

CS 1000 – Computer Basics

BGSU Computer Science

Fall 2014 Syllabus

Department Office: HAYES 221

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Instructor: Dr. Robert Dyer

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My office: HAYES 238

My phone: (419) 372-3469

Office Hours: MWF 9:30am – 10:30am, 11:20am – 12:00pm

T 1:00pm – 3:00pm

R 10:45am –

OR by appointment (email me)

Class Meeting Time: Tuesdays and Thursdays, 9:30am – 10:45am, HAYES 108

Lab Meeting Time: Thursdays (approximately every other), 9:30am – 10:45am, HAYES 020

Textbooks:

- “Technology in Action, Introductory” by Evans, Martin, and Poatsy, Prentice Hall, 11th Edition, 2013, ISBN: 978-0-13-382735-4
- “Go! with Microsoft Office 2013, Volume 1,” by Gaskin, Vargas, and McLellan, Prentice Hall, 2014, ISBN: 978-0-13-314266-2
- MyITLab access code (available in Bookstore, or online – see handout)



Learning Outcomes for the Course: After successfully completing CS 1000, students will be able to:

- Demonstrate a general understanding of hardware and software systems and their development;
- Create documents and manipulate text using MS Word including graphics, tables, and a bibliography;
- Organize and manipulate numeric data and present the data in a professional manner (e.g., using charts) using MS Excel;
- Create and manipulate simple presentations using MS PowerPoint;
- Create and manipulate simple databases using MS Access;
- Critically evaluate the impact of computing technology on culture and society;
- Demonstrate safe and responsible use of computing technology;
- Demonstrate a basic understanding of digital representation of data in computers using binary.

Withdrawal Deadline: Friday, November 14, 2014. University policy states that after this date, anybody withdrawing from the course will have the grade automatically turn into an F.

Grading: The final grade will be composed of the following weights.
(The instructor reserves the right to make changes at any time.)

Assessments

<i>Item</i>	<i>Each</i>	<i>Total</i>
Exams (3)	100	300
Projects (4)	25	100
Group Presentation (1)	25	25
Homework (1)	25	25
MyITLab Training (13 – drop lowest 3)	3	30
MyITLab Assessments (12 – drop lowest 2)	12	120
Overall Total		600

Grading Scale

<i>Grade</i>	<i>Percent Range</i>	<i>Point Range</i>
A	92 – 100%	552 – 600
B	82 – 91%	492 – 551
C	70 – 81%	420 – 491
D	60 – 69%	360 – 419

Homework and Projects: Homework is essential to learning the material, and you are expected to submit all homework assignments. One homework will be given during the semester, due about two weeks later. Five projects (one is a group presentation) involving Microsoft Office will be given during the semester, to be completed outside of class. You will be given three weeks to complete each project. You are responsible for planning ahead to allow yourself enough time to complete all homework and projects by the deadlines. **Start your work early.** Homework and projects are due at the BEGINNING of the class on the due date.

Group Presentation: Each student will be part of a small group (3–4 people) and give a presentation in class. Each group will present half of one chapter from the Technology in Action book. These presentations **must** utilize PowerPoint. All group members must both help create the PowerPoint presentation and present in class.

MyITLab: The course labs and pre-lab simulations utilize Pearson's MyITLab website (see MyITLab handout). You will need to register for this website and purchase an activation code (available in the bookstore or online). The lowest two lab assessment grades and lowest three pre-lab training grades will be dropped. To register, go to pearsonmylabandmastering.com and under Register, click Student. Then enter the course ID: **dyer11722** and click Continue.

Canvas: The syllabus, schedule, and course policies are available on Canvas. Your grades will also be available on Canvas throughout the semester.

Attendance: Students are expected to attend each class and be on time. I do not believe in any specific grade incentives for class attendance, or penalties for absence. Note however that labs are during normal lecture hours (approximately every other Thursday) and are graded. **There are no late labs accepted.**

Class Notes/Handouts: Every student is responsible for taking notes in the class, collecting class handouts, and generally keeping up with the class, even if they must miss a class meeting for any reason. I do not post class notes, so if you miss a class please borrow notes from another student.

Office Hours and Help: Please check your Canvas course site, Canvas messages, and your BGSU email **regularly**. [*You may have your Canvas messages forwarded to your email, but do check it (multiple times) daily.*] I do forward my own Canvas messages to my BGSU email and check my email frequently (with rare exceptions). I check email more often than I access Canvas so if you need to contact me urgently, use both Canvas and email. I will do my best to accommodate you ASAP, even if outside my posted office hours and without appointment. In general, if you need to see me in my office outside of my regular office hours, please make an appointment.

