

CS 1000 –Fall 2009
Computer Basics
Online Syllabus: www.cs.bgsu.edu/rconway

Classroom	111 Hayes Hall (025 Hayes Hall on Wednesday)
Class time	MWF
Materials For The Course Items can be purchased as a packet or individually	
BGSU BookStore	Individually Purchased 1. Technology in Action, Introductory, 5/E ISBN-10: 0135137667 2. GO! with Microsoft Office 2007 Introductory ISBN-10: 0131679996 3. MyItLab Key Code ISBN-10: 0-13-513364-5 www.mypearsonstore.com/bookstore/product.asp?isbn=0135133645

Instructor	Ron Conway
Office	224 Hayes Hall (Phone: 372-8777)
Office Hours	Regular hours: T(12– 3p) , R (11a– 2p) , or by appointment only: MWF (1:30p – 3p)
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 hypertext, 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.

Lab Days:

There will be scheduled in-class lab every Friday excluding exam dates. On these days you will go directly to the hayes hall lab in 025.

Consulting:

A schedule of graduate student consultants is available at:
<http://www.bgsu.edu/departments/compsci/consulting.html>

Course Objectives:

- To gain familiarity with an integrated desktop application
- To understand the problems for which the applications (word processing, spreadsheets, databases) are to be used.
- To gain familiarity with the Internet and Internet applications
- Understanding the types and impact of today's decisions about the information superhighway on tomorrow's society
- Understand the binary number system and why computers use binary as opposed to decimal
- Understand what are the issues that drive hardware? What are the historical solutions? What are the solutions of the future likely to be like?
- Understand what are the issues that drive software? What are the historical solutions? What are the solutions of the future likely to be like?
- Understand some characteristics of telecommunications that are likely to impact their computing experiences
- Understand how to buy a computer for themselves
- Understand that issues in computing exist in a wider social context. Understand how technology effect our culture
- Understand the role of various computer professionals
- Understand the ethical issues related to technology (software piracy, unauthorized access, etc.). Understand the relationship between security and privacy as related to computing

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.
- **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.
- **Lab Assignments**

14 laboratory assignments (each 10 to 25 points) will be given during the semester. The amount of points and **laboratory assignments** are subject to change. You **must** have **myitlab** to complete 12 of the assignments.

- One assignment involving getting to know the cs1000 resources.
- One assignment involving electronic mail and web surfing.
- Four Word Processing application (MS Word) assignments.
- Three Spreadsheet application (MS Excel) assignments.
- Three Database application (MS Access) assignment.
- Two Presentation application (MS PowerPoint) assignment.

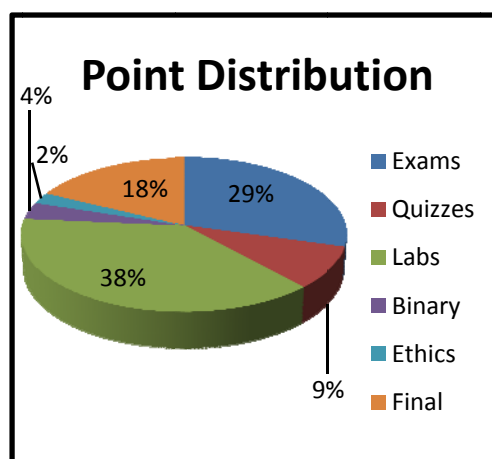
Each application assignment will consist of two parts, one to be completed in the lab during class and one outside of class to be submitted at the end of the week for full credit. Late assignments will not be permitted.

These assignments should represent your own work; you may not consult with other individuals in completing these exercises. 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 a worksheet on converting, adding, subtracting, multiplying and decoding binary numbers.
- **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
- **Final Exam** (up to 10 % comprehensive)

Possible Points

Exams	250
Quizzes	75
Labs	325
Binary	30
Ethics	20
Final	150
Total	850



Final Grades:

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

Grade	Points	Percent
A	782	92%
B	697	82%
C	612	72%
D	527	62%
Based On Pts Total		850

Checking Grades:

Your grades will be made available upon your request (optionally) on my website. The grades will be posted anonymously by a randomly created 2 letter code.

The address of the webpage is www.cs.bgsu.edu/rconway/grades

Important Dates

Quizzes	9/14, 10/16 , 10/30, 12/4
Holiday (No class)	<u>9/7</u> , <u>10/12</u> , <u>10/13</u> , <u>11/11</u> , and <u>11/25</u> thru <u>11/27</u>
Exams	10/2, 11/16

Attendance

- Attendance in class is integral to the learning process. In addition, any quizzes that are missed **cannot** be made up, so attendance is essential. Student who miss class are responsible for all occurrences on missed days. 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 sleeping in class, non participation, not having requested materials and leaving class early or frequently.
- Students with an excellent attendance record will receive 20 bonus points. The third excused/unexcused day will result in a reduction of 10 bonus points. The fourth excused/unexcused day will result in the remaining deduction of the bonus points. Subsequent **unexcused** absences will result in a 10 point deduction from your total points for each day missed. If you miss **less than** 7 days and you are not habitually late, some or all of these points (excluding bonus points) will be added back to your grade.

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 the scheduled exam time, it will not merit a makeup exam. Makeup exam will be given in a different format (short answers, compare/contrast and explanatory questions), 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 used 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, 413 South Hall, 419-372-8495. (<http://www.bgsu.edu/offices/sa/disability/index.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>)

Tape Recording Policy

- Students are not authorized to make recordings during class without permission from the instructor.

Cell Phones, Pagers, and Personal Digital Assistants

- The use of cell phones, pagers, and personal digital assistants (PDAs) is not allowed in class. Cell phones, pagers and PDAs must be turned off and put out of sight during class.
- Please, NO TEXTING

BGNet E-mail

- It is important that you check your **bgnet** email every day since important information concerning this course will be sent to that email address.
- If you do not use your **bgnet** email regularly, you should have the email forwarded to your other email account. Follow the instruction at: <http://www.bgsu.edu/departments/compsci/docs/forward.html>
- Or go to Technology Support Center (Hayes 100) if you don't know how to forward emails.

Course Schedule:

Tech In Action:	Why Computers Matter to You:		CH. 1
Topic:	Looking at Computers:		CH. 2
	Using the Internet:		CH. 3
	Application Software:		CH. 4
	Using System Software:		CH. 5
	Understanding and Assessing Hardware:		CH. 6
	Networking and Security:		CH. 7
	Mobile Computing:		CH. 8
	Behind the Scenes:		CH. 9
Office Topics	Intro to Windows XP		In Class Demo/Handout
	MyItLab		In Class Demo/Handout
	WWW/Email		Handout
	MS Word (Blue tab)	Word processing	PROJECT 1,2,3, 4
	MS Excel (Green tab)	Spreadsheet	PROJECT 1,2,3
	MS Access (Purple tab)	Database	PROJECT 1,2,3
	PowerPoint (Orange tab)	Presentation	PROJECT 1,2
Other Topics	Binary Numbers		In Class Demo/Handout

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