Welcome to *Introduction to Computers and Applications*. In this course you will explore computer hardware and software features and gain hands-on experience with applications in presentation and spreadsheet software, database management, network applications, and web page design. You will also improve your logic and problem-solving skills as you learn programming in Scratch and you will explore computer science and technology and their effects in today's global world.

CS110 meets Goal III B(x) of the SAS Core Curriculum: *Apply effective and efficient mathematical or other formal processes to reason and to solve problems* and Goal III C(aa) of the SAS Core Curriculum: *Understand the principles that underlie information systems.*

Please note the following dates on your calendar:

- **SPRING 2013 classes begin** Tuesday, January 22.
- Recitations begin **Tuesday, January 22 and continue to Monday, May 6.**
  - Recitations meet in their *assigned computer labs*. See Sakai (Section Info) for this information.
- **Hourly Exam 1:** Wednesday, February 27 (Common Hour)
  - 9:40 p.m. - 11:00 p.m.
- **Hourly Exam 2:** Thursday, April 4 (Common Hour)
  - 9:40 p.m. - 11:00 p.m.
- **Final Exam:** Monday, May 13 (Group M)
  - 4:00 p.m. - 7:00 p.m.

Introduction to Computers and Applications (01:198:110) meets for three fifty-five minute periods a week, two lectures and one recitation. New material is presented in lecture by your instructor. Your Teaching Assistant (TA) meets with you during recitation to review class material, review assignments and exams, explain software applications, and answer questions related to lecture, software assignments, programming, etc. Questions are always welcome in lecture, but can also be asked in your small group setting during recitation. **You are expected to attend lecture and recitation every week.** Introduction to Computers and Applications requires a considerable amount of computer work, which you must complete on your own time. All assignments are *hands-on*. As a general rule, you should expect to complete one assignment each week throughout the semester and schedule four to six hours per week in the computer lab. If you prefer to complete assignments using your own computer, speak with your instructor to be sure you have the appropriate software.

**Academic Integrity**

The Department of Computer Science strictly adheres to the Rutgers University Policy on Academic Integrity, as described on the Academic Integrity at Rutgers website [http://academicintegrity.rutgers.edu/](http://academicintegrity.rutgers.edu/). Students enrolled in Department of Computer Science courses are advised that all allegations of academic dishonesty will be fully investigated and any evidence of academic dishonesty will be reported to Office of Student Conduct for appropriate action. With regard to software applications assignments and programming assignments, it is a violation of academic integrity to copy someone else's work or to permit another person to copy your work. While you may discuss programming and software assignments with other students at a general level, all coding, debugging, preparation, refinement, and testing of assignments should be entirely your own work. Just as copying or collaborating on an examination is dishonest, turning in a program or software applications assignment which is a *clone* of someone else's
work is also dishonest. When submitting assignments to Sakai, you must check the Honesty Statement. Students enrolled in computer science courses are required to follow department guidelines and responsibilities on academic integrity. Failure to accept these guidelines will result in denial of access to Sakai.

The Sakai chat room provides an opportunity for discussions among the students of this course. The chat room is monitored by the course instructors and the Teaching Assistants. Appropriate uses include discussions about procedures to access resources, procedures in submitting assignments, information on researching concepts topics, and clarifications of problems or assignment directions. Although high-level discussions about algorithms may fall under appropriate uses, the sharing of answers or assignments in any way is inappropriate and violates the academic integrity policy of the University. Improper uses of the chat room will result in the appropriate actions being taken according to the University's policies on Academic Integrity and the chat room will be closed for the remainder of the semester.

Course Materials

CS110 has no required textbooks. However, there will be several required reading assignments from Blow to Bits(BTB), Your Life, Liberty, and Happiness After the Digital Explosion by Hal Abelson, Ken Ledeen, Harry Lewis. The pdf form is available at: http://www.bitsbook.com/wp-content/uploads/2008/12/82B_3.pdf

Reference Websites: Articles and videos related to conceptual and practical information on computer hardware, software, and applications will be found in the Resources tool of Sakai. You may find it helpful to use the following websites to locate definitions of terms introduced in lecture and listed in the study guides.

