

CS106 – Computer Competency Fundamentals

Instructor: Michael E. Ruth, Ph.D.

Office: Megerle Science Bldg, Room 115
Office Hours: T/Th 9:15-11:15AM,
W/F 11:15-12:15AM
Or By Appointment

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Course Description:

All students must demonstrate computer literacy by a successful completion of this course or by means of a test. This course examines the history of computers and their role in society and business. Students are involved in hands-on experience using microcomputers, and networks. Fundamentals of PC operating systems, electronic mail processing, word processing, spreadsheets, database management and Internet are also covered.

Course Objectives:

- Discuss the history of computing and how computers have impacted society and business.
- Identify the major components of a computer system, the relationship between the components, and evaluating the potential and limitations of those components.
- Develop a working knowledge of Windows XP operating system including the graphical user interface, file system, and its supplied utilities.
- Demonstrate proficiency in solving real-world problems using productivity software including: word processing, spreadsheet, database management, and presentation software.

Textbook:

Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition
Shelly, Cashman, Vermaat
ISBN: 978-1418843281

Grading Policy:

- 3 Exams (25% Each)
- Homework/Class Participation (25%)

Grading Scale:

Letter grades will be determined by the following scale:

Average	Grade
93 - 100	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
60 - 66	D
< 60	F

Course Policies:

- You are expected (and strongly encouraged) to attend and participate in all lectures. However, your attendance (physical presence) is not a formal requirement and, therefore:
 - ***You are responsible*** for all material covered including all lectures, handouts, and announcements given via email, during class, or on the course web page
 - ***There will be no make-up examinations.***
 - *If an exam is missed due to an emergency, the final will be counted twice; once as a final, and once in place of the missed exam.*
- Late homework will be graded ***late***.
- Any preceding policies may be waived at my discretion

Disabilities:

If you have a disability for which you may be requesting an accommodation, you are encouraged to contact both your instructor and the Academic Advisement Center in the Union Building at (718) 390-3278 as early as possible in the term.

Academic Honesty:

The Wagner College faculty and student body take seriously the academic integrity of this institution. The Academic Honesty Committee (AHC), comprised of both faculty and student representatives, hears cases of academic dishonesty. If a professor is concerned that a student has acted dishonestly with regard to his or her academic work, the professor can turn the case over to the AHC for investigation. The Student Government Association (SGA) also wrote an approved student honor code in 2007 that reflects the commitment of the student body to academic integrity. All students are expected to be aware of and abide by Wagner's guidelines for academic integrity. If you have questions about these guidelines, it is your responsibility to ask.

Etiquette

- Come to class on time. If you do come late, quietly find a seat and take it with as little disturbance as possible. If you must leave the room – do so quietly.
- As you walk into class, kindly silence all beepers, cell phones, and any other noise-producing equipment.
- Depending on the overall punctuality and attendance patterns, I may institute stricter policies over the semester (these policies will not be retro-active).

How to succeed in this class:

- Asking for permission vs Asking for forgiveness → ***permission always wins!***
- ***If you don't understand something get help early!***