

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

I. Locator Information:

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|------------------------------------|--------------------|
| Instructor: | Email address: |
| Office Phone: 910-672- | Office Location: |
| Course Number and Section: CSC 100 | Office hours: |
| Semester Credit Hours: 3 | |
| Day and Time Class Meets: | Final Exam: |

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/policy/general/FSUE-mailFINAL.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. Textbooks: SNAP 2010 is required for this course and is not covered in the book rental. Details on purchasing SNAP will be covered during class and in writing.

1. *Our Digital World*, Paradigm, 2011, Author: Jon Gordon et. al. ISBN 978-0-76383-751-8
 2. *Marquee Series Office 2010 brief edition*, Paradigm, 2011, Author: Nita Rutkosky et. al. ISBN 978-0-76383-772-3
 3. *SNAP 2010 Training and Assessment* --ISBN 978-0-76383-878-2 Publisher: Paradigm
- (SNAP is used for all quizzes, projects in addition to the Office 2010 textbook and also for part of the final exam; purchase of SNAP is required for CSC 100, even though it is not covered under book rental.)**

V. Student Learning Outcomes. Students will demonstrate competency of the topics covered in *Our Digital World* 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 SNAP simulation software. This software will be used for both practice and evaluation of the skills associated with each application.

By completion of this course, students will be able to interpret the principle of computer systems, understand the fundamental concepts of computer sciences, and apply computer technology (e.g., Microsoft Office application skills) to situations common to daily life so to produce professional documentation and promote work productivity.

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 | |
|--|---------------|----------------------|----------|
| 1. Tests: 4 100-point tests on concepts: | 400 | A | 900—1000 |
| 2. Quizzes: 4 50-point quizzes on SNAP: | 200 | B | 800—899 |
| 3. Projects: 8 20-point projects | 160 | C | 700—799 |
| from SNAP & the Marquee text | -- | D | 600—699 |
| 4. Final Exam: cumulative | 200 | F | 0—599 |
| 5. Attendance | 40 | | |

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 *Marquee Series Office 2010*** 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 *SNAP*: <http://snap2010.emcp.com/>
- Web site for *Our Digital World*: <http://www.emcp.com/digitalworld>
- Support resources for this course are available at the following locations:
 - (1) Open computer laboratories on campus Lyons 125; Tutoring in the lab will be available and the schedule will be announced.
 - (2) HTC bldg labs, Chestnut Library, Student dormitories (no SNAP support)

FSU Policy on Disruptive Behavior in the Classroom

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 *Our Digital World*; projects in Word, PowerPoint, Excel, and Access are in *Marquee Series Office 2010* and *SNAP 2010*.

Schedule for CSC 100 Fall 2011

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

| Week of | Course Content | Tests/Quizzes | Key Dates |
|----------------|-------------------------------------|---|--|
| January 09 | Chapter 1 | | Jan 13: Add/drop deadline |
| January 16 | Word projects | | Jan 16: MLK Holiday |
| January 23 | Chapter 2; Word projects | | |
| January 30 | Chapter 2; Word projects | Test 1 Chapters 1 & 2 | |
| February 06 | Chapter 3; Word projects | Word Quiz* | Feb 10: Deadline for extension grade contract |
| February 13 | Chapter 4; PowerPoint project | | |
| February 20 | Chapter 4 PowerPoint project | | |
| February 27 | Excel project | Test 2 Chapters 3 & 4 PowerPoint Quiz* | |
| March 05 | | | Midterm Break |
| March 12 | Chapters 5; Excel project | | |
| March 19 | Chapter 6; Excel project | | Mar 23: Deadline for removing I-grade Mar 23: Deadline for class withdrawal |
| March 26 | Chapters 7; Excel project | Test 3 Chapters 5 & 6 | |
| April 02 | Chapter 7; Excel project | Excel Quiz* | |
| April 09 | Chapters 8; Access project | | |
| April 16 | Access project | Test 4: Chapters 7 & 8 | Apr 20: Deadline for university withdrawal |
| April 23 | Review for final; Access project | Access Quiz* | Final exam for graduating senior |
| April 30 | | Final Exam* | |

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