

CS 170 – Computer Applications for Business, SPRING 2015

COURSE INSTRUCTOR: Las Goonetilleke

TA: Edmond Wu

Email: edmond.wu@rutgers.edu

Office Hours: Monday 3:00pm – 4:00pm (Hill Center 378)

Lab Support: Wednesday 2:00pm – 4:00pm (ARC Computer Lab)

(**NOTE:** You can meet with any of the CS170 TAs during lab support hours)
Lab Support hours are posted in Sakai Resources Tool.

Recitations:

Section	Location	Day	Time From - To
01	Tillett 106 J1	Tuesday	8:55am – 9:50am
11	ARC 116	Thursday	12:15pm – 1:10pm

Exams for this course are scheduled as follows:

- *Hourly Exam #1: Wednesday, February 25th, 9:40 PM - 11:00 PM*
- *Hourly Exam #2: Wednesday, April 1st, 9:40 PM - 11:00 PM*
- *Spreadsheet Exam: Last scheduled recitation.*
- *Final Exam: Monday, May 11th, 4:00 PM - 7:00 PM (Group M)*

Course Information:

- Course materials are found at <https://sakai.rutgers.edu>.
- The course and class SAKAI sites have a more detailed syllabus, assignment descriptions and important announcements regarding exams, etc
- Recitation sessions are used to review class material and do sample assignments, return and review assignments and exams, and answer questions related to lecture, software assignments, etc.

Assignments:

- Assignments are worth 150 points (+20 total extra points) out of a total of 500 over the whole semester.
- Check SAKAI for the description of the assignment and review the class material before attempting any assignment. Be prepared when you come to lab and to my office for help.
- All assignments should be submitted electronically via SAKAI (<https://sakai.rutgers.edu>). Exceptions will be mentioned explicitly.

- All assignments are usually due the week after being discussed in recitation; any exceptions to this will be stated during recitation. The exact due dates are also noted on SAKAI.
- All assignments should be submitted before the designated **Due Date** and time in order to get full credit (**NOTE:** time is based on SAKAI server time and not on local machine times).
- Late assignments receive a maximum of half credit if they are submitted before the **Accept Until** date (one week after the due date); after one week, no credit is given for assignments.
- **One and only one** assignment during the semester can be submitted a week late and still be considered for full credit (**Free Late**). **You must let me know via email before the accept until date if you want to use your free late.**
- Discrepancies regarding assignment grades must be clarified **within two weeks** after the assignment **Due Date**; no consideration will be given after this two-week time limit.
- Any discrepancies with exam grades are handled by your instructor, not me, and must be reported to your instructor within two weeks after the exam is taken.
- Students should print the assignment description, criteria, checklist for each assignment and keep copies of work submitted until the semester has ended and final grades are published.
- **Beware of violations to University's policies regarding academic integrity.**

There are 20 extra credit points available throughout the semester.

A maximum of 10 points will be added to your total points based on:

- Attendance: 4 points (4 points for $\geq 90\%$, 3 points for $\geq 75\%$, 2 points for $\geq 60\%$, 1 point for $\geq 50\%$)
- Quizzes or worksheets in recitation: 4 points
- First two uploads to Sakai: 2 points (1 point for Sample Cover Sheet + 1 point for photo URL)
- Completion of Course Surveys at the end of the semester: 2 points

NOTE: It is your own responsibility to check your email and SAKAI for important announcements and changes pertaining to the course. This is not a binding document and everything herein is subject to change.