicide Prevention Lifeline (800) 273-TALK (8255)

911 (for immediate health-related emergency)

Adelphi Office of Public Safety

Crisis Text Line: Text 741741

Off campus: (516) 877-3511

On campus: Extension 5 on any campus phone

STUDENT ACKNOWLEDGEMENT:

I HAVE READ AND UNDERSTOOD THE SYLLABUS FOR FALL 2019 CSC 170-001

Signature: _____ Printed Name: _____ Date: _____

Allergies: _____

Accommodations: _____

Any dates you will need to miss class: _____