Instructor Information
Instructor: Tonya R. Groover
Office: 6502 Sennott Square
Email: trg4@cs.pitt.edu
Phone: (412) 624-4765
Website: www.cs.pitt.edu/~trg4/cs131
Office Hours: Mondays and Wednesdays, 1:00pm – 2:15pm and by appointment

* email communication is preferred, Use CS131 in the subject line.

The following is a contract between the above Instructor and any student taking this course. Please read carefully.

Course Description
This is an intermediate course that provides an introduction to computer applications for students majoring in areas other than computer science.

Course Objectives
• Describe the basic parts of a computer (hardware and software) and their basic functions
• Describe safe computing practices
• Navigate Microsoft Windows 2007 effectively
• Manage and use files and directories
• Run common application programs
• Gain experience with software selected from the principal areas of personal computing
  » Word processing (Microsoft Word)
  » Spreadsheets (Microsoft Excel)
  » Presentation (Microsoft PowerPoint)
  » Relational databases (Microsoft Access)

Course Expectations
What you can expect from me:

1. Take this course and your learning seriously.
2. Hold and keep office hours.
3. Grade and return assignments in a timely manner.
4. Create a climate conducive to learning.
What I expect from you:

1. Come to class on time and prepared.
2. Show respect for yourself and others.
3. Complete all assignments on time.
4. Turn off cell phones and other electronic devices during class times.
5. Limit computer and Internet usage to course material during class times.

Required Text/Materials

Gaskin, Ferrett, Vargas, Marks. Pearson/Prentice Hall Publishing Co.
ISBN-10: 0131679996

Brining a storage medium (eg. usb memory stick, CD or USB key) to class is recommended.

Grading

Your grade will be composed of the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3)</td>
<td>60%</td>
</tr>
<tr>
<td>Labs</td>
<td>15%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5%</td>
</tr>
</tbody>
</table>

Note: Class Participation is given for successful completion of in-class activities. A student can miss up to 2 classes (activities) with no penalty.

Grading Scale

A: 100% - 90%, B: 89% - 80%, C: 79% - 70%, D: 69% - 60%, E: 59% or below.

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2008</td>
<td>No Class – Labor Day Holiday</td>
</tr>
<tr>
<td>September 5</td>
<td>Add/Drop Deadline</td>
</tr>
<tr>
<td>October 13</td>
<td>No class – Fall Break</td>
</tr>
<tr>
<td>October 14, 15</td>
<td>Exam 1 – Basic Computer Concepts, Outlook &amp; Word</td>
</tr>
<tr>
<td>November 17</td>
<td>Exam 2 – PowerPoint, Excel pt1</td>
</tr>
<tr>
<td>November 26, 28</td>
<td>No Class- Thanksgiving Break</td>
</tr>
<tr>
<td>December 8</td>
<td>12-1:50pm, Final Exam – Excel pt2, Access</td>
</tr>
</tbody>
</table>

Note: All dates are tentative (except for the final exam) and subject to change.
Course Policies

Attendance
- If you miss class, you will receive a 0 for all quizzes and other assignments completed during the hour.
- Attendance will be taken on a regular basis.
- Participation points will be deducted for students doing non-class related activities during class (ie. Playing computer games, checking Facebook or MySpace profiles)

Exams
- Makeup exams will be given for students who miss the exam due to family or personal emergencies with proper documentation within 24 hours of the exam.
- Makeup exams will be given for students who must miss an exam due to religious observances with proper documentation prior to the exam.

Homework
**Homework is to be handed in (or submitted electronically) by the day and time it is due.** For each day that an assignment is late, 10% will be deducted from the grade. Assignments more than one week late will not be accepted.

Extensions
Extensions on assignments will only be granted before an assignment is due and only under extraordinary circumstances, due to my discretion.

Lab
Labs are to be completed by the end of the class it is assigned, unless otherwise noted. There will be no makeup labs.

Quizzes
Unannounced quizzes, will be given throughout the term. There will be no make up quizzes.

Course Website
Keep up with what’s going on in CS131 by visiting the class web site. This page is updated periodically, so you should visit it several times a week. You will find a listing of the latest readings or homework assignment; a description of the upcoming assignments and important announcements. You are responsible for any and all material posted on the website.

“I” and “G” Grades
Given at the discretion of the Instructor. The student must be passing the course up to the time of the decision.
Academic Integrity
Each student is responsible for their own work on quizzes, exams, and assignments. A student who cheats on any of the above will receive a grade of 0 for that quiz, exam, or assignment. Any repeat episode of cheating will result in an F grade for the course.
Students in this course will be expected to comply with the http://www.pitt.edu/~provost/ai1.html Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

Disabilities
If you have a disability that requires special testing accommodations or other classroom modifications, you need to notify both the instructor and the http://www.drs.pitt.edu/policies.html no later than the 2nd week of the term. You may be asked to provide documentation of your disability to determine the appropriateness of accommodations. To notify Disability Resources and Services, call 648-7890 (Voice or TTD) to schedule an appointment. The Office is located in 216 William Pitt Union.