INSTRUCTOR INFORMATION:
Mr. Korey Kahler
kahlerke@sfasu.edu
304D McKibben Building
(936) 468-1717

CLASSROOM INFORMATION:
LAN 142
MWF 9:00 A.M. - 9:50 A.M.

COURSE DESCRIPTION:
A General study of computer types, capabilities, uses, and limitations. Use of operating systems and application software on a microcomputer. Use of network environments to access online resources. Introduction to problem solving using a computer. Credit not available for students who have taken CSC 121. May not be taken by business majors.

PREREQUISITE:
Two years of high school algebra or equivalent.
Note: Students who have taken CSC 121 may NOT receive credit for this course.

OFFICE HOURS:
Monday: 8:00am – 9:00am; 10:00am – 11:00a
Tuesday: 3:00pm – 4:00pm
Wednesday: 8:00am – 9:00am; 10:00am – 11:00a
Thursday: 3:00pm – 4:00pm
Friday: 8:00am – 9:00am; 10:00am – 11:00a

I will gladly make appointments outside the specified Office Hours. You may also email me at any time.

RECOMMENDED MATERIALS FOR CSC 101:

SUGGESTED MATERIALS FOR CSC 101:
• USB Flash Memory Drive (64MB minimum)
• Sweater or sweatshirt. (Our classroom is often cold.)

EXAMINATIONS: (80% of the course grade)
3 Class Examinations (20 % each) (See the class schedule for the dates and exam coverage.)
Comprehensive Final Examination (20 %) (See the class schedule for the time and date)
*Note: There are no exemptions for the final examination and no changes in taking the final examination. All students must take the final exam. A zero on the final exam will result in an F in the course. Check the final examination time. If the final examination time is a problem, you need to drop this course.
ASSIGNMENTS AND QUIZZES: (20% of the course grade)
There will be a total of 10-15 assignments and 10-15 quizzes of unequal weight.
Topics include: Computer concepts, Computer History, file management, word processing, spreadsheets, email, HTML and the WWW. Assignments will be accepted up to 12 hours late. Quizzes are not accepted late. Missed quizzes cannot be made up.

COURSE CALENDAR/TIMELINE:

<table>
<thead>
<tr>
<th>General Topic</th>
<th>Approximate % of course devoted to topic</th>
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<tbody>
<tr>
<td>General Computing</td>
<td>7</td>
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<tr>
<td>Network Environments</td>
<td>7</td>
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<tr>
<td>Microcomputer Operating Systems</td>
<td>13</td>
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<tr>
<td>Word Processing</td>
<td>18</td>
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<tr>
<td>Electronic spreadsheets</td>
<td>27</td>
</tr>
<tr>
<td>Web Page Development</td>
<td>15</td>
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<tr>
<td>Independent Study of Other Computer Applications</td>
<td>6</td>
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<tr>
<td>Exams (plus a comprehensive final)</td>
<td>7</td>
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STUDENT LEARNING OUTCOMES:

Upon successful completion of the course, students should be able to:
1. Identify capabilities, limitations and procedures for using computer systems to solve personal, business, and educational problems.
2. Discuss the role of computers in society, business, and education.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.
Identification: Valid SFA student I.D. cards with a CID (not SSN) must be presented on each exam day. (No I.D...No exam...Grade of zero)
Program Learning Outcomes:

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://cs.sfasu.edu/cs/plo/.

General Student Policies:

Academic Integrity (A-9.1)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.