

CS 1000 –Spring 2015
Computer Basics
Online Syllabus: www.cs.bgsu.edu/rconway

Classroom	111 Hayes Hall
Class Time	MWF (Wednesday Hayes 020)
Textbook	 “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 <u>MyITLab access code</u> (available in Bookstore, or online – see handout)
Other Materials	Storage Media (flash drive, Hard drive, One Drive, cloud)
Instructor	Ron Conway
Office	234 Hayes Hall (Phone: 372-8777)
Office Hours	Regular hours: MWF(10:30-11:30), TR (12:00a – 2:00p) see scheduled <u>by appointment MF(4:30 – 5:00)</u> (or ANYTIME with prior notice)
Websites	http://www.cs.bgsu.edu/rconway
Email	 rconway@bgsu.edu
Dept Office	221 Hayes Hall (Phone: 372-2337)

Catalog Description:

[CS 1000. Computer Basics \(3\)](#)

Computer technology and related social issues. Hardware, software, applications in diverse areas. Problems concerning computerized services, data banks, governmental controls. Problem solving using software packages (such as spreadsheets, word processing, database, presentation graphics, etc.). Credit not allowed for both CS 1000 and MIS 2000. Credit not applicable toward major or minor in computer science. Prerequisite: one year of high school algebra or MATH 0950.

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.

Course Schedule:

Tech In Action:	Using Technology to Change the World:	CH. 1
Topic:	Looking at Computers:	CH. 2
	Using the Internet:	CH. 3
	Application Software:	CH. 4
	System Software:	CH. 5
	Understanding and Assessing Hardware:	CH. 6
	Networking:	CH. 7
	Digital Devices and Media:	CH. 8
	Securing Your System:	CH. 9
Office Topics	Intro to Canvas	In Class Demo
	MS Word (Blue tab)	Word processing
	MS Excel (Green tab)	Spreadsheet
	MS Access (Red tab)	Database
	PowerPoint (Orange tab)	Presentation
Other Topics	Binary Numbers	In Class Demo/Handout

Grading Policy:

The final grades are assigned based on student performance on assignments and exams, and are ***not negotiable***. Specifically, you will be evaluated on the following:

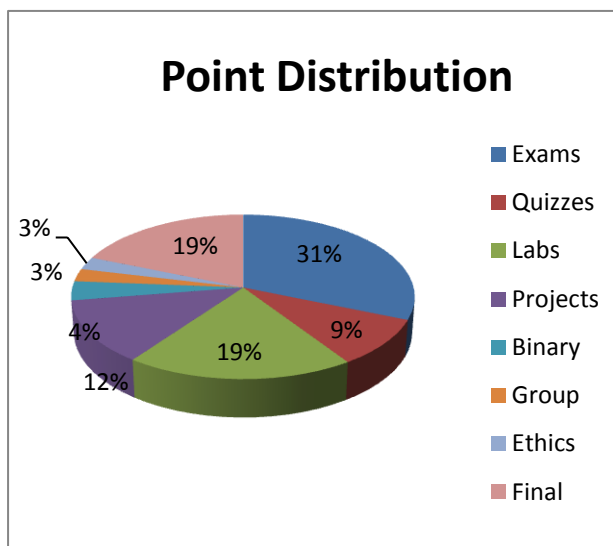
- **Exams:** There will be **two** exams worth 125 points each. All exams are in-class and closed-book. (250 pts)
- **Quizzes:** There will be 4 quizzes worth 25 points each. Quizzes will emphasize recent material covered since the previous quiz or exam. Quizzes will be given at the end of the class period. There will be no make ups for quizzes. The lowest quiz will be dropped. (75 pts)
- **Projects and Labs Assignments**

12 laboratory assignments will be given during the semester. The amount of points and **laboratory assignments** are subject to change. You **must** have **myitlab** to complete 11 of the labs. There will be no make ups for labs. The lowest lab will be dropped. (155 pts)

4 project assignments will be given during the semester. (100 pts)

