Adelphi University
College of Arts and Sciences
Department of Mathematics and Computer Science
Course Syllabus

Course Information
CSC 170: Introduction to Computers and their Applications (Fall 2008)
0145-170-04 (3 credits, no prerequisites)
Meeting Time: Tuesdays/Thursdays 4:30 PM – 5:45 PM
Location: SCI 227

Instructor Information
Professor: Gina Marandino
Office: Alumnae Hall (near Room 111 – Department Office)
Office Hours: Tuesdays: 5:45PM-6:15PM; Thursdays: 5:45PM-6:15PM
                    and by appointment. I can also meet via Blackboard chat room if
                    an appointment is made in advance.
E-mail: GMarandino@adelphi.edu

Course Description (official)
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.

This course can be used to satisfy the "Second Competency" General Education requirement. It may be taken pass/fail. It will not count towards a major/minor in Computer Science nor will it count as a course to satisfy the Math/Science Distribution requirement.

Course Goals
At the conclusion of the course, students will be able to:
- Discuss hardware/software relationships and issues
- Discuss ethical issues regarding computers
- Create and use Microsoft Word documents, Microsoft Excel spreadsheets, Microsoft PowerPoint presentations
- Use Adelphi Library Databases
- Design, write, and publish web pages and web sites

Accommodations for Disabilities
If you have a physical, medical or learning disability and require accommodations, please contact the Office of Disability Support Services (DSS) to discuss these accommodations. DSS is located in the University Center Room 310 at 516-877-3145. You are also encouraged to speak to the professor about accommodations you may need to produce an accessible learning environment.

<u>Recommended Supplies</u>
It is **strongly recommended** that you acquire a USB flash drive (1GB or more) for use in this course. They run fairly cheaply, but also the Universal Share drive is not always reliable and you can't save anything to the computers at Adelphi.

<u>Grading Distribution</u>
Attendance and Participation	10%
Midterm Exam	20%
Final Exam	20%
Assignments	50%

<u>Grading Scheme</u>
Numerical Average	*Letter Grade*
99 – 100	A+
93 – 98	A
90 – 92	A-
86 – 89	B+
82 – 85	B
80 – 81	B-
76 – 79	C+
72 – 75	C
70 – 71	C-
66 – 69	D+
62 – 65	D
60 – 61	D-
≤ 59	F

<u>Requirements (Attendance and otherwise)</u>
It is expected that students will attend class on a regular basis. Absences for legitimate reasons are permissible; however, students are responsible for all material missed during their absence. Do not expect me to spend class time catching people up on what they miss. Excessive absences and tardies will result in a reduction in the participation grade.

Out of consideration for the instructor and the rest of the class, you are expected to arrive on time for class and stay until the class is over. Ask questions so that all present can hear; private conversations are not permitted. Remember that your question might very well be a question another student has.

All cell phones and other electronic devices <u>must</u> be turned off while in class. Please do not send text messages, make phone calls, or play games on your phone during class time. Should you be expecting an emergency phone call, please let me know before class starts, sit near the door, and exit quietly when you are called.

Please note that my subjective opinion of how seriously you take this course will be accounted for in your Attendance and Participation grade. The way to achieve a maximum grade in this area is to follow the requirements listed above, as well as asking

meaningful questions in class, using class time effectively, and taking pride in and responsibility for your work in this course.

Policy on Incompletes
Refer to the Undergraduate Bulletin, which can be obtained from the Dean's Office. Note that an incomplete will not be issued except for emergency situations, and then not unless the instructor and student mutually agree to a written and signed plan for completion of all work. This plan must be agreed to before the semester ends.

BlackBoard
We will use BlackBoard in this course for a variety of purposes. All assignments for the course and due dates will be posted here along with course materials and resources. Occasionally you may be required respond to a discussion board topic. You are responsible for checking BlackBoard at least once a week. Grades will also be posted here.

E-Mail
We will use e-mail to communicate often. I will also send notifications via e-mail. You are required to have an Adelphi e-mail account. You should check your e-mail at least once a week. If you need an account or help with your password visit this link from the Adelphi website http://meissa.adelphi.edu/portal/page/portal/eCampus/Welcome.

Assignments
For each topic that we cover, you will complete one or more hands-on assignments. As we cover certain topics, the assignments will be posted on BlackBoard. Most assignments will be turned in electronically, and the method will be discussed in class for each assignment. It is imperative that you follow all directions given and be cognizant of spelling and grammar. Assignments are expected to be turned in on time, credit will be lost for late assignments!

Exams
You must be present on the day an exam is given, or take a zero. Excuses will not be accepted after the exam has taken place. If you know you must be absent from an exam, you must make arrangements with me prior to when the exam takes place. All exams are closed-book, closed computer, closed-classmates. Cheating will not be tolerated!

Tentative Schedule (Important University Dates are in **BOLD**)

Tues. 8/26	Course Overview, Hardware and Software
Thurs. 8/28	Hardware and Software, Windows Basics
Tues. 9/2	Windows Basics/Word
Thurs. 9/4	Word
Tues. 9/9	Word
Thurs. 9/11	Word
Tues. 9/16	Word
Thurs 9/18	Excel
Tues. 9/23	Excel
Thurs. 9/25	Excel

Tues 9/30	**NO CLASSES**
Thurs. 10/2	PowerPoint
Tues. 10/7	PowerPoint
Thurs. 10/9	**NO CLASSES**
Tues. 10/14	PowerPoint
Thurs. 10/16	Midterm Review /PowerPoint Presentation
Tues. 10/21	PowerPoint Presentation
Thurs. 10/23	**Midterm**
Tues. 10/28	PowerPoint Presentation/Computer Ethics
Thurs. 10/30	Computer Ethics/Library Databases
Tues. 11/4	Seamonkey Composer
Thurs. 11/6	Seamonkey Composer
Tues. 11/11	Seamonkey Composer
Thurs. 11/13	Seamonkey Composer
Tues. 11/18	Publishing
Thurs. 11/20	HTML
Tues. 11/25	Google Sites/Final Project
Thurs. 11/27	**NO CLASSES THANKSGIVING BREAK**
Tues. 12/2	Work on Web Design Final Project
Thurs. 12/4	Work on Web Design Final Prokect
Tues. 12/9	**NO TUESDAY CLASSES HELD**
Thurs. 12/11	Work on Web Design Final Project
Tues. 12/16	**Final Exam – Present Websites**

Important University Dates
Mon. 9/8   Last Day to Add a Class
Fri. 9/19   Last Day to Drop A Course, Change A Grading Option, Or Process A Course
             Selection Change
Mon. 10/27 Last Day to Withdraw From a Class

A note on Academic Integrity
Academic honesty is of the utmost importance in this course. Do not attempt to pass off someone else's work as your own, whether it's a classmate's or someone else's. If an assignment is to be worked on individually, you must work on all of it individually. Otherwise, you will be caught, get a zero on the assignment, and may face further disciplinary action including course failure and/or referral to the office of Academic Services.

I look forward to a wonderful semester! GOOD LUCK!