INSTRUCTORS:

Tilini Senevirathna, ECC-102

Email: witi0901@stcloudstate.edu

Office Hours: M W : 2.00pm – 4.00pm

and also by appointment

Shoeb Mohammed , ECC-102

Email: mosh1003@stcloudstate.edu

Office Hours: M W : 5:15pm to 7:15 pm

and also by appointment

SUPERVISOR:

Dr. Andrew Anda

Email: aanda@stcloudstate.edu

Office hours: http://web.stcloudstate.edu/aanda/Wkly-sched-f10.html

TEXT:

*Fluency With Information Technology: Skills, Concepts, And Capabilities,* 4/E*,* Lawrence Snyder, Pearson Addison-Wesley, 2009, ISBN: 0-13-609182-2, http://wps.aw.com/aw\_snyder\_fluency\_4/139/35647/9125833.cw/index.html

COURSE DESCRIPTION:

History, moral and social implications of computer technology, problem solving, and hands-on microcomputer experience involving software packages (including word processing, database management, spreadsheets). 3 Cr. F, S, SUM.

LEARNING OUTCOMES:

* Become a skilled computer user via hands on experience with the software.
* Acquire an appreciation of the moral and social impact of information technology.
* Gain a better understanding of the computer hardware and software through a review of the historical development of the computers.
* Become familiar with the terminology used to describe what computers are and can do.

SYLLABUS: Main topics covered in this class (not necessarily in this order):

* Introduction to computers
* Information technology definitions
* The basics of networking, the internet and the world wide web
* The basics of HTML and creating simple effective web pages
* Locating and Evaluating information on the web
* The social implication of information technology
* Privacy and Digital Security
* Creating and using spreadsheets
* Data base concepts and organization
* The limits on computation

CLASS SCHEDULE: The class meets Monday and Wednesday from 4:00 pm - 5:15 pm in EB-A226. No late or early exams will be given.  If you plan on leaving early for or returning late from break, drop this class now so that someone else can have your spot. There will be no late drops or incompletes for students who are failing the class.

**PREQUISITES:** If you are in this class, you are a college student, so we assume that you have the requirements needed to graduate from High School. If you don’t, talk to one of us after class.

**PROJECTS:** In addition to reading the chapters and other assigned materials, you will be asked to practice using the software we will study. You are expected to do these assignments on your own. If you represent someone else’s work as your own or allow someone else to turn your work in as theirs you will be turned in for cheating and plagiarism and will be given an F. These assignments are due at the beginning of the class on the due date. An assignment is late if it is turned in after the instructor starts lecturing. You will need to get your work stapled and folded neatly before you turn it in. Work handed in late will receive reduced credit. No allowance will be made for computer down time, so plan ahead.

**WHAT DOES NEAT MEAN:** All turned in assignments must be neat. Here is how you can tell if yours is neat.

* Is it written on only one side of the page?
* Is it on standard sized paper using one-inch margins?
* Are problems presented in order and numbered?
* Is your name on each page?
* Are the pages stapled together?
* Are there no ragged edges on the papers?
* Can we read your assignment without taking the staples out?

**EXAMS:** There will be two exams and one comprehensive final. No make-up exams will be given if you do not contact the instructors before the exam time.

*Mid-Exam 1*: 6th Oct 2010

*Mid-Exam 2*: 17th Nov 2010

The midterm schedule is tentative.

Comprehensive *Final Exam*: Wednesday, Dec. 15, 15:45 – 18:15 EB A226

**ATTENDANCE IS REQUIRED:** You are required to attend class every day, and roll will often be taken. Missing class on days that we have in-class assignments will result in a zero for that assignment. These assignments cannot be made up. If you have trouble getting to class, drop this course now and let someone else use the spot.

If you have a disability that requires modification of the seating, testing or some other feature of the class, please see one of us after class or during office hours.

**STUDYING FOR THIS CLASS:**  Expect to spend time on this class. If you are having trouble in class, confer with one of the instructors. You can also send e-mail to any of the instructors. If an assignment is due on Monday and you don’t start until Saturday or Sunday, you should not expect replies to your questions in time to turn the assignment in. If you cannot come during office hours, make an appointment for another time. We will allow ample time for questions during class. If you need help with an assignment, see one of the instructors. To get the maximum benefit from this course, you must attend class and do all the assigned readings and written assignments.

**STUDENTS CODE OF CONDUCT:** The SCSU Code of Conduct lists the following as prohibited. There are other prohibited behaviors that are not listed here. I suggest that you get a copy of the code and read it carefully. The following is copied from the Code.

*Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published of unpublished work of another person without full and clear acknowledgment; un acknowledged us of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials; and commercialization, sale or distribution of class notes without instructors’ permission.*

**READING YOUR EMAIL AND LOOKING AT D2L:** Much of the information for this class will be posted on the D2L site or sent to you via email. That means you must make a practice of checking the D2L site and your email every day.

**PLAGIARISM AND CHEATING:** I encourage you to study with someone else in the class, but tests, homework, and other assignments that you turn in must be your own work.  Reread the caution about cheating.  Permission to work with someone does not mean you can turn in identical or near identical solutions to assignments.

**DECORUM:** Conduct yourself as responsible adults. In particular:

* Arrive for class on time, and be ready to begin when class starts.
* If you are late be quiet when you enter the class.
* If you are early, talk to your class mates about the class materials.
* Do not engage in distracting activities like noisy eating or sleeping.
* Turn off all cell phones, watch alarms, radios, I-pods, and similar devices.
* Do not turn your computer or telephone on unless you are asked to.
* Do not start packing up before class is over.

**GRADING:** Your final grade will be determined approximately as follows.

In-class Work 05%

Reading Quizzes 05%

             Homework 30%

             Test 1 20%

             Test 2 20%

             Final Exam 20%

Letter Grades will be assigned as follows:

> 90% A

> 80% B

> 70% C

> 55% D

< 55% F

We will use +- grades.

LATE ASSIGNMENT SUBMISSION POLICY:

1 day late submission will incur 10% deduction of points earned.

2 days late submission will incur 25% deduction of points earned.

3 days late submission will incur 50% deduction of points earned.

4 days late submission will incur 75% deduction of points earned.

5 days late submission will incur 0 point.