

CS 10001 Computer Literacy, Spring 2008

Section 005	Tuesday and Thursday 5:30 - 6:45 pm, MSB 115 and MSB 139
Instructor	Wittaya Chantamas
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Office hours	Tuesday and Thursday 4:30-5:15pm, 6:45-7:30pm, and by appointment

Course Description

Introduction to the history, language, procedures, applications, abuses, and impact of computers. Hands-on experience with microcomputers.

This course is to help you become more computer literate. To do this we will cover concepts and principles of computers of all types, and provide hands-on experience in using some basic software packages. The emphasis will be placed on personal computers and their uses; however, we will still cover concepts of larger computers.

Text

Alan Evans, Kendall Martin, and Mary Anne Poatsy, *Technology in Action, Fourth Edition*, 2008, Prentice Hall. ISBN-10: 0132402661; ISBN-13: 9780132402668.

Materials and equipment

A PC is required to complete the lab assignments. You may use your own personal computer or a computer on campus. There will be an opportunity to carry out lab exercises during class time in one of the departmental computer labs. Any exercises not completed during this time can be finished on your own. You may want to save your work (when necessary) on a USB drive, a floppy diskette, or send your work files to your e-mail account for later access.

Prerequisites There are no prerequisites for this course.

Credits 3

Homework

Homework will consist of hands-on computer exercises. Your hands-on exercises are found at the end of each chapter and some will be given to you in the lab; these exercises can be finished in the lab or at home. Lab exercises will constitute 30% of your cumulative grade.

Class Participation

This course will not be conducted as a lecture course but as a discussion course. It will be expected that everyone will participate in discussions. Attendance will count 15% in the form of pop-quizzes toward your semester grade. Documentation must be provided for absences in order to make-up a quiz.

Exams

There will be three exams – two midterms and one final. Each midterm will be worth 15% of your cumulative grade, and the final will be worth 25% of your cumulative grade. The first midterm will be on February 14 and will cover Chapters 1 – 5, the second midterm will be on March 27 and will cover Chapters 6 – 10, and the final will cover all the chapters, but the predominant number of questions will come from Chapters 11 – 13. Your final will be on Tuesday, May 6 from 5:45 to 8:00 pm.

All tests include material covered in the classroom, homework, and labs. Questions can be asked in all forms: true/false, multiple-choice, fill in the blank, and essay.

Distribution of Scores

- Exams 55%
 - Midterm 1 15% (chapters 1-5)
 - Midterm 2 15% (chapters 6-10)
 - Final 25% (comprehensive)
- Homework (lab exercises) 30%
- Attendance (pop-quizzes) 15%

Policies Regarding Evaluation of Your Work

In order that work can be graded and returned promptly, late assignments will not be accepted without a valid excuse.

Any work that you do for this class is to be your own. Any violation means that the work will not be accepted and further action will be taken. Plagiarism will not be tolerated.

Further to this, I am incorporating the university's policy on plagiarism here:

Statement on Academic Dishonesty

**Excerpted from the University's Administrative policy
and procedures regarding student cheating and plagiarism. Policy #3342-3-07**

- (A) **Policy statement.** It is the policy of the university that:
- (1) *Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and*
 - (2) Cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.
- (B) Intent and scope of the policy.
- (1) In providing this policy, the university affirms that acts of cheating and plagiarism by students constitute a subversion of the goals of the institution, have no place in the university and are serious offenses to academic goals and objectives, as well as to the rights of fellow students.

- (2) It is the intent of this policy to provide appropriate sanctions, to provide fair and realistic procedures for imposing those sanctions, to provide safeguards for any student suspected of cheating or plagiarism, and to coordinate the policy with procedures of the code of student conduct, rule 3342-4-15 of the Administrative Code and of this register.
- (3) This policy applies to all students of the university, graduate and undergraduate, full or part-time, whose conduct is of such a nature prohibited by the policy. Other offenses of a nonacademic nature are covered by the code of student conduct, rule 3342-4-15 of the Administrative Code and of this register.
- (C) Definitions. As used in this rule:
- (1) **"Cheat"** means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:
- (a) Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
 - (b) Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
 - (c) Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
 - (d) Securing, giving or exchanging information during examinations;
 - (e) Presenting data or other material gathered by another person or group as one's own;
 - (f) Falsifying experimental data or information;
 - (g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
 - (h) Cooperating with another to do one or more of the above; and
 - (i) Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (j) Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.
- (2) **"Plagiarize"** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:
- (a) The copying of words, sentences and paragraphs directly from the work of another without proper credit;
 - (b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and
 - (c) The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

Faculty Procedures regarding sanctions for Academic Dishonesty

Excerpted from Policy #3342-3-07

Administrative policy and procedures regarding student cheating and plagiarism.

