

**CS 110 Introduction to Computers**  
Summer Session II 2016, Distance Learning  
CRN: 26573, 3 credits  
July 5 to August 15, 2015

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### Course Description

Designed for non-science majors, the course emphasizes the computer's capabilities, limits, and its impact on society. Personal computer productivity software is used to demonstrate the influence of computers on society. Students are also provided an introduction to the Internet through the use of a Web browser and an e-mail facility. Not open to students who have completed a higher-level CS course.

### Course Objectives

Students will learn the basic components of a computer, its capabilities and limits, and its application to our society. In addition to computer concepts, students will also gain hands-on training in the use of an operating system, word processor, spreadsheet, presentation software, web browser, and web authoring tools.

### Course Pre-requisites

Two years of high school algebra and familiarity with quantitative reasoning. This course assumes that you have a working knowledge of an operating system. You do not need prior programming experience. However, an aptitude for problem solving, analytical reasoning, and quantitative reasoning is essential for succeeding in this course.

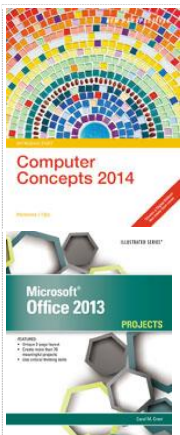
### Expectations

Like all distance learning classes, this will require more self-discipline than usual. You work at your own time & pace (to some degree). There are deadlines that must be observed to allow us to move on. But overall, you need to be self-disciplined to allocate your own time and complete the work required. You will need to allocate about 20 hours of your week towards this course. This time will be used for the following:

- reading the chapters & units in the text books assigned
- completing activities in the text books assigned
- completing weekly homework assignments
- studying for your weekly tests
- taking on-line tests
- contributing to the discussion board

You will spend approximately 1/4 of this time reading the text and other assigned reading, and the rest of the time on the computer: completing an assignment, taking a test, formulating your discussion posting, etc.

### Textbook



#### [New Perspectives on Computer Concepts 2014: Introductory, 16th Edition](#)

**June Jamrich Parsons**

**Dan Oja**

**ISBN-10:** 1285097688 | **ISBN-13:** 9781285097688

#### [Microsoft® Office 2013: Illustrated Projects, 1st Edition](#)

**Carol Cram**

**ISBN-10:** 1285170326 | **ISBN-13:** 9781285170329

## Hardware

- A laptop or desktop computer with an Internet connection. Cable, DSL, or connection from a workplace (T1 or T3) is necessary. Speed and power is not crucial as long as you are satisfied with your current connection speed.
- Audio/Video equipment - speaker, microphone and corresponding audio/video peripherals. These are needed to listen to lectures and for connecting with the instructor via Skype.

## Software

1. Operating system: Windows 7 or Windows 8
2. Application program: Microsoft Office 2013 including:
  - Word
  - Excel
  - PowerPoint
3. Web browser: Mozilla Firefox
4. PDF reader: Adobe Reader
5. Media player: Any software that plays .wmv video files such as Windows Media Player
6. E-office hours and screen sharing: Skype. To share screens, the full version of Skype must be installed.

## Grading Policy

**Quality Work:** All oral and written work submitted must be of the highest quality. You will be graded on your performance and quality of the work required and not on the amount of time spent nor amount of effort. Any piece of work turned in for a grade is subject to an oral examination and the grade for the work hinges on the result of the student's knowledge, not what is submitted.

## Final Grade:

Group Discussions	20%
Assignments	30%
Tests	50%

	86.67 to 89.99 = B+	76.67 to 79.99 = C+	66.67 to 69.99 = D+	
>= 94 = A	83.34 to 86.66 = B	73.33 to 76.66 = C	63.33 to 66.66 = D	<= 59.99 = F
90.00 to 93.99 = A-	80.00 to 83.33 = B-	70.00 to 73.33 = C-	60.00 to 63.33 = D-	

**Pass/No Pass Option:** Students who are registered with a PASS/NO PASS option must receive a final grade of 65 or better to receive a P.

**Due Dates:** Due dates are to be watched carefully! If you miss a homework, test, or participate in discussion for the given week, the link for that item automatically disappears or submissions are no longer accepted and you are not able to submit the work anymore. This means that you receive a 0 for any missed work.

## Group Discussions

Groups contains 3 to 5 members and are shuffled and created randomly every week. A forum is created every week. Initial questions are posted by the instructor. You are to respond to the question(s) on day 1 of the week and follow-up by contributing 3 to 5 postings for the week.

To access the discussion, click on the "Group Discussion Board" on the left pane when viewing the course, then click on the "Discussion #: Group #", then click on Group Discussion Board", then again on "Discussion #: Group #".

