

COSC 101A: An Introduction to Computers  
Wofford College, Summer 2009

**Instructor:** Dr. Joseph D. Sloan, 216D Olin Building

**Email:** My email address is [sloanjd@wofford.edu](mailto:sloanjd@wofford.edu). I check this repeatedly throughout the day and as well as from home. Apart from coming by my office, this is the best way to contact me.

**Office Phone:** 597-4529 Be warned, I rarely check my voice mail.

**Office hours:** If you wish, you may make an appointment but you are also welcome to just drop by. I will make a particular effort to be here:

9:00–9:50 Mondays through Fridays, and  
12:00–1:00 Monday through Thursdays.

**Class Schedule:** 10:00 to 11:45 Monday through Friday, Olin 212

**Final Examination:** Thursday, July 2, 2:00 to 5:00

**COSC 101: Introduction to Computers.** An introduction to the general field of data processing and to the capabilities of computers. Emphasis is placed on working with e-mail, the Internet, Web-page development, word processing, electronic spreadsheets, and databases. (3/0/3) STAFF — *Wofford College 2007–2009 Catalogue*.

**Course Goals and Objectives:** First and foremost, this course will focus on basic computer skills such as word processing and creating web pages. In general, you will:

- Learn the terms, language, and concepts need to discuss technology
- Learn about the role of technology in society
- Learn strategies for learning about technology and staying current with technological change.

This course will take a broad view of computing and will include related technology as well.

The instructional format is a combination of lectures, discussions, and laboratory exercises. Testing and assignments will be used to insure the class goals are met.

**Text and Supplies:** *Fluency with Information Technology: Skills, Concepts, & Capabilities. Third Edition.* Lawrence Snyder, ISBN: 978-0-321-522559, Pearson Addison-Wesley, 2008. There will be additional handouts and web resources. You will probably want a USB or thumb drive to store your work on as well.

Although you are unlikely to need one, a calculator may be used during testing subject to the following constraints—1. the memory of the calculator must be cleared at the start of the test, 2. no sharing of calculators is allowed, and, 3. manuals or directions for your calculator are not allowed. In practice, you will find relatively few uses for calculators in this course and can probably get by without one. You are not permitted to use a cell phone during a test.

**Course Web Site:** There are two websites you may be interested in visiting. The course website <http://webs.wofford.edu/sloanjd/summer09/cosc101/index.htm>. This will be developed and updated as the semester progresses. You should check this regularly for schedule information, etc. We will also be using a number of tutorials that can be found on Dr. Whisnant's web site: <http://webs.wofford.edu/whisnantdm/Courses/cs101/CS101.htm>.

**Grading:** There will be weekly quizzes scheduled during the course that will collectively count 50% of your grade. The remaining 50% of your grade will come from routine homework, projects, and presentations. Some assignments may count more than others but this will be announced in advance.

Any points awarded toward an incorrect answer as partial credit are totally at my discretion. Returning the Preliminary Student Survey is a requirement of the course.

**Grade scale:** At a minimum, grades will be assigned according to the following scale:

| Final Course Average | Letter Grade   |
|----------------------|----------------|
| 93–100               | A              |
| 90–92                | A <sup>-</sup> |
| 87–89                | B <sup>+</sup> |
| 83–86                | B              |
| 80–82                | B <sup>-</sup> |
| 77–79                | C <sup>+</sup> |
| 73–76                | C              |
| 70–72                | C <sup>-</sup> |
| 60–69                | D              |
| 0–59                 | F              |

**Course Schedule:** With the exception of the last week, there will be a test each Friday. The last test, will be during the scheduled examination period for this course, on Thursday, July 2. As the course progresses, a detailed course schedule will be developed and posted on the course web site. This will be updated on a regular basis throughout the semester.

**Late Work:** Work not submitted by the due date will receive a grade of zero. If you have a legitimate reason for not submitting an assignment (e.g., illness) you may submit the assignment within one week of the due date (negotiable) along with a written explanation of why the work was late. If, in my judgment you have a valid reason for the late submission, I will either grade the work, grade the work with penalty, or exempt you from that assignment. If in doubt, contact me.

**General Policies:** Please read the Student Handbook!

Wofford's attendance policy is described in the Student Handbook. This course will enforce those policies. In particular, daily attendance will be taken! Arriving for class after the role has been taken or leaving class early will normally be considered an absence. While I tend to be fairly forgiving for excused absences, it is your responsibility to justify absence upon returning to class if you want me to consider excusing the absence. Ultimately, I reserve the right to decide which absences are excused. In particular, over sleeping is not an excusable absence. No unexcused absences are permitted for this class. Typically, the second unexcused absence will result in a formal warning and a third unexcused may result in a failing grade for the course.

Lectures in this class will expand and augment the material in the text. You will be responsible for all material covered in class including material that is not in the text or assigned readings! *If you have not read the assigned reading prior to class, you forfeit the privilege to ask any questions during that class!*

Work will only be returned to you; no one may pick up graded work for someone else. If you fail a test, you should come by to see me as soon as possible. Use of a recording device such as a tape recorder requires prior approval. Please *turn-off* and *put-away* all pagers and cell phones before the start of class. You may not use your cell phone in any way in during a test. Prohibited uses include using your phone as a calculator or watch.

*It is an expectation of the class (and the College) that you will check your Wofford email account on a daily basis.* I will occasionally use this to warn you of schedule changes or to provide additional advice on programs or homework assignments.

If you haven't already done so, please read Wofford's honor code. It can be downloaded from <http://www.wofford.edu/uploadedFiles/studentlife/0708honorCode.pdf>. Keep in mind that some of your CS assignments may be collaborative. A general document describing the Honor Code implications for such collaboration can be found at the CS Department's web site, [http://dept.wofford.edu/computer\\_science/Honor%20Code%20%20CS.pdf](http://dept.wofford.edu/computer_science/Honor%20Code%20%20CS.pdf). If in doubt about what is appropriate for a particular assignment, be sure to contact me for clarification. Also, please keep in mind, anyone assisting someone in a dishonest act (such as allowing your work to be copied) will also be considered culpable.

Reasonable accommodations for students with disabilities will be made. However, requests must be come through Dean Beth Wallace, Hugh R. Black Infirmary (597-4371). If you need accommodations or have questions, please during the first week of classes.

If you are in doubt about any of the above, please see me immediately. Please note, syllabi are subject to change upon notice.