

Fayetteville State University
College of Arts and Sciences
Department of Mathematics and Computer Science

I. Locator Information:

Instructor: Dr. Mingxian Jin

Office Phone: 910-672-1558

Course Number and Section: CSC 100 - 09

Office hours: T R 8:15 am-11:00 am W 1:00 pm -3:30 pm or by appointment

Day and Time Class Meets: T R 12:30 pm -1:45pm

Final Exam: 12:00 pm - 1:50 pm, Tuesday, December 7, 2010Email address: mjin@uncfsu.edu

Office Location: SBE 336

Semester Credit Hours: 3

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@broncos.uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at <http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

II. Course Description: This course covers fundamental concepts of computers and their applications using microcomputers in stand-alone and networked environments, including the use of software for word processing, spreadsheet, database, and presentation applications.

III. Disabled Student Services: If you have a disability or think you have a disability, please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbook: myitlab is required for this course and is not covered in the book rental. Details on purchasing myitlab will be covered during class and in writing.

1. *Computers are your Future Ninth Edition*, Pearson Prentice Hall, 2008, ISBN: 0-13-242936-5

2. *Go! With Microsoft Office 2007 Introductory 2nd Edition*, Pearson Prentice Hall, 2008, ISBN: 978-0-13-167999-3

3. myitlab (**myitlab is used for all quizzes and for part of the final exam; purchase of myitlab is required for CSC 100; it is not covered under book rental.**)

V. Student Learning Outcomes. Students will demonstrate competency of the topics covered in *Computers are your Future Ninth Edition* through in-class exams. An exam schedule appears at the end of this syllabus. Students will demonstrate competency in specific personal computer applications (Word, PowerPoint, Excel and Access) through the completion of lab projects and in-class quizzes.

The demonstration of competence for the computer concepts will be through exams that use multiple choice and true false questions; the demonstration of competence for the computer applications will be through the use of the MyITLab simulation software. This software will be used for both practice and evaluation of the skills associated with each application.

VI. Course Requirements and Evaluation Criteria - There will be 4 tests, 4 quizzes, projects in each of the 4 applications, and one cumulative final exam. Since this is a 100-level course, attendance to each class is required and will be a factor in determining grades. The relative weight for each, and the grading scale, is as follows:

	Points	Grading Scale	
Tests: 4 100-point tests:	400	A	900—1000
Quizzes: 4 50-point quizzes:	200	B	800—899
Projects: 8, 2 in each in application	160	C	700—799
Final Exam:	200	D	600—699
Attendance	40	F	0—599

Final grades are calculated on a four-point system and affect a student's grade point average as indicated below. The methods and evaluative criteria for determining final grades in the class are delineated above..

Grade	Credit Hours	Quality Points	Meaning
A	Hours attempted and earned	4 per credit hour;	Exceptionally high
B	Hours attempted and earned	3 per credit hour	Good
C	Hours attempted and earned	2 per credit hour	Satisfactory
D	Hours attempted and earned	1 per credit hour	Marginally passing
F	Hours attempted – Not earned	0 per credit hour	Failing
W	Hours attempted – Not earned	No impact on GPA	Class withdrawal prior to deadline (see Academic Calendar: http://catalog.uncfsu.edu/calendar.htm)
Other grades might be assigned by following the university policy. Please check http://catalog.uncfsu.edu/ug/academicregulations for more detail.			

Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus.

Students are expected to reflect the following characteristics in CSC 100:

- **Excellence**—arriving on time, being prepared, meeting deadlines, and always submitting work that reflects your best efforts.
- **Integrity**—valuing truthfulness in discussions and relationships, claiming authorship only for your own work.
- **Community**—being prepared to contribute to class discussions and team projects, fulfilling our individual responsibilities for group assignments.
- **Perspective of others**—respecting others, including those who have different personal histories than one's own; listening non-judgmentally to ideas and viewpoints different from your own; enlarging one's own perspective by learning from others.

Specifically, these characteristics are reflected in the following:

- **Make up tests/quizzes** will only be available to students with documented, excused absences. There are 4 tests, 4 quizzes, and a final exam.
- **Students should bring a copy of *Go! With Microsoft Office 2007 Introductory 2nd Edition*** to each class.
- **Cell phones** shall not ring in class. If a cell phone is brought to class, it must either be turned off or set on vibrate. Text messaging during class time is prohibited.
- **Computers shall be turned off during lecture;** when the instructor is lecturing, computers will be turned off.

Please read FSU policy on disruptive behavior in classroom in the box next page.

VII. Academic Support Resources

- Web site for MyITLab: <http://www.myitlab.com>
- “Microsoft Access 2007 is available for FSU students to download. Please go to the link <http://faculty.uncfsu.edu/achan/msdnaa/> for more detail
- Support resources for this course are available at the following locations:
 - (1) Open computer laboratories on campus SBE 214, Lyons 125;
 - (2) HTC bldg labs, Chestnut Library, Student dormitories (no myItLab support)

FSU Policy on Disruptive Behavior in the Classroom (Optional)

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair.

VIII. Teaching Strategies. CSC 100 is a lecture and discussion course with a computer lab designed to teach the fundamentals of computers and computer nomenclature, specifically in the context of personal computer hardware and software and the World Wide Web.

IX. Continuity of Instruction. In case FSU must close for an emergency during the semester, instruction will continue using Blackboard.

X. Course Outline and Assignment Schedule: Chapter references are to *Computers are your Future Ninth Edition*; projects in Word, PowerPoint, Excel, and Access are in *Go! With Microsoft Office 2007 Introductory 2nd Edition*.

NOTE: All quizzes, and part of the final exam are taken on myitlab; purchase of myitlab is required.

Schedule for CSC 100 Fall 2010

(This schedule is subject to change for the optimum benefit of the class as a whole.)

Week of	Course Content	Tests/Quizzes	Key Dates
August 16	Chapter 1		8/19: First day of classes
August 23	Chapters 1, 2; Word project		8/25: Late registration ends 8/27: Health insurance waivers due
August 30	Chapter 2; Word project	Test 1 Chapters 1 & 2	8/31: No show' (X) grades due
September 6	Chapter 4; Word project		9/6: Labor Day Holiday; University closed 9/10: Issuance of refunds begin
September 13	Chapter 4; Word project	Word Quiz*	
September 20	Chapter 5; PowerPoint project		9/21: Fall Convocation 2:15-3:30pm
September 27	Chapter 5 PowerPoint project	Test 2 Chapters 4 & 5	
October 4	Chapter 6 PowerPoint project	PowerPoint Quiz*	10/8: Interim grades due
October 11			10/15: Midterm break begins – No classes
October 18	Chapters 6, 7; Excel project		10/18: Midterm break ends – No classes
October 25	Chapter 7; Excel project	Test 3 Chapters 6 & 7	10/29: Deadline to remove I grades; Deadline to withdraw from class; 10/30: Homecoming
November 1	Chapters 8; Excel project		
November 8	Chapter 8; Excel project	Excel Quiz*	11/11: Veteran's Day- University closed
November 15	Chapters 9 Access project		11/17: Deadline to withdraw from university
November 22	Chapter 9 Access project	Test 4: Chapters 8 & 9	11/25&26: Thanksgiving Holidays - University closed
November 29	Review for final; Access project	Access Quiz*	11/29-12/4: Graduating senior finals 12/3: Last day of classes
December 6		Final Exam*: 12:00 pm - 1:50 pm, Tuesday, 12/7	12/4-10: Final exams 12/11: Commencement

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