Syllabus

CSCI 101 Introduction to Computers and Information Processing
Spring 2014
Winthrop University   College of Business Administration
Section 004   1.5 credit hours   Time: 9:30-10:45AM Wednesday
Dr. Chlotia Posey Garrison

Office: Thurmond 316
Phone: 323-2470
E-mail: garrisonc@winthrop.edu
Class Website: http://faculty.winthrop.edu/garrisonc/
Submit Quiz/Assignments: https://bb-winthrop.blackboard.com/
Office Hours: Monday & Wednesday: 1:25 – 1:55; Tuesday: 8:30 – 3:30
Instructions will identify where and how assignments should be submitted.

> **Include your name, class, class day and time on all correspondence, e-mail and homework.**
> **Example subject: Specific Topic - Student Name CSCI101 Class-Day Class-Time**

Texts: *Technology in Action Custom Edition*   Pearson Custom Publishing,
        ISBN-10: 0558265634 | ISBN-13: 9780558265632
                       and
        HTML Online Tutorial: http://www.w3schools.com/html/

Additional Resources:
- Blackboard, an online program that you will use to take quizzes and submit homework:
                                                        https://bb-winthrop.blackboard.com/
- Game Maker, free tool you will use to create a computer game: http://www.yoyogames.com/legacy
- Notepad++, HTML editor, free download: http://www.notepad-plus-plus.org/
- *SAMS Teach Yourself HTML 4th Ed*, Hayes, SAMS Indianapolis, IN ISBN 0-672-32878-X (your friends might have a copy of this book from a previous class)

Prerequisite: None other than matriculation.

Course Goals: Provide an introduction to using computer systems. Students learn about general computer concepts, issues related to computers and to develop a web-based system using a manipulation language such as HTML.

Basic Course Objective: Computer Fluency. Individual class objectives are posted on my website. **Attention to these objectives is a key to doing well on the exams.**

Course Content: The course includes an introduction to using computer systems, computer concepts, ethics, and web authoring. The content in this course will assist students in other classes that require computer knowledge, in using computers on the job and personally.

Attendance and Testing Policy: Attendance will be required to get the best grade. Students are responsible for the information provided in every class. Not all material will come from the textbooks. Missed classes may negatively impact grades on tests, assignments and quizzes. Missed classes will result in no credit for in-class tests and assignments. Exam material will come from readings, assignments, class presentations and class discussions.

Missed quizzes and in-class activities cannot be made-up. Quizzes cannot be taken late.

With permission of the instructor, homework assignments received late but still on the due date will receive a 10% penalty; assignments received within 24 hours incur a 20% penalty; assignments received *between* 24 and 48 hours receive a 30% penalty. No credit is possible after 48 hours. A missed class or technology difficulty does not excuse missed assignments. Please plan for emergencies.

If you must miss an exam, notify the instructor as soon as possible, **prior** to the exam. The final exam can be used to make-up a single missed exam; no other make-up exams are possible. However, the instructor may provide other options with sufficient notice **before** the exam. Anyone found cheating will receive a score of 0 without possibility for replacement.

Course Structure: This course will include a team based learning format. This format involves individual and group quizzes, and group assignments.
- Readiness assurance quizzes - Individual and group readiness assurance quizzes will be given prior to (individual) and at the beginning of class (group) based on the reading assignments. You will complete the individual quizzes using Blackboard prior to coming to class. In class, the groups will answer the questions of the same quiz. All team members in attendance receive the same grade for the team quiz. You receive no credit for the group quiz if you do not participate in taking the quiz.
- In-class assignments - Following the team quiz, the teams will complete in-class assignments using knowledge gained in the reading and additional research required to complete the assignment. Teams may present their results. If other students disagree with your result you may be challenged to defend your result.
- Appeals Process – Within 3 days of the quiz, your team may complete an appeals form which allows your team to identify questions where you disagree with the question answer or wording or the information in the readings. The instructor will review the appeals and report the outcome of your team appeal at the next class meeting.
- Peer Evaluation –Each member of a team will evaluate all the other members at the midpoint of the semester. The evaluation will consider how well each individual prepared for the team quizzes and the level and quality of contributions to the team performance. A separate evaluation is required for the team project that affects only the team project grade.

Grading Policy: A (90-100%), B (80-88.4%), B+ (88.5-89.9%) C (70-78.4%) C+ (78.5-79.9%), D- (59 - 59.9%) D (60-68.4) D+ (68.5-69.9%), F (below 59%) Computed based on 1000 points

Scoring points: 2 exams – 150 each; **assignments – 400; quizzes – 100*** individual -☐, group - ☐); Cumulative Final Exam - 200 pts. The final exam grade *may* replace a missed exam or lower exam grade. *Calculated.

E-mail Account: You will need an official Winthrop e-mail account. **ALL e-mailed homework must be submitted from your Winthrop account.** Instructions will identify which assignments should be e-mailed, or submitted through Blackboard and which should be printed and submitted in class. Your e-mail address must be included in the class distribution list. A test message will be sent. If you are not on the class list server, directions for subscribing are located on the Winthrop ACC website under Student Services.

Class Operation: Arrive on time. Stay for duration of class. Class participation is encouraged.
Cell phones are prohibited during class. Remove all mobile devices, containers and papers from table tops during tests/quizzes. Follow CBA expectations regarding professionalism.
Expect quizzes, in class exercises and homework on the reading assignments.

Student Conduct Code: As noted in the Student Conduct Code: "Responsibility for good conduct rests with students as adult individuals." The policy on student academic misconduct is outlined in the Student Conduct Code Academic misconduct Policy in the Student Handbook online
(http://www2.winthrop.edu/studentaffairs/handbook/StudentHandbook.pdf).

Textbook Companion Web Site**: http://wps.prenhall.com/bp_evans_techinaction_6/**
The website is a good source for additional content for the class. You can access chapter review information such as interactive study guides, exercises, Web research projects, and other student resources.

Student Preparation for Each Class:
- Read critically the assigned pages
- Complete the notes pages from the class website, bring these to class with you
- Review corresponding objectives
- Make note of any questions you may have to pose during class
- Visit the companion Web site to review online study guides and other material
- Complete any assignments and quizzes prior to the due date
- Print /bring to class, notes and in-class assignment guidelines located on the class website

Helpful website: **www.etipsforagrades.com** – "**e-tips for A grades" —information to help you succeed**

Topics to be Covered:
1. Computer Basics and History
2. Looking Inside the Computer
3. Understanding Hardware and Software
4. The Internet and HTML
5. Networks and Networking
6. Security and Encryption
7. IT Ethics and Protecting Yourself
8. Software Development and GameMaker

COLLEGE OF BUSINESS EXPECTATIONS REGARDING PROFESSIONALISM IN THE CLASSROOM

The College of Business Administration is a professional organization with a well-defined and widely disseminated mission of student development. Accordingly, each class represents a gathering of professionals and professionals-in-training. The instructor's job as a professional is to deliver quality instruction in each class, to start and end each class on time, to be responsive to student perspectives, issues and questions, and to treat each student respectfully. The student's job, as a professional-in-training is to be prepared for class, to be on time, to attend all classes, and to be respectful of others in the classroom.

In accordance with and pursuant to these roles the following guidelines were established to specify to students (both present and prospective) faculty expectations regarding their behaviors

1. **Students will attend all class meetings.** There are no automatically "excused" absences. In the event that you will be unable to attend a class session, you should inform your professor in advance as a matter of professional courtesy just as you would/should with an employer.

2. **Students will arrive in advance of the beginning of the class session.** Late arrivals are disruptive, inconsiderate and unprofessional. Professors may make arrangements for delinquents, but are not obliged to do so. Those not present at the beginning of the classroom period will be considered absent.

3. **Students will not converse among themselves during class except when instructed to do so.** When a student creates a disturbance in the classroom, instructors will either ask the student to desist immediately or speak to the student at the conclusion of class. Repeat offenders will be sanctioned.

4. **Students will not leave class before its conclusion.** Early departures are disruptive, inconsiderate and unprofessional. Professors may make arrangements under some circumstance, but are not obliged to do so. Those not present at the conclusion of the classroom session will be considered absent.

5. **Students will have procured textbook/materials prior to the first class.** Instruction will begin with the first class meeting and consume the remainder of the class period.

<div align="center">**Services Available to Students**</div>

Students with Disabilities. Winthrop University is dedicated to providing access to education. If you have a disability and require specific accommodations to complete this course, contact the Office of Disability Services (ODS) at 803-323-3290. Once you have your official notice of accommodations from the Office of Disability Services, please inform me as early as possible in the semester.

Winthrop's Academic Success Center is a free resource for all undergraduate students seeking to perform their best academically. The ASC offers a variety of personalized and structured resources that help students achieve academic excellence, such as tutoring, academic skill development (test taking strategies, time management counseling, and study techniques), group and individual study spaces, and academic coaching. The ASC is located on the first floor of Dinkins, Suite 106. Please contact the ASC at 803-323-3929 or success@winthrop.edu. For more information on ASC services, please visit www.winthrop.edu/success.

