PREREQUISITE: High School Algebra or equivalent
Must be eligible to enroll in a 100-level college mathematics course.

Note: Credit NOT available for students who have taken CSC 101.

CLASS INFO: This is an online course.

OFFICE HOURS: 10:00 a.m. – 11:30 a.m. Monday, Wednesday
2:00 p.m. – 3:00 p.m. Monday, Wednesday (online)
1:00 p.m. – 2:00 p.m. Wednesday
10:45 a.m. – 11:15 a.m. and 1:45 p.m. – 2:15 p.m. Tuesday, Thursday
I will gladly make appointments for other times.

COURSE DESCRIPTION: General study of computer types, capabilities, uses, and limitations from a business-oriented perspective. Use of operating systems and application software on a microcomputer. Use of network environments to access online resources. Introduction to problem solving using a computer.

COURSE INTENT: To acquaint students with the capabilities and limitations of different types of digital computers in a business environment. To provide experience in using a computer as a productivity tool in a business environment. To provide practice in operating system utilization on microcomputers. To develop competencies in using business application software and productivity tools. To provide experience in using digital resources to locate information. To introduce students to the concept of information literacy. To introduce students to problem solving using a computer.

REQUIRED TEXTS: (sold as a package – ISBN 9781305291355)

REQUIRED ITEMS: USB Flash Memory Drive

EXAMINATIONS: (80% of the course grade)

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Weight</th>
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<tbody>
<tr>
<td>3 Examinations</td>
<td>20% each</td>
</tr>
<tr>
<td>Final Examination – Comprehensive</td>
<td>20%</td>
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</tbody>
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Tentative Exam Schedule:

- Exam 1: Tuesday, February 16 (8:00 a.m. – 11:30 p.m.)
- Exam 2: Tuesday, March 22 (8:00 a.m. – 11:30 p.m.)
- Exam 3: Tuesday, April 19 (8:00 a.m. – 11:30 p.m.)
- Final: Monday, May 9, 8:00 a.m. – Tuesday, May 10, 11:30 p.m.

NOTE: There are no exemptions from the final examination. Check the final exam time. If the final exam time is a problem, you need to drop this course.

ASSIGNMENTS AND QUizzes: (20% of the course grade)

There will be a total of 10-15 assignments and 8-12 quizzes of unequal weight.
Topics include: File management, word processing, spreadsheets, email, HTML and the WWW.
Assignments will not be accepted late. Missed quizzes and/or assignments cannot be made up.

ATTENDANCE: This is an online course. Constructive class participation is expected.
STUDENT LEARNING OUTCOME:

Upon successful completion of the course, students should be able to:

1. Identify capabilities, limitations and procedures for using computer systems to solve business problems.
2. Discuss the role of computers in society and business.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.
7. Develop a web page.
8. Describe how business has been revolutionized by the use of computers.

CONTENT:
The following topics with estimated hours spent on each is listed below:

- General Computer Units (3)
- Network Environments (3)
- Microcomputer Operating Systems (6)
- Word Processing (8)
- Electronic Spreadsheets (12)
- Web Page Development (7)
- Independent Study of Other Computer Applications and Use in Business (3)
- Exams (3)

Program Learning Outcomes:

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness.

- Students majoring in the Department of Computer Science may access program learning outcomes at http://cs.sfasu.edu/cs/plo/
- Students majoring in the College of Business may access program learning outcomes at http://www.sfasu.edu/cob/ug-plo.asp.

CLASS INFORMATION AND POLICIES

Department of Computer Science, McGee 303, 468-2508

Attendance: This is an online class. Class participation is expected. No disruptive behavior including offensive language will be tolerated in a computer science facility or related activity. Such behavior may result in administrative removal from class. Only students officially registered for the course and approved assistants may attend class.

Examination Policy: All class examinations are considered to be a major part of the course work upon which a large part of the course grade depends. There are NO make-up exams! Class examinations will be announced at least one week prior to the examination. If you have a conflict with another university event, you must contact me well in advance of the examination. In case of an extreme emergency, contact me before the scheduled examination. Failure to do so may result in an examination grade of zero. There are no exemptions for the final examination and no changes in taking the final examination. All students must take the final exam. A zero on the final exam will result in an F in the course. Check the final examination time. If the final examination time is a problem, you need to drop this course. Once the first person has left the room on the day of an examination, no one else will be permitted to begin the exam.

Assignment Policy: All assignments are due at the announced time on the specified due date. Assignments will not be accepted late. If you have a conflict, please contact me in advance. You should turn in your homework assignments done neatly, clearly, and to the best of your ability. Follow all the instructions given. You will lose points for failure to follow instructions. PLEASE NOTE: You may be given assignments during the last five class days of the semester.

Software Policy: Disciplinary action will be taken against individuals who perform unauthorized duplication of software or who are involved in the unauthorized use of duplicated software. Such action may make it impossible for you to successfully complete this course.

Computer Laboratory Usage: Students utilizing equipment in university computing laboratories are expected to read and abide by all posted policies for the laboratories. Please note that no children and no pets are permitted in university computing laboratories.

Drop Policy (Univ.): The official university add/drop policy is located at: http://www.sfasu.edu/policies/add_drop.asp. If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail: REGISTRAR@SFASU.EDU The Registrar is located on the 2nd floor of the Rusk building.

Special Accommodation Requests: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as
Early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Students with special accommodation requests have the responsibility to immediately initiate a meeting with the instructor to discuss how the special accommodations will be provided. Students who are aware of these special needs at the beginning of the semester must inform the instructor in person before the twelfth class day about any class activity, which will require special accommodations.

**Computer Account Policy:** All assignments that require the use of the University Computer must be done under the computer account that is assigned to you in this class. You should NOT do other class assignments in this account, and you should NOT do assignments from this class in other accounts. Failure to abide by the above statements will mean that you will receive a grade of F in this course.

**Academic Integrity:** Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. All instances of academic dishonesty will be reported to Office of the Dean of the student’s major. This report shall be made part of the student’s record and shall remain on file with the Dean’s office for at least four years. Instances of academic dishonesty may also be reported to the University Committee on Academic Integrity. A student who wishes to appeal decisions related to academic integrity follows procedures outlined in University policy A-9.1. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp).

If in my judgment an instance of academic dishonesty on an examination has occurred, a grade of zero will be assigned as the examination grade and a minimum of one (1) letter grade will be lost in the course grade. A course grade of F may be assigned depending on the situation. A student found cheating on an examination may not drop the course. If in my judgment a student is found cheating on any part of a homework assignment or quiz, the student will receive negative points equal to the value of the entire homework/quiz. A negative grade will not be replaced by any possible bonus assignment. I consider the person who did the work (homework, quiz, test) and the person copying the work as both cheating. A recurrence of this by any individual will result in a grade of F in the course. DO YOUR OWN WORK!!!! Do NOT show your code to other students!!!

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.