

**CS 110 Introduction to Computers**  
**Summer 2018 • 3 credits • Distance Learning • CRN: 29743 & 31780**  
**Syllabus**

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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**

1. To understand the parts of a computer and how they function and operate;
2. To examine digital representation of information including data, sound, graphics, and video;
3. To create a fluency with foundations of communication and network infrastructure;
4. To form a basis for problem solving skills that evolve and adapt as technology advances;
5. To master advanced skills in word processing, spreadsheet creation, and presentation software, among other applications.

**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

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**

You may buy your books anywhere but please be sure that:

1. the ISBNs are correct, and
2. you have a copy of the books in your possession for the **first day of class**



**Concepts:**

**New Perspectives on Computer Concepts 2016, Introductory, 18th Edition**  
June Jamrich Parsons  
ISBN-10: 1-305-38775-9  
ISBN-13: 978-1-305-38775-1  
Available (1) in print at the Campus Bookstore and (2) in print or e-book at the publisher's online store.



## Office:

**Illustrated Microsoft® Office 365 & Office 2016 Projects, Loose-leaf Version, 1st Edition**

Carol M. Cram

ISBN-10: 130587868X | ISBN-13: 9781305878686

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Available (1) in print at the Campus Bookstore and (2) in print only at the [publisher's online store](#).

### Hardware

- A laptop or desktop computer with an Internet connection. 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.

### Software

1. Application program: Microsoft Office 365 or Office 2016 including:
  - Word
  - Excel
  - PowerPoint
2. PDF reader: Adobe Reader
3. Media player: Any software that plays .wmv video files such as Windows Media Player
4. E-office hours and screen sharing: Skype. To share screens, the full version of Skype must be installed.

### Grading Policies

**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:

Tests	60%
Assignments	40%

≥ 94 = A	86.67 to 89.99 = B+	76.67 to 79.99 = C+	66.67 to 69.99 = D+	≤ 59.99 = F
	83.34 to 86.66 = B	73.33 to 76.66 = C	63.33 to 66.66 = D	
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.

### Assignment Policy

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.

### Test Policy

Tests are taken at the end of the week, as scheduled. 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 with the EXCEPTION OF WEEK 6. All times given are in Eastern Daylight Time (GMT-04:00). There are 5.5 weeks to this summer session with each full week beginning on a Monday and ending on a Sunday. 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. I strongly urge you to put entries for the entire summer session for the following in your calendar or agenda; no reminders will be sent.

- **Monday Morning** - 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.
- **Saturday Night - Student submits assignment 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.
- **Sunday Night** - Student takes the test for the week between 5pm to 10pm. The test will cover the "Concepts" 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. There are no retakes and no makeup tests.
- **Thursday Night, Week 6 Only** - Student takes the test for the week between 5pm to 10pm. The test will cover the "Concepts" readings assigned for the week.
- 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."

### UH Academic Honesty Policy: Strictly Enforced

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.

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.

### Weekly Schedule

CS 110	Concepts Reading	Office Hands-On	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Unit 1: Digital Content	Download Data Files Module 1: Word Projects I	9-Jul Week 1 Starts	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul Assignment 1 Due	15-Jul Test 1
2	Unit 2: Digital Devices	Module 2: Word Projects II	16-Jul Week 2 Starts	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul Assignment 2 Due	22-Jul Test 2
3	Unit 3: Networks	Module 3: Excel Projects I	23-Jul Week 3 Starts	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul Assignment 3 Due	29-Jul Test 3
4	Unit 4: The Web Unit 5: Social Media	Module 4: Excel Projects II	30-Jul Week 4 Starts	31-Jul	1-Aug	2-Aug	3-Aug	4-Aug Assignment 4 Due	5-Aug Test 4
5	Unit 6: Software	Module 5: Integration Projects I Module 8: PowerPoint Projects	6-Aug Week 5 Starts	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug Assignment 5 Due	12-Aug Test 5
6	Unit 7: Digital Security		13-Aug Week 6 Starts	14-Aug	15-Aug	16-Aug Test 6			

### Computer Concepts Topics

- Unit 1 Digital Content  
Digital Basics, Digital Sound, Bitmap Graphics, Vector Graphics, Digital Video
- Unit 2 Digital Devices  
Device Basics, Device Options, Processors and Memory, Storage, Input and Output
- Unit 3 Networks  
Network Basics, The Internet, Internet Access, Local Area Networks, File Sharing
- Unit 4 The Web  
Web Basics, Browsers, HTML, HTTP, Search Engines
- Unit 5 Social Media  
Social Networking, Content Communities, Blogs and More, Online Communications, Social Media Values
- Unit 6 Software  
Software Basics, Operating Systems, Apps and Applications, Productivity Software, File Management Utilities
- Unit 7 Digital Security  
Unauthorized Use, Malware, Online Intrusions, Interceptions, Social Engineering

**Microsoft Office Topics**

Module 1: Word Projects I.

Module 2: Word Projects II.

Module 3: Excel Projects I.

Module 4: Excel Projects II.

Module 5: Integration Projects I.

Module 8: PowerPoint® Projects.