Winthrop University's Office of Nationally Competitive Awards (ONCA) identifies and assists highly motivated and talented students to apply for nationally and internationally competitive awards, scholarships, fellowships, and unique opportunities both at home and abroad. ONCA gathers and disseminates award information and deadlines across the campus community, and serves as a resource for students, faculty, and staff throughout the nationally competitive award nomination and application process. ONCA is located in Dinkins 222. Please fill out an online information form at the bottom of the ONCA webpage www.winthrop.edu/onca and email disneyj@winthrop.edu or onca@winthrop.edu for more information.

The Office of Victims Assistance (OVA) provides services to survivors of sexual assault, intimate partner violence, and stalking as well as educational programming to prevent these crimes from occurring. The staff assists all survivors, regardless of when they were victimized in obtaining counseling, medical care, housing options, legal prosecution, and more. In addition, the OVA helps students access support services for academic problems resulting from victimization. The OVA is located in 204 Crawford and can be reached at (803) 323-2206. In the case of an after-hours emergency, please call Campus Police at (803)323-3333, or the local rape crisis center, Safe Passage, at their 24-hour hot-line, (803)329-2800. For more information please visit: http://www.winthrop.edu/victimsassistance/

Assessment Responsibility: Data from this course are collected and used as part of Winthrop's continuous program assessment. Specifically students will take a short leadership assessment near the beginning of the semester to provide baseline information.

General Education requirement: This course helps to fulfill the general education technology requirement.
  -Understand and practice rhetorical techniques and styles by writing and by giving oral presentations
  -Use computers competently
  -Use the library and other information sources competently
  -Understand cultures in their own terms and in terms of the diversity of ideas, institutions, philosophies, moral codes, and ethical principles
  -Examine problems, issues, and choices that confront citizens of the world

  This course is certified as a "Language, Logic, and Semiotics" course and as a "Technology" course for the Winthrop General Education program. This course contributes to the following University Level Competencies:
  - ULC 1 - Winthrop graduates think critically and solve problems.
  - ULC 3 - Winthrop graduates understand the interconnected nature of the world and the time in which they live.

Welcome to CSCI 101, I look forward to a good semester of learning together. Let's work together so that your knowledge of computers grows throughout the semester and continues all through your life.

<u>Syllabus change policy</u>: This syllabus is subject to revision. We reserve the right to change and/or modify the syllabus, schedule, and course requirements as may be required to meet the need of the students or to accommodate external factors.

<u>Tentative course calendar</u>

Wednesday	Topics Covered (subject to change)	Reading	Homework Due (Partial List)
Jan 15	1: Introduction, Why CSCI, Teams, TBL, Reading Critically		
Jan 22	2: Computers Matter, Computer History	Ch 1 (p2-6+) Ch 2, Ch 4(101-103)	Quiz 1
Jan 29	3: Looking at Computers	Ch 3 (p53-55, 74-82) Ch 14 (p465-470)	Quiz 2
Feb 5	4: Understanding Hardware & Software	Ch 9 (p297-308, 315) Ch 14 (Cache Mem, p475-476, Buses p481, 482) Ch 6 (p176, 204, 205)	Quiz 3 Hw & SW assignment
Feb 12	5: Networking and the Internet	Ch 4(p123,124,134-138) Ch 10(p335-340) Ch 15 (505-506, 508-510,516-519,526-527)	Quiz 4
Feb 19	Intro to Game Maker **Exam 1 {Bring #2 pencil and eraser}**		
Feb 26	**6:** Intro to programming and Game Maker ("First Game")	See Notes page	
Mar 5	7: Formatting Text, Linking, Images	http://w3schools.com/html Home-Basic: Read Home through Lists	Quiz 5 First Tutorial
Mar 12	10: Software Development and Design	See Notes page **Graded in-class activity**	12: HTML 14: Design
Mar 12	**Last day to withdraw**		
Mar 19	Spring Break		
Mar 26	9:Security	Ch 10 (p354-370) Ch 11 (p385, 389-390, 393- 395) Ch 15 (p527-535)	Quiz 7
Apr 2	11: **Exam 2 {Bring #2 pencil & eraser}**		
Apr 9	12: Ethics, Protecting Yourself	Ch 3 (p83-85) Ch 4 (Trends- p114-115, p116,117, 120,121,128) Ch5 (p153-159, 208-Ethics) Trends – 320, 359 Research	Quiz 8
Apr 16	13: Game Maker Lab		
Apr 23	14: Project presentations		Individual and Group Project
May 1	15: Cumulative Final Exam 3 p.m. Thursday Verify with Exam Schedule		