Introduction to Computing

Webpage: http://www.cs.binghamton.edu/~tbartens/CS105_Spring_2020/

Teaching Staff: Professor: Tom Bartenstein, Course Assistants: See Class web page.
See web page for contact information and office hour details.

Course Description: Computing and its place in our society, including ethics and privacy. Basic concepts of computer hardware and systems. Data flow in computer systems. Understanding and using common application programs: word processors, spreadsheets and databases. Computers in communications. Basic concepts of algorithms, programming and the programming process.

Course Goals: This course is designed to:

- provide a general knowledge of computers and computing skills to enable the student to work independently on computers available on campus and in the general workplace.
- provide a level of understanding and confidence to enable students to continue learning to use new computer systems and programs.
- provide basic vocabulary and concepts of computer hardware and software, and their place in our society.
- teach the concepts behind, and use of, the most common forms of application programs: word processors, spreadsheets, and databases.
- introduce the basic concepts of networks, programming and the programming process.

Credits /Contact Hours: 4 credits, Two 85-minute lectures and one 85-minute lab per week
Lecture: Tue/Thur 1:15pm – 2:40pm ~~at Library North (LN) 1120~~
Labs: Wed Afternoon ~~at Library North Ground Floor (LNG) 102~~

Starting on Thursday, March 19, Lectures, Labs, and Office Hours will be provided via Zoom Teleconferences.

In addition to the scheduled meeting times, students are expected to spend a significant number of hours on course-related work outside of class each week. This includes time spent completing assigned readings, participating in lab sessions, studying for tests and examinations, preparing written assignments, and other course-related tasks.

Textbook: Shelley - Cashman - Custom Edition for Office 2016. This is the set of 3 "workbooks" plus course slides 7th Ed. The bookstore package is ISBN 9780357109021. The slides MIGHT be available separately: Introduction to Computing 8th Ed., Cengage Custom Publishing ISBN 9780357109014

Computing Resources: Microsoft Office 2013 Professional (includes MS Access) will be used in the labs as an instructional tool. Any version form 2013 onward is usable, although there may be some features that are slightly different (text background color names, etc). The university provides access to PODS computers with the proper software already installed. There is also limited access to BingView, virtual Windows machines available off-campus which contain the required software. The BingView machines automatically link to the U network drive.

Lectures: Basic notes for each lecture are contained in the workbook package. *Lecture notes do not substitute for class attendance*, since they will not be complete. Significant parts of lectures, including discussions and in-class exercises, may not be covered in the class notes.

Attendance: Formal attendance will not be taken for each lecture or lab, but attendance is expected. If you cannot attend a lecture, e-mail the professor *before* the lecture, and make sure you check afterwards to ensure you know what you missed. ~~There will be un-announced quizzes administered throughout the semester during lecture times. Unexcused absence from a quiz will result in a zero grade for that quiz. It will not be possible to make-up missed quizzes.~~ After March 19, attendance will be available using Zoom conferencing meta-data, so quizzes are no longer required.

Lab Assignments: Lab assignments will be announced in class without advance notice, and may be done during scheduled lab, any time the computers are available, or on your own PC. All assignments must be submitted on myCourses by 11:59 PM on the due date. Late assignments, without a valid excuse, will receive a grade of ZERO. The assignments require a great deal of attention to details, such as formatting, correct usage in spreadsheets, and following instructions. If you have personal or medical problems which are preventing you from getting the work done, contact the instructor as soon as possible.

Tests: ~~Tests will be in class, closed notes, and closed book, unless otherwise specified (unlikely).~~ Tests after March 17 will be administered on-line, using myCourses. The availability of on-line tests, and time allowed to finish the test will mimic the in-class experience. We are depending on students to respect Academic Honesty for these on-line tests! Please take the test by yourself, without outside assistance. Unexcused absence from the test will result in a zero grade for that test. Test grades will be posted on myCourses as soon as they are available.

Getting Help: Please utilize the instructors and CA's office hours for questions and discussion of course related material. Our job is to make you successful, and office hours are a great way to get help. E-mail the instructor or CA's if you need an appointment outside of office hours, or e-mail questions or discussions to the professor directly. POD Consultants can help you with the hardware, and Windows, but are generally not familiar with all the software packages we use.

Academic Honesty Expectations: Please review the academic honesty document and make sure that you understand it! The link is at: http://www.binghamton.edu/watson/about/honesty-policy.pdf. Cheating and copying will NOT be tolerated. For instance, assignments turned in will be compared to other students' submissions. If there is significant similarity, even if there are minor differences, all such similar submissions will receive a zero grade. A second offense will result in formal University Disciplinary action and an F in the course.

Collaboration: In Computer Science, you can learn more from your peers than from your instructors and teaching assistants. As long as the help is appropriate, please be generous with your time and expertise when helping fellow students. Doing so is good for you and good for them. You are free to discuss assignments *in general terms* with one another. However, do not show your work directly to other students. Each student must complete your assignments *individually*. Students submitting solutions that are determined to be "too similar" are likely to be punished equally and harshly. We can tell whether you have done the work on your own, so please do the work on your own.

Grading: Your grade will be based on:

Tests (3 tests, 15% each)	45%
Labs and Unannounced Quizzes	35%
Final Exam	20%

The weighted average on myCourses is calculated based on the grades available so far. As more grades become available, the average will change.

Letter Grades will be assigned using the following criteria:

Average	94-100	90-94	87-90	84-87	80-84	77-80	74-77	70-74	60-70	0-60
Grade	A	A-	B+	B	B-	C+	C	C-	D	F

Academic Stress: If you are experiencing undue personal or academic stress at any time during the semester or need to talk with someone about a personal problem or situation, I encourage you to seek support as soon as possible. I am available to talk with you about stresses related to your work in my class. Additionally, I can assist you in reaching out to any one of a wide range of campus resources, including:

1. Dean of Students Office: 607-777-2804
2. Decker Student Health Services Center: 607-777-2221
3. University Police: On campus emergency, 911
4. University Counseling Center: 607-777-2772
5. Interpersonal Violence Prevention: 607-777-3062
6. Harpur Advising: 607-777-6305
7. Office of International Student & Scholar Services:607-777-2510

Disabilities: Students requesting disability-related accommodations should register with the Services for Students with Disabilities office (SSD). They are the appropriate entity on campus to determine and authorize disability-related accommodations. The office is located in the University Union, room 119. Phone number 607-777-2686. For students already registered with SSD, please provide your academic accommodation letter as soon as possible so that we can discuss the implementation of your accommodations.