These labs and projects should **represent your own work**; you may not consult with other individuals in completing these projects. **Conferring with another person on these problems will be viewed as a violation of the academic honesty code.** Any questions regarding a problem should be directed to the instructor or graduate assistant.
- **Binary Number** – You will complete an exercise on converting, adding, subtracting, multiplying and decoding binary numbers. (30 pts)
- **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.
- **Ethics Discussion** – You will participate in a small group discussion on various topics involving ethical computer use. Topics will range from illegally downloading media, controversial non conformist internet groups, social websites, violent video games, RFID monitoring, etc. (20 pts) **No Make Up**
- **Final Exam** (150 points - up to 10 % comprehensive)

Possible Points	
Exams	250
Quizzes	75
Labs	155
Projects	100
Binary	30
Group	20
Ethics	20
Final	150
Total	800



Final Grades:

The final grade for the course will be determined by the total number of points earned.

Grade	Points	Percent
A	736	92%
B	656	82%
C	576	72%
D	496	62%
<i>Based On Pts Total</i>		800

Checking Grades:

Your grades will be made available (optionally) on my website and via email. The grade will be posted anonymously by a 4 character code you will provide on your questionnaire.

Important Dates

Quizzes	1/26, 2/9 , 3/23, 4/27
Holiday (No class)	1/19, 3/9 thru 3/13
Exams	2/25, 4/1

Attendance

- Attendance in class is an integral part of the learning process. Students with an excellent attendance record will receive 16 bonus points. The third **excused/unexcused** day will result in a reduction of 8 bonus points. The fourth **excused/unexcused** day will result in the remaining deduction of the bonus points. Subsequent **unexcused/excused** absences after 6 will result in a 7 point deduction from your total points for each day missed after 6 days. This means you get to miss up to 6 day for illness, car trouble, family emergencies, etc. It is the responsibility of late arriving students to notify the instructor **after class** or no later than the **next class** period. Without a timely notification the absence will become **irrevocable** at the instructor's discretion.
- Any quizzes, labs, homework or classwork missed **cannot** be made up without the instructor's approval, so attendance is essential. Student who miss class are responsible for all occurrences on missed days. This includes homework assigned. Students are expected to arrive for class and be in their seats by the scheduled beginning of class. Habitually late students will lose their bonus points at the instructor's discretion. Students exhibiting unconstructive academic behavior may also lose bonus points at the instructor's discretion. Unconstructive academic behavior includes but is not limited to texting, tweeting, sleeping in class, non-participation, not having requested materials and leaving class early or frequently.

Makeup Exams

- There will not be make-up exams except for the most serious of reasons such as confinement in the hospital or other emergencies. Contact the instructor or the department office **immediately** if you will miss an exam. As an example, if your car breaks down without you reporting it to the instructor or the main office before or during the scheduled exam time, it will not merit a makeup exam. Makeup exam will be given on a later date and may cover **new** material..
- For scheduled official events (such as competitions or conferences), discuss a makeup exam with the instructor in advance.

Codes of Conduct and Academic Honesty

- The instructor and students in this course will adhere to the University's general Codes of Conduct defined in the *BGSU Student Handbook*. Specifically, the Code of Academic Conduct (Academic Honesty Policy) requires that students do not cheat, fabricate, plagiarize or facilitate academic dishonesty. For details, refer to:
 - *BGSU Student Handbook* (http://www.bgsu.edu/offices/sa/book/Student_Handbook.pdf)
 - *The Academic Charter*, B.II.H (<http://www.bgsu.edu/downloads/file921.pdf>)
 - Student Discipline Programs (<http://www.bgsu.edu/offices/sa/judicial/academic/index.html>)
 - CS Dept Policy (<http://www.bgsu.edu/departments/compsci/policies/honesty.html>)
- Assignments are meant to be individual assignments. While a certain amount of collaboration is expected and encouraged, there is a fine line between collaboration and cheating. Collaboration should be use to explain assignments in a general way. This does NOT include demonstrating techniques and sharing detailed material. Providing another student with part or all of a solution is clearly cheating.
- Cheating will result in failing the course, along with possible expulsion from the University. Any student suspected of cheating on an exam/quiz will be asked to turn in the exam/quiz immediately and/or will be reported to the University.

