

CS 1000 – Computer Basics

BGSU Computer Science

Department Office: HAYES 221

Department Phone: (419) 372-2337

Spring 2015 Syllabus

Instructor: Dr. Robert Dyer

E-mail: rdyer@bgsu.edu

My office: HAYES 238

My phone: (419) 372-3469

Office Hours: MTWR 4:00pm – 5:30pm

OR by appointment (email me)

Class Meeting Time: Mondays and Wednesdays, 6:00pm – 7:15pm, HAYES 111

Lab Meeting Time: Wednesdays (approximately every other), 6:00pm – 7:15pm, 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, April 10, 2015. 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

Item	Each	Total
Exams (3)	100	300
Projects (4)	25	100
Group Presentation (1)	25	25
Homework (1)	25	25
Pre-lab Trainings (14 total – drop lowest 4)	3	30
Lab Assessments (14 total – drop lowest 4)	12	120
Overall Total		600

Grading Scale

Grade	Percent Range	Point Range
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 complete all assigned work. One homework will be given during the semester, due one week later. Five projects (one is a group presentation) involving Microsoft Office/HTML will be given during the semester, to be completed outside of class. You will be given two 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 help create the PowerPoint presentation and present in class. Peer evaluations are used after the presentation to identify members whose grade needs modified.

MyITLab: The course labs and pre-lab simulations utilize Pearson's MyITLab website (see handout). You will need to register for this website and purchase an activation code (available in the bookstore or online). Only the highest ten lab assessment grades and highest ten pre-lab training grades are kept. You will have approximately one week to complete each lab training and until midnight to complete lab assessments. **There are no late labs accepted.** To register, go to Canvas and click *MyLab and Mastering* in the course's menu. See the handout for more details.

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 grade penalties for absence. **I do track attendance however and report poor (< 85%) attendance on SuccessNet.**

Canvas: The syllabus, schedule, and course policies are available on Canvas. Your grades will also be available on Canvas throughout the semester. **Canvas is the official method for me to contact students.** Check it regularly!

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 daily.*] I forward my own Canvas messages to my BGSU email and check my email frequently (with rare exceptions). 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. MyITLab also automatically checks projects. 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. *Department of Computer Science Academic Honesty Policy* (<http://www.bgsu.edu/arts-and-sciences/computer-science/policies-for-current-students.html>)
3. *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 **before** with the reason and to schedule a make-up. Make-ups are considered typically for health or family 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	M	Jan 12	Introduction & MyITLab overview		Read TIA ch.1
	W	Jan 14	TIA chapter 1		
2	M	Jan 19	No class – Holiday		
	W	Jan 21	Lab 1 – PowerPoint 1 – Hayes 020		Read TIA ch.2
3	M	Jan 26	Binary representation & conversions		
	W	Jan 28	Binary arithmetic	Homework 1	Read TIA ch.3
4	M	Feb 2	TIA chapter 2		
	W	Feb 4	Lab 2 – PowerPoint 2 & 3 – Hayes 020		
5	M	Feb 9	TIA chapter 3 – Group 1 & Group 2		
	W	Feb 11	Exam 1 – (TIA chapters 1, 2, 3 + binary)		Read TIA ch.4
6	M	Feb 16	Excel		
	W	Feb 18	Lab 3 – Excel 1 & 2 – Hayes 020	Project 1	Read TIA ch.5
7	M	Feb 23	TIA chapter 4 – Group 3 & Group 4		
	W	Feb 25	TIA chapter 5 – Group 5 & Group 6		
8	M	Mar 2	Access		
	W	Mar 4	Lab 4 – Excel 3 & Access 1 – Hayes 020		Read TIA ch.6
9	M	Mar 9	No class – Spring Break		
	W	Mar 11	No class – Spring Break		
10	M	Mar 16	TIA chapter 6 – Group 7 & Group 8	Project 2	
	W	Mar 18	TIA chapter 6 – hands on – Hayes 020		
11	M	Mar 23	Exam 2 – (TIA chapters 4, 5, 6)		
	W	Mar 25	Lab 5 – Access 2 & 3 – Hayes 020		
12	M	Mar 30	HTML		
	W	Apr 1	HTML		Read TIA ch.7
13	M	Apr 6	Lab 6a – HTML – Hayes 020	Project 3	
	W	Apr 8	Lab 6b – HTML – Hayes 020		Read TIA ch.8
14	M	Apr 13	Word & Mailmerge		
	W	Apr 15	Lab 7 – Word 1 & Word 2 – Hayes 020		Read TIA ch.9
15	M	Apr 20	TIA chapter 7 – Group 9 & Group 10	Project 4	
	W	Apr 22	TIA chapter 8 – Group 11 & Group 12		
16	M	Apr 27	TIA chapter 9 – Group 13		
	W	Apr 29	Lab 8 – Word 3 & Mailmerge – Hayes 020		
17	M	May 4	Exam 3 – (TIA chapters 7, 8, 9 + HTML) – 6:00pm–8:00pm – Hayes 111		

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