CSC 101 - Computers for Learning
Course Policy/Syllabus
Fall 2005

Section 302: T/R 5:00 – 6:15 pm, Cheek 0210

Kevin Piercy, Cheek 167-I
Office Hours: By Appointment

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Course web page: http://courses.missouristate.edu/klp920w

Text(s):
Technology in Action, Introductory, by Evans, Martin and Poatsy
Technology in Action Student Resources (CD)
Essentials Excel 2003, Level 1, by Fox and Metzelaar
Essentials Word 2003, Level 1 & II, by Keith Mulbery
Essentials Student Data File (CD)
Windows XP Tutorial, by Hulett (in house publication)

Catalog Description: CIS 101 Computers for Learning (Identical with CSC 101) 2(1-2) F, S. Fundamental computer concepts including word processing, spreadsheets, presentation applications, accessing information and the responsible use of information and technology. (Course may be waived by proficiency exam).

Course Objectives: Students will learn to create/access, organize, analyze and communicate information using the computer. This course is designed to meet the aims and goals of a general education basic required course by providing students with the computer knowledge and abilities required to participate effectively in and contribute to a technology oriented society. The course will assist students in developing those intellectual abilities and dispositions identified as goals of general education, including: (A) Conceptual and practical understanding of modes of learning, problem-solving, and creative inquiry; (B) Information-gathering, reasoning, and synthesizing abilities; (C) Reflective, creative, and critical dispositions; and (D) Communication skills.

Upon completion of the course the students will be able to:

1. Understand and apply fundamental computer concepts as they relate to the personal use of computers, use of computers in the workplace, and the use of computers in society.
2. Apply knowledge of a computer's operating system/environment to access, organize and manage programs and information.
3. Apply knowledge of word processing software to enhance students' writing. Create, edit/modify, and communicate information through written letters and reports.
4. Apply knowledge of spreadsheet software to create, organize, and analyze quantitative information.
5. Apply knowledge of electronic communication concepts to access, retrieve and communicate information using the computer and electronic networks.
6. Integrate/synthesize and communicate information via a computer-generated report and/or presentation.
**Nondiscrimination:** Missouri State University* is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office of Equal Opportunity Officer, Siceluff Hall 296, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head.

**Waiver Exam:** Students with prior computing experience may wish to take the waiver exam to test out of the class. Taking and passing the exam allows a student to waive the class, but does NOT grant credit for the class. **This class MUST BE DROPPED by August 26, 2005 to be eligible to take the next exam in March.** Students can take the exam only one time. For more information and/or to register for the exam visit [http://learning.missouristate.edu](http://learning.missouristate.edu).* The exam is free.

**Disability Accommodation:** To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), [http://www.missouristate.edu/disability](http://www.missouristate.edu/disability).* Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, [http://www.missouristate.edu/contrib/ldc](http://www.missouristate.edu/contrib/ldc).*

Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. This includes special accommodations needed for classroom testing.

**Academic Integrity Policy:** Missouri State University* is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s student honor code, Student Academic Integrity Policies and Procedures, available at [http://www.missouristate.edu/acadaff/AcademicIntegrity.html](http://www.missouristate.edu/acadaff/AcademicIntegrity.html)* and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. It is your responsibility to read and fully understand MSU*’s Student Academic Integrity Policies and Procedures. Any of the following acts constitute academic dishonesty:

- Cheating: refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication: refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise.
- Plagiarism: includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet.
- Facilitating academic dishonesty: assisting or attempting to assist another to violate any provision of the MSU* Academic Integrity Policy, whether or not that action is associated with any particular course.

Any student detected participating in any form of academic dishonesty in this course will be subject to the following sanctions:

- Denying credit on an assignment and/or examination
- Requiring additional assignments and/or examinations
- Lowering the course grade
- Receiving a failing course grade (F)
- Receiving a failing course grade of XF, which indicates the failing grade was due to academic dishonesty. This grade will remain on the transcript for at least one year.
- The instructor of this course may send written notification of any sanctions imposed to the Academic Integrity Council, so that repeat offenders may be detected.
- In addition to these sanctions, the instructor of this course may request that the Academic Integrity Council impose more severe sanctions, up to and including expulsion from the University.

No grade-related sanction may be imposed until a student admits misconduct and/or forgoes appeal rights, or is found in violation by the Academic Integrity Council.
Policy on Use of Cell Phones and/or Other Communication Devices in Classes: As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Academic Affairs prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class – see Class Disruption (http://www.missouristate.edu/recreg/classdis.html).* In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the Student Academic Integrity Policies and Procedures (http://www.missouristate.edu/acadaff/AcademicIntegrity.html).*

There are two appeal processes available to students. A sanction for class disruption may be appealed using the appeal process stated in the Class Disruption policy; however, a violation that involves a charge of academic dishonesty must be appealed using the process described in the Student Academic Integrity Policies and Procedures. Students have the right to continue attending class while an appeal is in progress.

Evaluation: Grades will be based on number of points accumulated by completing homework, quizzes, and exams. Points accumulated will be divided by the total points available in the class. The grading will be based on a scale as follows:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Late Homework Policy: Homework is due by the time specified in the assignment. Homework that is late without a good reason will be automatically reduced 50% and will not be accepted for any reason beyond one week late unless prior arrangements have been made with the instructor. The instructor retains the right to decide what constitutes a good reason.

Missed Exam Policy: If a student will miss an exam, every effort should be taken to make arrangements with the instructor IN ADVANCE of the exam date. If arrangements are not made in advance, the instructor will have the discretion of determining if and when a make-up exam will be given.

Attendance: Attendance is expected at every class session and will be monitored. Students are responsible for obtaining all information, materials, and assignments for a missed class. If class must be missed for ANY reason, contact the instructor BEFORE the class period if possible, or as soon as possible thereafter. Students not enrolled in the class are not allowed to attend. Although attendance is NOT factored into grades, it may be taken into consideration in the case of a borderline grade (79%, 89%, etc).

Final Exam: The final exam for this class will be given Tuesday, December 13, 2005, from 5:45 pm to 7:45pm in Cheek 210.

Pre/Post Tests: All students enrolled in this class are expected to take a pre-test during the first two weeks of class and a post-test given during the final two weeks of class. The results of these tests do NOT adversely affect your grade, however, all students are expected to treat these tests as seriously as any other exam.

Materials and Supplies: Students will be responsible for back-up copies of all work completed on the microcomputer. Students should obtain one or two 3.5" diskettes or zip disks. Students who have access to a CD burner may wish to use CD-Rs. USB drives are also acceptable.
Academic Regulations: Students should familiarize themselves with Academic Regulations by visiting the Student handbook online at http://www.missouristate.edu/recreg/acreg.html.* Note the following in regards to grading:

1. October 7, 2005 is the last day to drop with no penalty (to receive N).
2. December 2, 2005 is the last day to drop or withdraw from a class.
3. No drops or withdrawals are allowed after December 2, 2005.

Policy and Ethics for Student computer and Network use: The University requires authorized users of its information technology resources to follow information technology policies. SMS has taken a firm stance on the ethics of responsible computer use and developed the following websites to further its mission. Please take time to make yourself aware of the policies and procedures that you should follow while using computers at MSU* by visiting the following websites: