



CSC 110 Syllabus: Fundamentals of Computer Science – Spring 2018



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Email: sbattilana@wcupa.edu; **use WCU email, include your name & section number, & check your account 7 days/week.**

Office Hours MoTuWeTh 3:15-4:00 pm, room UNA 146; and *only if students arrive by 7:15 pm* Tu & We 7:15-8:00.

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

- Required Materials (E-Textbooks & flash drive)**
- 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).
 - VBSysApp (VBSA) Guide, Fabrey is online at no cost (link to be provided).**
 - 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 computers in society.

Attendance Policy (changed 2/5) 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 > 3 reduces your course grade by 1/3 (one and one third) points.**
IMPORTANT: WCU REQUIRES both students and professors keep their final exam date open (academic 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 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 1/3 (one and one third) points each.**

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

(Final grades are not rounded up)

Grade	Quality Points	Percentage Equivalents	Interpretation
A	4.00	93-100	Excellent
A-	3.67	90-92	
B+	3.33	87-89	Superior
B	3.00	83-86	
B-	2.67	80-82	
C+	2.33	77-79	Average
C	2.00	73-76	
C-	1.67	70-72	
D+	1.33	67-69	Below Average
D	1.00	63-66	
D-	0.67	60-62	
F	0	< 60%	Failure

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

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Exam Make-up Policy **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 are to be arranged with instructor for any make-ups.**

Tentative Course Content	Week	Date	Tu	Date	Th
	1	1/22	Course Intro; [MH LS1 due before next class]	1/24	MH Ch 1; [MH LS2]
	2	1/29	MH Ch 2; [MH LS3]	1/31	MH Ch 3; [Bring your flash drive]
	3	2/6	MH Quiz1 Ch 1, 2, 3: 15/20%; start VBSA & L1P1	2/8	Finish L1P1; L2P2
(Subject to change per Instructor)	4	2/13	L1P3; Review L1Credit; [HW: L1Credit form]	2/15	Complete L1Credit due 11:59pm: 4%; [MH LS4]
	5	2/20	MH Ch 4; [MH LS5]	2/22	MH Ch 5; [MH LS6]
	6	2/27	MH Ch 6	3/1	MH Quiz2 Ch 4, 5, 6: 15/20%; VB
	7	3/6	VBSA L2P1	3/8	L2P2; start L2P3
	8	3/13	Spring Break - No Classes	3/15	Spring Break - No Classes
MH & HW are due BEFORE the start of the next class	9	3/20	Finish L2P3; review L2Credit; [HW: L2Credit form]	3/22	Complete L2Credit due 11:59 pm: 4%
	10	3/27	VBSA L3P1	3/29	L3P2
	11	4/3	L3P3; review L3Credit; [HW: L3Credit form]	4/5	Complete L3Credit due 11:59 pm: 4%
	12	4/10	VB Pre-Quiz Lab & Preview	4/12	VB Pre-Quiz Lab: 3% & Preview
(WCU noted holy days)	13	4/17	VB Quiz: Ch 1, 2, 3: 20%; [MH LS7]	4/19	MH Ch 7; [MH LS8]
	14	4/24	MH Ch 8; [MH LS9]	4/26	MH Ch 9; [MH LS10]
	15	5/1	MH Ch 10	5/3	MH Quiz3: Ch 7, 8, 9, 10: 15/20%
	16		FINALS run 5/7 through 5/11 – schedule		

- Additional Notes**
- Classes are a relaxed, but serious work environment. Texting, etc. in class, **disruptive classroom behavior**, inappropriate conversations, leaving/entering class without permission, unexplained and 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 your own work from one 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. **WCU students CANNOT claim Academic Integrity ignorance.**

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. Accommodations cannot be granted retroactively. If you would like to know more about West Chester University's Services for Students with Disabilities (OSSD), please visit them at 223 Lawrence Center. The OSSD hours of Operation are Monday – Friday, 8:30 a.m. – 4:30 p.m. Their phone number is 610-436-2564, their fax number is 610-436-2600, their email address is ossd@wcupa.edu, and their website is at <http://www.wcupa.edu/ussss/ossd/>.

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 commence are 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 nonevent 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 during a 15-week semester 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 up until 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

WCU Storm closure code: 853 - call KYW at 215-224-1060. 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 annunciating so the ENTIRE class can hear you!** (If I cannot hear you 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); **RUB** = Ruby Jones Hall; **UNA** = 25 University Ave.; **VB(SA)** = Visual Basic (System App)