Professor:

Dr. Andrew Anda

Email: [aanda@stcloudstate.edu](mailto:aanda@stcloudstate.edu)

Office hours: <http://web.stcloudstate.edu/aanda/Wkly-sched-f13.html>

Graduate Assistant:

Akalanka Mailewa ,

Email: [maak1201@stcloudstate.edu](mailto:maak1201@stcloudstate.edu)

Office Hours: TBD

and also by appointment

Course Data:

* Section: 04
* Course ID: 001392
* Credits: 3
* Meets: 15:30 - 16:45 T R in [EB A226](http://www.stcloudstate.edu/campusmap/building.asp?bldgAbbr=EB)

TEXT:

*Fluency with information technology: skills, concepts, and capabilities,* 5th Ed.*,* Lawrence Snyder, Pearson Addison-Wesley, 2013, ISBN: 978-0-13-282893-2, <http://wps.pearsoned.com/ecs_snyder_fluency_5/>

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 software.
* Acquire an appreciation of the moral and social impact of information technology.
* Gain a better understanding of computer hardware and software through a review of the historical development of 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 including XML
* The limits on computation
* Exposure to programming concepts via an introductory language such as [Scratch](http://scratch.mit.edu/) (time permitting)

CLASS SCHEDULE: 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 this class.

**PREQUISITES:** There are no formal prerequisites for this course. There will be math, but at a pre-college level.

**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. If you do share work on an assignment, you must cite your collaborators and their contributions. 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.

**Midterm-Exam 1**: Tuesday, October 8

**Midterm-Exam 2**: Thursday, November 14

*This midterm schedule is tentative*.

***Comprehensive* Final Exam**: Thursday, Dec. 19, 15:45 – 18:15 in 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.

**STUDENT CODE OF CONDUCT:** You are expected to follow the guidelines in the SCSU [**Student Code of Conduct**](http://www.stcloudstate.edu/studenthandbook/documents/codeofconduct.pdf).

**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.

**SENDING EMAIL TO AN INSTRUCTOR**: All email you send to an instructor must include the text, “CSCI 169” in the *Subject* header.

**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.  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.

Reading Quizzes 5%

             Homework 25%

             Test 1 20%

             Test 2 20%

             Final Exam 30%

Letter Grades will be assigned as follows:

> 90% A

> 80% B

> 70% C

> 55% D

< 55% F

We reserve the right to award a higher grade for a specific percentage.

We will use +- (shaded) grading.

LATE ASSIGNMENT SUBMISSION POLICY:

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

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

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

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

5 days late, or later, submissions will receive no points.