



CSC 100 Introduction to Computers

Winter, 2004

Instructor: Terry Peckham

Contacting the Instructor

Class Times: Tues. 10:00 – 16:30 **Class Location:**
Wed. & Sat. 8:30 – 16:30

Office Phone:: 571-2550 **Office:**

Office Hours:

Email Address: peckham@cs.uregina.ca tpeckham@cbccts.ca

World Wide Web site (visit between classes):

<http://www.cs.uregina.ca/~peckham>

Course Description:

This course includes an introduction to the development of computers and computer applications; the impact of computers on society; computer organization and operation; the construction and representation of algorithms; and the applications of computers in the problem-solving process.

Textbook:

Fluency with Information Technology: Skills, Concepts, & Capabilities; Lawrence Snyder, 2003

www.aw.com/snyder

Supplementary Reading (not required):

Computer Confluence IT Ed.; Beekman, Rathswohl, 2002

www.prenhall.com/beekman

Prerequisites:

none

Attendance Policy:

College students who miss more than 20% of scheduled class time (i.e. 1 day in a 5-day modular course) will not be able to receive a passing grade.

Assignment and Exam Dates:

Assignments Due: Friday, April 16, 2004

Projects Due: Friday, April 16, 2004

Final Exam: Saturday February 21, 2004, 2:30 - 4:30 pm

Graduands, please note: Since your grades are due April 16, please have your assignments in by April 2.

Grading:

Assignments: 25%

Project 1: 25%

Project 2: 25%

Final Exam: 25%

At the instructor's discretion, the final mark may be adjusted up to +/-5%.

Assignments will be outlined on the website with grading criteria for each assignment and project.

Assignment Guidelines and Policies:

The following guidelines and policies pertain to the assignments for this class:

For each assignment, the criteria against which it will be marked will be provided. In order to receive full marks for the assignment, you must provide all the requested code and documentation that fully answers the assigned questions or problems.

All assignments must be submitted on 8.5" by 11" paper. The first page must show your name, student number, class, assignment number, date, and email address. Assignments completed on paper must be turned into the Extension Education Office by the time the office closes on the due date. Assignments will also be accepted as an email. If the students use email to submit course material, please use Microsoft Word or some compatible format (i.e., txt, rtf) to complete the written assignments and then attach the assignment to the email with the assignment number in the subject line by the due date.

Late assignments will not be accepted. If you are unable to complete an assignment due to health problems, a medical certificate is required before the assignment will be accepted. For other rare and unusual circumstances, requests must be made in writing to the Academic Dean two weeks prior to the due date.

Partial marks will be awarded for incomplete assignments. For incomplete assignments where some required software does not work, include a written description of those components that do work, identify those that do not work, and describe in detail the problems encountered and solutions attempted. In general, a working program missing some features will be awarded a higher mark than a non-working program.

Keep all your returned assignments. If you have any complaints about the grading, attach a written explanation to the front of the assignment and submit it to your instructor for review. Assignments are to be done individually; group work is not allowed. Discussion of course material and assignments is encouraged. However, it must be limited to general discussions of ideas and concepts, examples provided in class, and examples from the textbook. The sharing of program code or other written documentation is not acceptable. Copying an assignment from someone else is plagiarism; knowingly allowing an assignment to be copied will be treated as plagiarism. The consequence of plagiarism or any other cheating ranges from a zero grade on the assignment, to failure in the course, to expulsion from the school.

Exam Guidelines and Policies:

The following guidelines and policies pertain to the final exam for this class:

Keep your entire returned exam. If you have any complaints about the grading, attach a written explanation to the front of the exam and submit it to your instructor for review.

Cheating on the exams will not be tolerated. The consequence of cheating ranges from a zero grade on the assignment, to failure in the course, to expulsion from school.

Extension Education Policies:

Extension Requests: Extensions are no longer granted by either the instructor or the Extension Education Office. Course extensions are only granted for serious issues that arise “due to circumstances beyond the student’s control.” Requests for course extensions must be submitted in writing to the Academic Dean two weeks prior to the due date as written in the syllabus.

Submission of Assignments & Exams: Students should submit their completed assignments and/or exams in hard copy form directly to the Extension Education Office and NOT to the Instructor.

Returning Assignments to Students:

- Instructors will return graded assignments to the Extension Education office.
- Students who will be on-campus at the time that graded assignments are

returned will have those assignments delivered via the on-campus mail system.

- Other students, including those who have registered only for modular courses, and those who do not plan to return the following semester, must submit a self-addressed, stamped envelope (*of sufficient size and postage*), along with their completed assignments, to the Extension Education office.
- Papers that are unclaimed and/or undeliverable will be held for one year from the due date, then destroyed.

Extension Education Contact Information:

Address:	CBC/CTS Extension Education	Phone:	(403) 410-2907
	#630, 833 - 4 th Avenue SW	Fax:	(403) 571-2556
	Calgary, AB T2P 3T5	E-Mail:	extension@cbccts.ca