- Webopedia http://www.webopedia.com/
- Sakai / Resources https://sakai.rutgers.edu

ScarletApps: ScarletApps is a cloud-based, cross-application, collaborative environment that will provide software applications, website development tools, email, and a portal start page. Using ScarletApps means your files are available from any computer at any time. Tutorials for ScarletApps are available at http://scarletmail.rutgers.edu.

ScarletMail: All CS110 students should open a ScarletMail account by Friday, January 25. Tutorials for ScarletMail are at http://scarletmail.rutgers.edu.

External File Storage: You are required to have a USB Flash Drive, 256 MB minimum to store your course work.

Software

Some of the software applications you will use throughout the semester are all available online at ScarletApps. ScarletApps tools include Document, Forms, Draw, iGoogle, and Google Sites. Information systems software applications include Microsoft Excel and Microsoft Access. Programming concepts and structures will be presented using the visual programming language Scratch. Scratch is available as a free download from http://scratch.mit.edu/.

If you plan to use your own computer to complete CS110 assignments, speak with your instructor or TA to be certain you have the appropriate software. Assignments submitted to Sakai must be readable in software used for this course. Assignments submitted to Sakai which cannot be opened will receive no credit. Exam topics may include questions on features and operations of the hardware and software used in this course.
Topics and Reading Assignments

Listed below are the topics and concepts that are covered in this course. Your instructor may give you a more detailed schedule of topics than what is listed below. Articles and videos related to concepts topics are listed in the study guides for each topic in the Resources tool of Sakai. Tutorials and sample Scratch programs are available online at http://scratch.mit.edu/.

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Assignments

Introduction to Computers and Applications includes assignments in programming and software applications. Assignment descriptions, due dates, and evaluation criteria are listed in Sakai.

Completed assignments are submitted to Sakai and graded by your teaching assistant (TA). Sakai is an online database system developed and maintained by the Office of Information and Research Technology (OIRT). Your TA will demonstrate the use of Sakai in the first computer lab recitation. Throughout the semester, when you submit your assignment to Sakai, verify the submission date and time of your assignment before you log out of Sakai.

In completing your assignments, remember:

1. All assignments must be submitted on time to be evaluated at full credit. NOTE: "due date" is listed in each assignment description and specified in Sakai as Due Date.

2. Once an assignment is submitted to Sakai, you may not revise the assignment. Resubmissions are not permitted.
3. Assignments turned in after the Due Date and before the Accept Until date are evaluated at half-credit. Assignments cannot be submitted and are not accepted after the Accept Until date.

4. Except where specifically noted, homework assignments sent by electronic mail will not be graded.

5. Discrepancies regarding assignment grades must be clarified within two weeks after the assignment Due Date. No consideration is given after this two-week time limit. Students are advised to keep copies of work submitted and a record of Sakai submission dates until the semester has ended and final grades are published. Students should verify their grades each week in Sakai Gradebook2 and notify their TA if there is a discrepancy. If your TA does not respond within three days, contact your instructor.

6. Violations of the academic integrity policies of the University will be reported to the Office of Student Conduct.

7. Monday, May 6th is the last day of the SPRING 2013 semester. All grade-related conflicts must be resolved with your instructor before this date. No work is accepted after the semester ends.

8. You are given ONE "free late." This is ONE opportunity to submit a late assignment without penalty. If you choose to use this "free late", you must email your TA before the Accept Until Date. You must then submit the assignment by the Accept Until date. You may do this only ONCE during the semester. You MAY NOT use the free late on the last assignment or the extra credit assignment.

Grading

Your final grade for this course is based on the total number of points accumulated throughout the semester. The maximum number of points is 500, divided as follows:

- Hourly Exam 1: 100 points
- Hourly Exam 2: 100 points
- Final Exam: 150 points
- Quizzes: 25 points
- Assignments: 125 points

Grades are earned using the following scale:

- 450 - 500 points A (≥ 90%)
- 435 - 449 points B+ (≥ 87%)
- 400 - 434 points B (≥ 80%)
- 380 - 399 points C+ (≥ 76%)
- 350 - 379 points C (≥ 70%)
- 300 - 349 points D (≥ 60%)
- 0 - 299 points F (< 60%)
Quizzes

Throughout the semester there will be five quizzes posted on Sakai. Each quiz accounts for 5 points on the total course points. Each quiz is posted for three days. You must complete and submit the quiz via Sakai within that three day window. Each quiz consists of five questions randomly generated from a pool of questions on the topic. You have two attempts for each quiz but since the questions are randomly chosen for you, there may be different questions generated for your second attempt. The highest of your scores on the two attempts will be recorded by Sakai. The quiz dates are listed in the Course Schedule posted on Sakai. You can access the quizzes via the Tests & Quizzes tool on Sakai.

