CS 170 – Computer Applications for Business, FALL 2014

COURSE INSTRUCTOR: Guillermo Fuentes

TA: Joyce Wang

Email: jvw29@cs.rutgers.edu

Office Hours: Monday, 6:05PM-7:05PM @ Busch – Hill 378

Lab Support: Monday, 10AM-12PM @ Livingston - Tillet

(**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
19	Busch – ARC 119	Tuesday	5:15PM – 6:10PM
22	Busch – ARC 119	Thursday	5:15PM – 6:10PM

Exams for this course are scheduled as follows:

- *Hourly Exam #1: Tuesday, October 7th, 9:40 PM - 11:00 PM*
- *Hourly Exam #2: Tuesday, November 11th, 9:40 PM - 11:00 PM*
- *Spreadsheet Exam: Last scheduled recitation.*
- *Final Exam: Wednesday, December 17th, 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.**

TA Extra Credit:
A maximum of 10 points will be added to your total points based on:
- Attendance: 4 points (4 points for >= 90%, 3 points for >=75%, 2 points for >= 60%, 1 point for >= 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