Disability Policy

- In accordance with the University policy, if the student has a documented disability and requires accommodations to obtain equal access in this course, he or she should contact the instructor at the beginning of the semester and make this need known. Students with disabilities must verify their eligibility through the Office of Disability Services for Students, 38 College Park Office Building, 419-372-8495, dss@bgsu.edu, (<http://www.bgsu.edu/disability-services.html>)

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. (As stated in *The Academic Charter*, B-II.G-4.b at: <http://www.bgsu.edu/downloads/file919.pdf>)

Electronic Devices

- Students are not authorized to make recordings during class without permission from the instructor.
- Electronic device may be used for class activities **only**.

E-mail

- It is important that you check your **bgsu** email every day since important information concerning this course will be sent to that email address.
- If you do not use your **bgsu** email regularly, you should have the email forwarded to your other email account. go to Technology Support Center (Hayes 100) if you don't know how to forward emails.

Caveat: The above schedule and procedures in this course are subject to change in the event of extenuating circumstances.

CS1000 Course Schedule* Spring 2015			
Week	Monday (Hayes 111)	Wednesday (Hayes 020)	Friday (Hayes 111)
Week 1	Jan 12 Intro to Course <i>(Start reading TIA Ch. 1)</i>	Jan 14 Canvas & MyITLab (Meet in Class)	Jan 16 TIA Chapters 1
Week 2	Jan 19 No Class (MLK Day) <i>(Start reading TIA Ch. 2)</i>	Jan 21 Hands-on Canvas & MyITLab (First Lab - Hayes 020)	Jan 23 Binary conversions <i>(Group Signing Due)</i>
Week 3	Jan 26 Binary Arithmetic Quiz 1 (ch 1)	Jan 28 Lab 1 (W1)	Jan 30 TIA Chapters 2 <i>(Start reading TIA Ch. 3)</i>
Week 4	Feb 2 TIA Chapter 2 Proj. 1 Assigned <i>(Start reading TIA Ch. 4)</i>	Feb 4 Lab 2 (W2)	Feb 6 Binary Exercise
Week 5	Feb 9 TIA Chapter 3 (Group A) Quiz 2 (ch 3) <i>(Start reading TIA Ch. 5)</i>	Feb 11 Lab 3 (W3)	Feb 13 TIA Chapter 3 (Group B)
Week 6	Feb 16 TIA Chapter 4 (Group A) Proj. 2 Assigned	Feb 18 Lab 4 (E1)	Feb 20 TIA Chapter 4 (Group B)
Week 7	Feb 23 TIA Chapter 5 (Group A)	Feb 25 Exam 1 (TIA 1, 2, 3)	Feb 27 TIA Chapter 5 (Group B) <i>(Start reading TIA Ch. 6)</i>
Week 8	Mar 2 TIA Chapter 6 (Group A)	Mar 4 Lab 5 (E2)	Mar 6 Video
Week 9	Mar 9 Break	Mar 11 Break	Mar 13 Break
Week 10	Mar 16 Ethical Discussion Proj. 3 Assigned	Mar 18 Lab 6 (E3) Take Home Lab (All) Walk in Lab (optional)	Mar 20 TIA Chapter 6 (Group B) <i>(Start reading TIA Ch. 7)</i>
Week 11	Mar 23 TIA Chapter 6 - hands on Quiz 3 (ch 5)	Mar 25 Lab 7 (A1)	Mar 27 Excel
Week 12	Mar 30 Excel	Apr 1 Exam 2 (TIA 4, 5, 6, Excel)	Apr 3 TIA Chapter 7 (Group A) <i>(Start reading TIA Ch. 8)</i>
Week 13	Apr 6 Technology of the Future	Apr 8 Lab8 (A2)	Apr 10 TIA Chapter 7 (Group B)
Week 14	Apr 13 TIA Chapter 8 (Group A) <i>(Start reading TIA Ch. 9)</i>	Apr 15 Lab 9 (A3)	Apr 17 ALICE Proj. 4 Assigned
Week 15	Apr 20 TIA Chapter 8 (Group B)	Apr 22 Lab 10 (P1)	Apr 24 TIA Chapter 9 (Group A)
Week 16	Apr 27 TIA Chapter 9 (Group B) Quiz 4 (ch 8)	Apr 29 Lab 11 (P2)	May 1 ALICE PROJECTS

* Note: The above schedule is subject to change.