Instructor: Prof. Steven Battilana, Office: Room UNA 146, Phone: 610-430-4198 (or leave a message in my mail box, UNA 150). Email: sbattilana@wcupa.edu – use WCU email only and check your account 7 days a week.

Office Hours: MoTuWeTh 8:05-8:50 am, room UNA 146.

Website(s): D2L (Desire2Learn) and http://courses.wcupa.edu/sbattilana/.

Required Materials (E-Textbooks & flash drive)

1. Using Information Technology Complete Edition 11e, ISBN 9781259205125 (9780073516882 online): Williams & Sawyer (McGraw Hill). See this course in D2L for instructions to buy and register this REQUIRED E-textbook and course materials access at WCU bookstore or from publisher online (individual license that can’t be shared).

2. VBSystemApp (VBSA) Guide. Fabrey is online at no cost (link to be provided).

3. You MUST have a NEW (or very recent) WINDOWS-DEDICATED flash drive and bring it to every class. NO sharing or previous student’s flash drives. You will use WCU Windows PCs in class and for programming; no Apple computers. Save your work (files) in multiple locations! Loss/failure of a flash drive cannot be a reason for any work extensions.

Course Description
Introduction to the fundamentals of computing. Topics include surveys of the following sub-areas of computer science: artificial intelligence, hardware/operating systems, programming languages/software, ethics/social issues, history, electronic communications, problem solving, and programming. The course includes laboratory projects in Visual Basic.

General Education Student Learning Outcomes

Goal 2: Ability to employ quantitative concepts and mathematical methods – Indicators:
- Evaluation of students’ use of appropriate data types, mathematical formulas, and logical expressions in their programming assignments
- Determination of the correctness of the computer programs students write in the Visual Basic language to solve problems stated in written form

Goal 3: Ability to think critically and analytically – Indicators:
- Evaluation of students’ development of clear and logically correct algorithms to solve problems stated in written form
- Evaluate the implementation of these solutions in the Visual Basic language

Goal 6: Ability to make informed decisions and ethical choices – Indicators:
- Evaluation of students’ performance in the concepts component of the course, which is 65% concepts and 35% programming appreciation. This component covers a wide variety of hardware, software, and ethical choices relating to computing in society.

Attendance Policy
Attendance will be taken in each class and displayed for attending students to verify at that time only. Unexcused late arrivals / early departures (15 minutes) are an unexcused absence. Repeat late arrivals / early departures of less than 15 minutes may also result in an unexcused absence(s) at the instructor's discretion. Notify your professors of ANY absence to see if they can be excused. Each unexcused absence > 1 reduces your course grade by 3 points per occurrence (no limit).

IMPORTANT: WCU REQUIRES both students and professors keep their Friday, 8/25 final exam date open (calendar)!

Evaluation & Grading (No extra credit is available)
- GRADING: 50% Lecture/E-book Quizzes (15% x 2 + 20% for top Quiz); 20% VB Quiz; 12% VB Labs (4% x 3); 3% VB Prep Quiz; 15% MH LS (avg. top 8 of 10 scores; DO ALL FOR BONUS). No extensions. No credit for unexcused late work (zero).
- ATTENDANCE: See Attendance Policy above
- OTHER: Non-participation, including not completing non-credit homework, engaging in non-class activities, texting, conversing during lectures, sleeping, etc., reduces your course grade by 3 points each occurrence (no limit).

A letter grade will be assigned based on performance in the course according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Percentage Equivalents</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
<td>Superior</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
<td>Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.87</td>
<td>70-72</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>63-66</td>
<td>Failure</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>60-62</td>
<td>Failure</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>&lt; 60%</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Refer to the Undergraduate Catalog for description of NG (No Grade), W, Z, and other grades.

Do the planet a favor; use your syllabus online (and it’s always up to date) . . . or if you must, at least use two-sided printing.
CSC 110 Syllabus: Fundamentals of Computer Science – Post Summer 2017

Exam
Make-up exams* may be given for the following cases only (with student notification on or before exam date).
In all cases, email your professor AND call 610-436-2204 on or before the exam day and ask that a note be placed in professor's mailbox explaining the absence and bring written medical or other pertinent verification when you return.

A. EXCUSED ABSENCES POLICY (see Excused Absences Policy below)
B. INSTRUCTOR-AUTHORIZED EVENTS
* Prior arrangements must be made with Instructor for any make-ups.