Examinations

- Bring Rutgers University photo/signature identification card to all exams.
- Electronic devices of any type are not permitted to be on during any exam.

**Hourly Exam 1: Wednesday, February 27 (Common Hour)**
9:40 p.m. - 11:00 p.m.

**Hourly Exam 2: Thursday, April 4 (Common Hour)**
9:40 p.m. - 11:00 p.m.

**Final Exam: Monday, May 13 (Group M)**
4:00 p.m. - 7:00 p.m.

Exam Details can be found in the Resource tool in Sakai. CS110 includes two hourly exams and a final exam. Room assignments for the exams are announced in lecture and recitation and posted to Sakai. Make note of the room where your exam is scheduled when it is announced in lecture and posted.

Note:
- You may not take exams at a location other than the one assigned without your instructor's permission. Taking an exam in the wrong location may result in lowering your final grade by one letter grade.
- You may not take a makeup exam without your instructor's permission. See information on Makeup Exams below.
- It is your responsibility to be in the correct exam room at the correct time on the correct day.
- Students arriving late to the exam site will be admitted only at the discretion of the instructor, and will not be admitted if other students have already left the room.
- Exams may include material from lecture, recitation, assignments, web assigned readings, or recommended readings. Information on the topics and content of the exams is announced in lecture and recitation and posted to Sakai. Calculators cannot be used during examinations. Using a calculator during an exam will result in a zero grade. Cellular products must be turned off during exams. If your cellular device is ON during the exam, you risk getting zero as a grade.
- Discrepancies regarding exam grades must be clarified within two weeks after the exams are returned; no consideration will be given after this two-week time limit.
- Students who require alternate testing considerations must present appropriate documentation to their instructor at the beginning of the semester.
- Student athletes must present their practice and competition schedules to their instructor at the beginning of the semester.
Makeup Exams

Common Hour Exams: It is University policy that a makeup exam for common hour exams is given only to students who have another common hour exam or regularly scheduled Rutgers University class at the same time as the CS110 hourly exam or a documented explanation acceptable to the instructor and presented within a reasonable time before the exam. Check your class schedule now, speak with your instructor if there is a conflict, and provide appropriate documentation. All conflicts must be documented at the beginning of the semester.

Final Exam: Students with three or more scheduled final exams on one calendar day or three or more exams scheduled in consecutive time periods including the CS110 final exam should speak with their instructor and provide appropriate documentation at least two weeks prior to the exam test date. If you have not met with your instructor and provided documentation of a conflict before the this time, you will not be eligible for the makeup exam.

Note:

- Not knowing where your exam is being given, having the incorrect date or time noted for the exam, not feeling prepared for the exam, broken alarm clock, transportation problems, or other mishaps are not legitimate reasons for requesting a makeup exam.

- If an emergency occurs which prevents you from being at a scheduled exam, contact your instructor immediately. It is the instructor's decision whether to provide any accommodation for a missed exam.

- Work and work-related travel are not excuses for a makeup exam. Advise your employer of your exam schedule now and make arrangements to be excused from work in sufficient time to arrive for the exam.

Extra Credit

Throughout the semester there are opportunities to earn extra-credit points which are applied to your total points at the end of the semester. These are the only options for extra-credit and must be earned within the time specified. All extra-credit points will be added to total points at the end of the semester; however, total points will not exceed 500.

- **TA extra-credit** (10 points): Up to ten points will be added to your total points based on evaluation by your teaching assistant. These points may be earned through supplementary exercises, attendance in recitation, quizzes given in recitation, and course survey completions. The TA will provide information on earning these ten points in recitation.

- **Software extra-credit** (5 points): Five extra-credit points will be added to your total points for completion of an assignment using a software package not taught in this course. Information on this assignment will be available later in the semester. This assignment is due the last day of class (December 12).