Your participation includes your "presence" on Blackboard. This means that you need to, on a daily basis:

- Check your email and respond to messages accordingly
- Contribute to the discussion board forum

You are grouped into about 4 students within your discussion group to keep the length of the posts manageable. The purpose of both in-class and electronic discussions is for exchanging ideas with each other in relation to achieving the stated goals of the course. It is expected that as the term progresses, your discussion contributions will contain more rigor and your usage of proper technology terminology increases.

Discussion topics are posted (and closed) on a weekly basis. The key word here is "discussions." Discussions should not be viewed, simply, as recitation or question/answer exercises (although questions should definitely be asked if there is content that is not understood). Rather, discussions are dialogues that probe all aspects of the topic under discussion in which each participant qualitatively contributes to the dialogue. The following rubric will be used to evaluate participant's contributions to the topic discussion.

Level 0 - Grade of F or D	Level 1 - Grade of C	Level 2 - Grade of B	Level 3 - Grade of A
Not participating, or responding with "I agree" or something similar without any further explanation or contribution	Contributions explore the topic or issue by identifying and organizing relevant facts, formulating conclusions, and presenting them.	In addition to Level 1, examples are provided that is relative to the topic and may support or challenge the ideas that others have proposed.	In addition to Level 2, the participant initiates new threads of related discussion in the context of the current discussion dialogue. The participant explains how a new or previous concept connects to the current concept or how their daily experiences relate to class content and discussion.

Obviously, a discussion cannot begin at Level 3, it must begin at Level 1 or Level 2. Therefore, it would seem that a participant could earn more "participation credit": by "lurking" until the topic under discussion was well established and then join the dialogue by adding a Level 3 comment. Yes and No! To attempt to keep the participation at a **constant, qualitative level** throughout the dialogue, the instructor will take into account the consistency of participation. A participant who consistently joins the discussion on a quality level, adding to the discussion at all stages of development, will receive more credit than a participant who waits until the discussion is well established before joining in the dialogue, for example, does all of their postings on the last two days of the discussion week.

### Reading and Replying to a Message

**Important** - I highly recommend composing your discussion board posting outside of Blackboard in a word processing program and then pasting them into Blackboard. Otherwise, your hard work could be deleted by an Internet disruption.

1. Once you've entered a discussion forum, you will see a list of messages. Click the link for a message's subject line to read that message. Note that if you click on the writer's name, you will be sending an e-mail message to the author instead of posting to the forum.
2. To reply to the message that you are reading, click Reply at the bottom right corner of the message.
3. A response window will appear. In the first half of the window is the form to enter and submit your reply. Below it is the text of the message to which you are responding.
4. If you'd like, you can customize the default Subject line.

### Assignments

Assignments are due on a weekly basis and may be submitted as early as you wish. A rubric is attached to each assignment and is used for grading your work. To view the rubric, click on the Assignment number. All assignments are to be worked on **independently** by each student. Discussions as to what the problem is and very general, top-level solutions are allowed between students. Work may not be copied from another source and will constitute cheating if done so. Any work, or part of your work, that is borrowed from another source must be stated so in the assignment and must be pre-approved by the instructor or preceptor. Failure to do so will constitute plagiarism.

Each assignment must be submitted by following instructions posted on Blackboard. Electronic submissions are due at the end of the day (11:59 pm) on the date due. All assignments must be submitted through Blackboard (using the Assignment link). **Do not email** your assignment to the instructor or preceptor. **No homework is accepted via email.** Similarly, no assignment will be submitted through the Digital Dropbox unless it is pre-approved by the instructor.

All assignment submitted is subject to an oral examination. Upon the request of the instructor, the student will explain (in person) the work submitted. The grade of the assignment hinges on how well the student knows and understands what was submitted.

## Tests

Tests are taken on a weekly basis. Tests are based on the readings assigned for the week.

**Time Limit on tests** - PLEASE READ: Each test has a **time limit**. Please make sure you adhere to the time limit. If you go over the allotted time, the number of minutes over will be deducted from your test grade. For example, if the test is a one-hour test and you take 1 hour and 5 minutes to complete the test and received a 98, your grade is marked at 93.

## Weekly Routine

The class will operate on a routine/regular basis. All times given are in Eastern Daylight Time (GMT-04:00). There are six weeks to this summer session with each week beginning on a Tuesday and ending on a Monday. You should plan your week accordingly; be sure to even out your workload for the week and not wait until the end of the week to complete everything.