### Course Content

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Course Intro</th>
<th>Course Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mo 8/7</td>
<td>MH LS1 due before 8/8 class starts</td>
<td>MH LS Assignments due before class on date chapter is covered</td>
</tr>
<tr>
<td></td>
<td>Tu 8/8</td>
<td>MH Ch1; L1P2; L1P3; [L1Credit form &amp; MH LS2 due before 8/9 class starts]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We 8/9</td>
<td>MH Ch2; L1Credit due 11:59 PM tonight [4%]</td>
<td>MH LS3 due before 8/10 class starts</td>
</tr>
<tr>
<td></td>
<td>Th 8/10</td>
<td>MH Ch3; L2P1; L2P2; [MH LS4 due before 8/14 class starts]</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mo 8/14</td>
<td>MH Ch4; L2P3; MH Quiz 1 Ch 1, 2, 3; [15%];</td>
<td>MH LS5 due before 8/15 class starts</td>
</tr>
<tr>
<td></td>
<td>Tu 8/15</td>
<td>MH Ch5; L2Credit due 11:59 PM tonight [4%];</td>
<td>MH LS6 due before 8/16 class starts</td>
</tr>
<tr>
<td></td>
<td>We 8/16</td>
<td>MH Ch6; L3P1-P2, start L3P3; [MH LS7 due before 8/17 class starts]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Th 8/17</td>
<td>MH Ch7; L3P3 finish; MH Quiz 2 Ch 4, 5, 6; [15%]</td>
<td>MH LS8 due before 8/21 class starts</td>
</tr>
<tr>
<td>3</td>
<td>Mo 8/21</td>
<td>MH Ch8; VBSA Quiz previews; L3Credit due 11:59 PM tonight [4%];</td>
<td>MH LS9 due before 8/22 class starts</td>
</tr>
<tr>
<td></td>
<td>Tu 8/22</td>
<td>MH Ch9; VB Pre-Quiz Lab [3%];</td>
<td>MH LS10 due before 8/23 class starts</td>
</tr>
<tr>
<td></td>
<td>We 8/23</td>
<td>MH Ch10; VBSA Quiz [20%];</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Th 8/24</td>
<td>VB &quot;Redux&quot;;</td>
<td>MH Quiz 3 Ch 7, 8, 9, 10; [15%]</td>
</tr>
<tr>
<td></td>
<td>Fr 8/25</td>
<td>Final Exam Date</td>
<td></td>
</tr>
</tbody>
</table>

Week 3 will include select material as time permits.

### Additional Notes
- Classes are a relaxed, but serious work environment. Texting, etc. in class, disruptive classroom behavior, inappropriate conversations, leaving/classing without permission, unexplained or repeated lateness, equipment / furniture abuse, and other items that may be noted as unacceptable by your instructor will be deductions from your grade.
- Downloads for VBSA Guide files will be available via D2L. Other materials may be offered by your instructors.
- Cell phones are for emergency preparedness use only (silent settings during classes) – no texting or calls.
- Recording of any kind, or use of head phones / ear buds, student PCs during class are not permitted.
- CSC department policy prohibits students from bringing food or drinks in to our class room.
- Notes, practice problems and other course information will be maintained on the course website from which you can download software and sample code and obtain access to other reference materials.

### Academic & Personal Integrity
It is the responsibility of each student to adhere to the university's standards for academic integrity. Violations of academic integrity include any act that violates the rights of another student in academic work, that involves misrepresentation of your own work, or that disrupts the instruction of the course. Other violations include (but are not limited to): cheating on assignments or examinations; plagiarizing, which means copying any part of another’s work and/or using ideas of another and presenting them as one’s own without giving proper credit to the source; selling, purchasing, or exchanging of term papers; falsifying of information; and using any work from your own class to fulfill the assignment for another class without significant modification. Proof of academic misconduct can result in the automatic failure and removal from this course. For questions regarding Academic Integrity, the No-Grade Policy, Sexual Harassment, or the Student Code of Conduct, students are encouraged to refer to the Computer Science Department Academic Dishonesty Policy, the Undergraduate Catalog, the Ram’s Eye View, and the University website at www.wcupa.edu.

### Students with Disabilities
If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please present your letter of accommodations and meet with me as soon as possible so that I can support your success in an informed manner.

### Reporting Incidents of Sexual Violence
West Chester University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator, Ms. Lynn Klingensmith. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the webpage for the Office of Social Equity at http://www.wcupa.edu/_admin/social.equity/.

### Counseling & Psychological Services
The Department of Counseling & Psychological Services (The Counseling Center) has moved! It is now located on the second floor of Lawrence Center, Suite 241. Walk-in triage services will commence Monday, 8/28, 1:00-3:00 p.m. Counseling sessions are by appointment and can be scheduled Monday through Friday (when classes are in session) between 8 am. and 5 pm. To reach the Counseling Center Front Desk, please call 610-436-2301.