- **Instructor extra-credit** (5 points): Up to five points may be added to your total points based on evaluation by instructor. These points may be earned through activities defined by your instructor during the semester.

*Note:* Extra-credit points will be added to your total points at the end of the semester, but will not increase total points beyond 500.
Computer Labs

Computers are located in the computing centers on Busch Campus (ARC), College Avenue Campus (CACC-Records Hall), Livingston Campus (Tillet Hall), Douglass Campus (Loree Hall), and the Satellite Building (Senior Street near the parking deck) on the College Avenue Campus. Printing and file storage restrictions are posted in each computer lab.

Hours of operation at the computer labs will change throughout the semester. To verify the hours at each lab, check the RUCS User Services Computing Facilities Access Hours notice posted in each lab, or visit the New Brunswick Computing Services (NBCS) website at www.nbcs.rutgers.edu. If you experience difficulty using the equipment in the computer labs or you have questions about network connections, ask the lab consultant on duty for assistance.

The role of the Rutgers University Computing Services (RUCS) lab assistants and consultants is to help you with hardware and software related problems, not to answer questions specific to your assignments. If you have questions or need assistance in completing assignments, check first with your teaching assistant during office hours or recitation. You will also find CS110 Teaching Assistants available in the New Brunswick computer labs throughout the week to answer assignment-related questions during TA Lab Support Hours. The Lab Support schedule is in the Resources tool of Sakai. You can meet with any of the CS110 TAs during lab support hours.

There are approximately 1500 students enrolled in computer science courses using the computer labs throughout New Brunswick. Keep this in mind as you plan your computer time. Very often you will have to wait for the use of a computer. To avoid problems, do your assignments well before the due date. You will also find it helpful to select a time when the computers are not as heavily used and to be as prepared as possible when you use the computer. Read your assignment and related documents completely before sitting down at the computer so your time is used efficiently and productively. Before you begin each assignment, practice with a sample file to become familiar with the software features required by the assignment, and check Sakai Announcements for changes or corrections to the assignments.

Miscellaneous

1. If you are not officially enrolled in CS110, check for available sections through WebReg, the University registration website. Special permission numbers for CS110 are available after the Drop period, only for available seats, and only for students not currently registered in CS110. If you are already enrolled in CS110 and want to change to a different lecture, use web registration during the Drop/Add period. Special permission numbers are not given to change lectures.

2. You must attend the recitation section for which you are registered or an alternate recitation section taught by your teaching assistant if you have your TA’s approval. Speak with your TA or instructor before attending a different recitation section. If you need to change recitation sections because of scheduling conflicts, use the web registration page to find an alternate section. Special permission numbers are not given to change recitation sections.

3. Computer Science majors (curriculum code 198) cannot register for CS110. If you are a declared computer science major, you will not receive credit towards your major for the course.

4. Pre-business majors (curriculum code 006 or 373) are required to register for Computer Applications for Business (01:198:170). Admission to the School of Business requires successful completion of Computer Applications for Business (01:198:170). CS110 is not accepted by the
School of Business as a substitute for CS170, and you cannot receive credit for both CS110 and CS170.

5. If a problem arises which causes you to miss an exam, if you will miss class for an extended period, or you experience difficulties of a personal nature, notify your instructor, not the TA, at the time of the emergency. Your instructor will determine what options may be available. It is the instructor’s decision whether to extend consideration for missed assignments and exams; therefore, the sooner you make us aware of a problem, the more likely an equitable solution may be arranged. No consideration will be given for missed work if you wait until your return to campus to notify your instructor.

6. Throughout the semester changes in computer facilities and resources will occur on the New Brunswick campus. Stay informed -- visit the New Brunswick Computing Services (NBCS) website at www.nbcs.rutgers.edu, the class Sakai site, and read email regularly.

7. Peer group tutoring, individualized learning assistance, learning strategies group sessions, and successful learning tip sheets are available at the Rutgers University Resource Learning Centers (RLC), located on Busch, College Avenue, Douglass, and Livingston campus. For additional information, stop by one of the centers, call 932-1443, or visit their website at http://rlc.rutgers.edu. Do not wait until the week before an exam to visit the Resource Learning Center; stop by early in the semester and take advantage of their excellent support services on a regular basis.

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