SUFFOLK COUNTY COMMUNITY COLLEGE
EAST CAMPUS
Spring 2010
Course Outline

Course Title: CST101 Introduction to Computing
Section No.: CST101 – 23100 Tu/Th 4:00 p.m. to 5:50 p.m.
Orient Building, Room 201
Instructor: Professor Dunkirk
Office: 631-451-4552
e-mail: dunkira@sunysuffolk.edu

OBJECTIVES: After completing this course the student will:
• be able to demonstrate a working knowledge of computing concepts, components, and operation to accomplish educational and career tasks;
• be able to use appropriate components of productivity software involving word processing, spreadsheet, database, presentation, and/or communications; and
• be able to access, retrieve, assess, and apply networked information resources, e.g., online catalogs, virtual libraries, the Internet and World Wide Web.

PROCEDURES TO ACCOMPLISH THE OBJECTIVES: The learning activities for this course will include:
• Class lectures and demonstrations
• Class discussions
• Textbook tutorials, practice problems, and handouts
• Examinations
• Projects

STUDENT REQUIREMENTS FOR COMPLETION OF THE COURSE: To successfully complete the course, students must:
• Attend all class lectures
• Participate in class discussions by analyzing and debating and various software related topics
• Read and review unit (chapter) units
• Successfully complete all assignments in a timely fashion
• Prepare for each examination
• Communicate with the instructor
ALL DEADLINES WILL BE MAINTAINED – NO LATE ASSIGNMENTS WILL BE ACCEPTED AND THERE WILL BE NO MAKE-UP EXAMS.

GRADING PRACTICE: Final grade will be computed as follows:

- 10% Attendance
- 30% Midterm Examination
- 30% Final Examination
- 30% Unit work, Class work and Assignments

ATTENDANCE POLICY: All students are expected to attend every class session. Students are responsible for all that transpires in class whether or not they are in attendance. Regardless of attendance, all assigned work must be completed and handed in on the due date.

If a student is more than 15 minutes late or leaves class 15 minutes before dismissal, it will be considered a one-half absence. Students present for less than half the class will be considered absent.

Students are permitted to be absent the equivalent of one week’s classes. Example: If the class meets once a week, you are permitted one absence. If the class meets twice a week, you are permitted two absences. Once you exceed the permitted number of absences, you will be dropped from the class roster.

BEHAVIOR POLICY: Students and faculty share the responsibilities of creating a classroom atmosphere honoring learning; these responsibilities include behaving courteously and respectfully toward one another.

The instructor reserves the right (by college policy) to ask a disruptive student to leave the classroom for the day. Disruptions include, but are not limited to, talking, eating, leaving and re-entering the room regularly, arriving late to class frequently, beepers going off, cell phone usage, headphone, using e-mail and/or computer games during class.

Although not all-inclusive, the following actions, activities or behaviors are expressly prohibited: “Unauthorized or illegal use of College computer facilities or equipment such as hacking; duplication or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of files; unauthorized use of another individual’s identification, password or work.”

Any student guilty of inappropriate conduct and/or academic dishonesty may receive a failing grade in the class, be dismissed from class and/or be referred to the Dean of Students for further discipline proceedings.
ACADEMIC DISHONESTY POLICY: Students must complete their own assignments. Academic dishonesty includes talking with fellow students while taking exams, sharing files, and/or sharing printouts. Such actions are deemed academic dishonesty by all parties involved. Any student guilty of academic dishonesty may receive a failing grade in the class, be dismissed from class, and/or be referred to the Dean of Students for further discipline proceedings.

TEXTBOOK AND SUPPLIES: The following are required materials for this course.


- Storage – USB Flash Drive

COMPUTER LAB: It is not necessary to have a computer at home to complete this class. You may use the computers on campus to finish your assignments outside the class. Microcomputers are available Monday through Saturday in the Computer Lab of the Orient Building. The times and days are posted at the entrance of the Computer Lab. In addition, microcomputers are also available for student use in the Academic Skills Center (Orient Building), and the Library (Peconic Building). Please check posted hours.