- All week long - Student contributes to group Discussion Board postings. This counts as your participation/discussion grade.
- Tuesday am - Student starts reading required material for the week (under "Weekly Schedule"). Note that readings will cover 2 textbooks. The "Concepts" text will be mostly pure (traditional) reading while readings from the "Office" text will require you to be at a computer running Microsoft Office and trying out features of the software products you are reading about. A Blackboard announcement will appear at the start of the week regarding the week's work.
- Monday -
  - Weeks 1 to 4 - Student takes the test for the week between 5pm to 10pm. The test will cover the "Fluency" readings assigned for the week. This is administered over Blackboard. Be sure to have a computer with network access every test day! Be sure to start the test an hour before the test closes to give yourself enough time to complete the test. Allot 90 minutes for each test. There are no retakes!
  - Weeks 5 and 6 - Student submits assignments due for the week by midnight (11:59pm). You should also not wait until the last minute to turn in an assignment as many unforeseeable circumstances can happen (e.g., network goes out at 11:58pm, power outage, your friend calls for a chat and you forget your homework, etc.). It is your responsibility to turn in your assignment on time. Assignments may be submitted as early as it is posted. Note that late assignments are not accepted.
- By Monday night (11:59pm) - Discussion board for the week closes.
- I strongly suggest that you put reminders for all these for all six weeks on your calendar or agenda, as I do.

Your daily routine should also include the following.

1. Check your email daily - at least 3 times a day.
2. Check Blackboard for announcements. Any modification or changes to the work for the week will be posted as an announcement - usually with a link (when appropriate) to the item.

Instructor's routine - I will check email and your discussion board postings on a daily basis as well. I am a morning person and will be on-line usually between 6:30am and 10:00 am, at the minimum. If you send me an email, say on a Tuesday evening, it is likely that I will get to read your email Wednesday early morning. I expect you to check your email at least 3 times a day. As noted elsewhere, I will use email only if a personal issue arises. All routine announcements will be done through Blackboard's Announcement feature.

## "Office Hours"

I will monitor my email daily for any questions you may have. I will try to resolve questions over email as much as possible; when that becomes difficult, we can meet over Skype. In general, I am available around 8am-9am and 7pm-8pm but do send an email notification ahead of time if planning on Skype. My Skype name is found under "Instructor Information."

Please do not hesitate to ask if you have any questions on your readings or any of your work assigned.

## Student Illness Policy

The instructor recognizes that students may occasionally become incapacitated by a brief illness or injury and will be unable to attend class or complete a graded assignment or test on time. In the latter case, you are expected to notify your instructor (in advance if at all possible) that you cannot complete the work due to illness or injury.

Following and quoting from the [University of Hartford's Policy of Student Illness](#) as listed on [The Source](#), "the student must:

1. visit the University Health Center, a doctor, or hospital for treatment on the day that you are sick and get documentation of the visit, and
2. email the instructor in advance (or if not possible, within 24 hours of missed class, test, or assignment) to tell his or her that you cannot attend (or complete work) and that you are seeking or have sought treatment.

Allowing you to make up missed tests and assignments is at the instructor's discretion. For extended illness (a week or more), email the academic services office of YOUR college or school. Documentation of treatment is required.

Do not visit the University Health Center after the day you are sick. They will not issue documentation that you were sick on the previous day."

## Academic Honesty

Even though this is a distance learning class, the expectations and results are similar to a face-to-face class. You have the same course objectives and are expected to learn the same material and you are still expected to complete your work on your own. Tests have to be taken by the student and homework completed by the student alone. You will be withdrawn from the class if you violate any of these rules. Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to: cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Academic Honesty Policy as described in The Source - Student Handbook for the University of Hartford is strictly enforced. An electronic copy is available at: <http://www.hartford.edu/TheSource/>

**YOU ARE EXPECTED TO DO YOUR OWN WORK!** Any student who submit another person's work as their own, or who permit their work to be misrepresented for this purpose will receive a grade of 0. On the second offense, the student gets an F for the course and faces possible expulsion from the university. Protect yourself! Do not share your work with others.

### University of Hartford Academic Honesty Policy

The purpose of the academic honesty policy is to provide a clear statement to students and faculty of the University's expectations regarding academic honesty and to set forth procedures for the enforcement of that policy. The procedures in this academic honesty policy are administrative functions and are not subject to the same rules as in criminal or civil proceedings. Throughout the following policy, the term college refers to any one of the schools or colleges of the University. The term University-wide program refers to programs such as multimedia Web design and development or the Bachelor of University Studies, which do not reside in a college. The term department chair refers to a department chair or, in the case of colleges that do not have departments, the equivalent of a department chair.