Academic honesty: All coursework for this class is expected to be YOUR OWN work. The MINIMUM penalty for copying someone's work (including current classmates, students from a previous offering of the course, or postings found on the web) or knowingly allowing someone to copy your work is a zero for the homework/project/exam/presentation. The offense is also reported to the dean of your college. *Turnitin*, a plagiarism detection tool, will be used in this course. I will follow the University's general codes of conduct defined in the *BGSU Student Handbook*. For details refer to:

1. *BGSU Student Handbook*, page 33 (<http://www.bgsu.edu/content/dam/BGSU/student-affairs/documents/2014-15-Student-Handbook.pdf>)
2. *The Academic Charter*, section B-I.G (<http://www.bgsu.edu/content/dam/BGSU/faculty-senate/documents/academic-charter/B-I-G-Academic-Honesty-Policy.pdf>)

Make-up policy: If you cannot take an exam as scheduled, you (or an authorized person, only in case you are unable to do so) must contact me ahead of time with the reason. Make-ups are considered typically for health emergencies only. Taking the FINAL exam at a time other than the university-scheduled time requires approval by the CS Adviser. If you feel that you have a valid reason to request a change in FINAL exam time, inform

me and obtain the request form in the Computer Science department office, Hayes 221. You must sign an academic honesty statement specifically in connection with the exam.

Disability Policy: In accordance with the University policy, students with disabilities must verify their eligibility through the Office of Disability Services for Students, 38 College Park Office Building, 419–372–8495 (<http://www.bgsu.edu/disability-services.html>). Contact me as soon as possible this semester to arrange any accommodations needed to assist with your success in this course.

Religious Holidays: It is the policy of the University to make every reasonable effort allowing students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Absence from classes or examinations for religious reasons does not relieve the student of responsibility for completing required work missed. Following the necessary notification, the student should consult with the instructor to determine what appropriate alternative opportunity will be provided, allowing the student to fully complete his or her academic responsibilities (*The Academic Charter*, section B–I.F–4.b at: <http://www.bgsu.edu/content/dam/BGSU/faculty-senate/documents/academic-charter/B-I-F-Classroom-Related-Responsibilities.pdf>).

Installing Office: Students can install Microsoft Office on their own computers, free of charge. For more information please see this video: <http://www.bgsu.edu/its/services/computer/personal/installing-office.html>

Tentative Course Schedule

Week	Day	Date	Topics / Important Dates	Assigned Projects	Assigned Readings
1	T	Aug 26	Introduction & MyITLab overview		Read TIA ch.1
	R	Aug 28	Lab 1 – PowerPoint 1 – Hayes 020		
2	T	Sep 2	Binary Conversions		Read TIA ch.2
	R	Sep 4	Binary Arithmetic	Homework 1	
3	T	Sep 9	TIA chapter 1		Read TIA ch.3
	R	Sep 11	Lab 2 – PowerPoint 2 & 3 – Hayes 020		
4	T	Sep 16	TIA chapter 2		Read TIA ch.4
	R	Sep 18	TIA chapter 3 – Group 1 & Group 2		
5	T	Sep 23	Excel		Read TIA ch.5
	R	Sep 25	Lab 3 – Excel 1 & 2 – Hayes 020	Project 1	
6	T	Sep 30	Exam 1 – (TIA chapters 1, 2, 3 + binary)		
	R	Oct 2	TIA chapter 4 – Group 3 & Group 4		
7	T	Oct 7	TIA chapter 5 – Group 5 & Group 6		
	R	Oct 9	No class – Fall Break		
8	T	Oct 14	Access		Read TIA ch.6
	R	Oct 16	Lab 4 – Excel 3 & Access 1 – Hayes 020	Project 2	
9	T	Oct 21	TIA chapter 6 – Group 7 & Group 8		
	R	Oct 23	TIA chapter 6 – hands on		
10	T	Oct 28	Access		
	R	Oct 30	Lab 5 – Access 2 & 3 – Hayes 020		
11	T	Nov 4	Exam 2 – (TIA chapters 4, 5, 6)		
	R	Nov 6	HTML	Project 3	Read TIA ch.7
12	T	Nov 11	No class – Holiday		
	R	Nov 13	Lab 6 – HTML – Hayes 020		
13	T	Nov 18	Word		Read TIA ch.8
	R	Nov 20	Lab 7 – Word 1 & Word 2 – Hayes 020		
14	T	Nov 25	TIA chapter 7 – Group 9 & Group 10	Project 4	Read TIA ch.9
	R	Nov 27	No class – Thanksgiving		
15	T	Dec 2	TIA chapter 8 – Group 11 & Group 12		
	R	Dec 4	TIA chapter 9 – Group 13 & Group 14		
16	T	Dec 9	Word & Mailmerge		
	R	Dec 11	Lab 8 – Word 3 & Mailmerge – Hayes 020		
17	T	Dec 16	Exam 3 – (TIA chapters 7, 8, 9) – 8:30am–10:30am – Hayes 108		

NOTE: If there is a discrepancy between the due dates here and on actual assignments, the one on the assignment applies.