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Electronic Mail (Email) Policy

It is expected that faculty, staff, and students activate and maintain regular access to University provided e-mail accounts. Official university communications, including those from your instructor, will be sent through your university e-mail account. You are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities associated with this course.

Excused Absences Policy

Missing an exam/test - On or before exam date: Make-up exams* are given for the following cases only:

I. Students participating in University-sanctioned events such as, but not limited to, the Marching Band and NCAA athletic events, will be granted an excused absence(s) by the respective faculty members for class periods missed. Students will be granted the privilege of taking, at an alternative time to be determined by the professor, scheduled examinations or quizzes that will be missed. The professor will designate such times prior to the event and the make-up should be as soon as possible following the missed class. Professors can provide a fair alternative to taking the examination or quiz that will be missed. Students must recognize that some activities cannot be directly made up (e.g., a laboratory, group presentation, off-campus experience), and faculty will arrange a fair alternative to the missed work. Students must submit original documentation on University letterhead signed by the activity director, coach, or adviser detailing the specifics of the event in advance. Specific requirements include the following:

1. Responsibility for meeting academic requirements rests with the student.
2. Students are expected to notify their professors as soon as they know they will be missing class due to a University-sanctioned event.
3. Students are expected to complete the work requirement for each class and turn in assignments due on days of the event prior to their due dates unless other arrangements are made with the professor.
4. If a scheduled event is postponed or canceled, the student is expected to go to class.
5. Students are not excused from classes for practice on non-event days.

The following are specifics for the student athlete:

1. The student athlete is expected, where possible, to schedule classes on days and at hours that do not conflict with athletic schedules.
2. Athletes are not excused from classes for practice or training-room treatment on non-game days.

II. West Chester University recognizes required (non-voluntary) service in the United States military including the Pennsylvania National Guard as a legitimate reason to miss up to the equivalent of 2 weeks during a 15-week semester. Service members must submit a copy of their orders to the Registrar's Office. The Registrar's Office will communicate with respective faculty members and the student will be granted an excused absence(s) for the class periods missed. All points covered in part I of this policy including make-up work and specific requirements 1-4 also apply. Service members required to miss more than the equivalent of 2 weeks can withdraw from the term in a non-punitive manner in accordance with Pennsylvania state law. Students are expected to work closely with faculty and the Registrar's Office to ensure their academic success. Students in programs with external accrediting bodies must also be aware that there may be attendance requirements that cannot be made up.

III. In the event of a student's unplanned medical emergency, including serious health conditions as outlined in the Family and Medical Leave Act, or the death of a student's immediate family member, faculty members are expected to provide, within reason, an opportunity for students to make up work. Students are responsible for providing proper documentation and will work with respective faculty members to make up course work as described in part I of this policy. Students are encouraged to contact the Assistant Dean of Students and refer to the website on Student Assistance for additional information.

IV. Consistent with guidelines set forth by the Family and Medical Leave Act, students who become parents of new children or have children with serious health conditions that require the student-parent to miss up to the equivalent of 2 weeks during a 15-week semester shall be given an excused absence for the courses that are missed. Students will work with respective faculty members to make up course work as described in part I of this policy. Students required to miss more than the equivalent of 2 weeks during a 15-week semester can withdraw from the term prior to the term-withdraw deadline. Students required to miss more than one semester should also refer to Admissions policy on consecutive non-enrollment. Students are encouraged to contact the Assistant Dean of Students and refer to the website on Student Assistance for additional information.

V. West Chester University recognizes excused absences in accordance with federal and state legal statutes including but not limited to compliance with jury duty, subpoenas, and notices of deposition. Such excused absences will be dealt with as described in part I of this policy.

* Make-ups with prior arrangements through instructor may also be arranged.

Storm Closings


Also check the WCU main page for any announcements.

Emergency Preparedness

All students are encouraged to sign up for the University’s free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more information, visit www.wcupa.edu/wcualert. To report an emergency, call the Department of Public Safety at 610-436-3311.

Speak Up & Annunciate!

Your in-class questions and comments are often valuable to your classmates and your instructor. Kindly focus on speaking up and announcing so the ENTIRE class can hear you! (If I cannot hear your after two attempts, ask me after class.) This is an important personal development skill to learn and master, and will be an instrumental resource throughout your life.

Abbreviations

HW = Homework (due BEFORE next class starts); LS = LearnSmart by McGraw Hill (due BEFORE next class starts);
MH = McGraw Hill (E-Textbook); AND = Anderson Hall; UNA = 25 University Ave.; VB(SA) = Visual Basic (System App)

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