- All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports, and dissertations whether written in the class room or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography.
- Students are forbidden to submit as their own any project, paper, or creative work that is in whole or part the work of another.
- The use of a term-paper writing service is prohibited. Also prohibited is the use of term papers obtained from the Internet, in whole or in part.
- All examinations and quizzes are to be completed without reference to books or notes except when the instructor of a course shall have given explicit authorization for an "open-book examination" or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.
- Other examples of academic dishonesty include, but are not limited to, the falsification of academic documents, such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.

### Plagiarism Detection Tool in Use On Campus

The issue of digital plagiarism has raised concerns about ethics, student writing experiences, and academic integrity. Although most students may never have engaged in intentional plagiarism, many students do incorporate sources without citations, which is a form of plagiarism. The University of Hartford subscribes to a digital plagiarism detection program called SafeAssign, which instructors and students may use to check papers and other assignments to see whether the paper contains material that requires a citation. Papers or other assignments submitted to SafeAssign are cross-checked against public Internet documents, ProQuest, and the database collection of all papers previously submitted to SafeAssign by instructors and students from other institutions. These assignments will not be read by anyone other than the student and the instructor. They will be stored on servers not managed by the University of Hartford for comparison with other University of Hartford assignments. Since it is also possible to submit and check a paper in draft mode and not have it automatically added to the SafeAssign database collection, students should check with their instructors for specific instructions and information on using SafeAssign.

All work for this course (assignments, labs, quizzes, tests, exams) must be completed by you - the student - without the help of external sources such as the Internet or a friend. **Googling answers online is NOT ACCEPTABLE and constitutes academic dishonesty.**

**At the first violation of academic dishonesty, the student receives a 0 for the work. On second offense, the student receives an F for the course.**

**A&S Academic Misconduct:** In the event that it is determined that you violated the Academic Honesty Policy, found in "the Source," the dean of your college will be notified and a note will be placed in your permanent file. If previous violations have been filed, any penalty that may be assigned for the offense may be more severe than for a first time offense. If this is the first recorded offense, subsequent violations of the honesty policy may then incur a steeper penalty.

**Course Schedule:**

CS 110	Concepts Reading	Office Hands-On	Discussion Topic	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
<b>Week #</b>				<b>Week Starts</b>						<b>Tests or Assignments</b>
1	Chapter 1: Computers and Digital Basics Chapter 2: Computer Hardware		Free Speech and Government	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	11-Jul
2	Chapter 3: Software Chapter 4: Operating Systems and File Management		Cyberterrorists	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul	18-Jul
3	Chapter 5: Local Area Networks Chapter 6: The Internet		Software Piracy	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul
4	Chapter 7: The Web and E-mail Chapter 8: Digital Media		Email Privacy	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug
5		Download Data Files Unit A: Word Projects I Unit B: Word Projects II Unit C: Excel Projects I Unit D: Excel Projects II	Digital Privacy	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug
6		Unit E: Integration Projects I Unit H: PowerPoint Projects	Digital Rights Management	9-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug

**Computer Concepts 2014:**

**Chapter 1: Computers and Digital Basics**

- Section A: All Things Digital
- Section B: Digital Devices
- Section C: Digital Data Representation
- Section D: Digital Processing
- Section E: Password Security

**Chapter 2: Computer Hardware**

- Section A: Personal Computer Basics
- Section B: Microprocessors and Memory
- Section C: Storage Devices
- Section D: Input and Output Devices
- Section E: Hardware Security

**Chapter 3: Software**

- Section A: Software Basics
- Section B: Office Suites
- Section C: Installing Software and Upgrades
- Section D: Buying Software
- Section E: Security Software

**Chapter 4: Operating Systems and File Management**

- Section A: Operating System Basics
- Section B: Today's Operating Systems
- Section C: File Basics
- Section D: File Management
- Section E: Backup Security

**Chapter 5: Local Area Networks**

- Section A: Network Building Blocks
- Section B: Wired and Wireless Technologies
- Section C: Network Setup
- Section D: Sharing Files
- Section E: Wireless Security

**Chapter 6: The Internet**

- Section A: Internet Technology
- Section B: Fixed Internet Access
- Section C: Portable and Mobile Internet Access
- Section D: Internet Services
- Section E: Internet Security

Chapter 7: The Web and E-mail

Section A: Web Technology  
Section B: Search Engines  
Section C: E-Commerce  
Section D: E-Mail  
Section E: Web and E-Mail Security

Chapter 8: Digital Media

Section A: Digital Sound  
Section B: Bitmap Graphics  
Section C: Vector and 3-D Graphics  
Section D: Digital Video  
Section E: Digital Rights Management

Office: 2013:

Unit A: Word Projects I.  
Unit B: Word Projects II.  
Unit C: Excel Projects I.  
Unit D: Excel Projects II.  
Unit E: Integration Projects I.  
Unit H: PowerPoint Projects.