- (D) Academic sanctions. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. Kent campus instructors shall notify the department chairperson and the student conduct office each time a sanction is imposed. Regional campus instructors shall notify the regional campus dean and the student conduct officer each time a sanction is imposed. Regional campus student conduct officers shall notify the Kent student conduct office each time a sanction is imposed by a regional campus instructor. (See paragraph (G)(2)(a)(i)(b) of this rule.)
- (1) Coursework. The following academic sanctions are provided by this rule for offenses of cheating or plagiarism. In those cases the instructor may:
- (a) Refuse to accept the work for credit; or
 - (b) Assign a grade of "F" or zero for the project, test, paper, examination or other work in which the cheating or plagiarism took place; or
 - (c) Assign a grade of "F" for the course in which the cheating or plagiarism took place; and/or;
 - (d) Recommend to the department chair or regional campus dean that further action specified in paragraph (D)(2) of this rule be taken. The department chairperson or regional campus dean shall determine whether or not to forward to the academic dean or to the vice president for the extended university a recommendation for further sanctions under paragraph (D)(2) of this rule.
- (2) Degree. The following academic sanctions are provided for acts of cheating or plagiarism which so permeate the student's work that the effect is to compromise the validity of a degree. Such occurrences may be related, but not limited, to professional or graduate work. Sanctions which can be invoked by the dean of the college in which the student is enrolled or by the associate vice president for the extended university include those provided in paragraph (D)(1) of this rule; and/or
- (a) Revocation or recommendation to decertify or not to certify; or

- (b) Rejection of the thesis, dissertation or work; or
- (c) Recommendation for revocation of a degree.
- (E) Other sanctions. If the instructor feels--or the department chair or director, or dean where appropriate--that the offense is of such nature that the academic sanctions are an insufficient remedy, or that they are not available, he or she may initiate additional procedures or alternate sanctions under the code of student conduct which may result in formal disciplinary sanctions. Sanctions which may only be invoked through the code of student conduct include disciplinary dismissal, suspension, and probation.
- (F) Procedures for invoking sanctions.
 - (1) Academic administrative procedures pertaining to paragraph (D)(1) of this rule. In the event that an instructor determines that it is more probable than not that a student in a course or program under the instructor's supervision has presented work for university credit which involves an act of cheating, plagiarism or cooperation in either, then the instructor shall:
 - (a) Inform the student as soon as is practical, in person or by mail, of the belief that an act of cheating or plagiarism has occurred. If the student cannot be reached in a reasonable period of time, the instructor may proceed with sanctions, notifying the student in writing as promptly as possible of the belief and the procedural steps the instructor has taken.
 - (b) Provide the student an opportunity to explain orally, in writing, or both, why the student believes the evaluation of the facts is erroneous.
 - (c) If the explanation is deemed by the instructor to be inadequate or if no explanation is offered, the instructor may impose one of the academic sanctions listed in paragraph (D)(1) of this rule. Where appropriate, the instructor may recommend the imposition of academic sanctions listed in paragraph (D)(2) of this rule. In addition, the instructor may refer the matter to the dean of the college, campus, or school in which the student is enrolled for imposition of academic sanctions listed in paragraph (D)(2) of this rule.
 - (d) The instructor shall notify the student conduct office of the circumstances and action taken. Such notification will be used as background information in the event that formal conduct charges are initiated against the student.
 - (e) The instructor shall inform the student in writing of the right to appeal, and the procedure to follow.
 - (f) The instructor shall keep the evidence of cheating or plagiarism in a secure place and provide it upon request to any appeals officer or the conduct officer. The instructor shall provide copies on request to the student at the student's expense.
 - (g) The instructor shall cooperate with academic and student conduct personnel in any appeal of the decision, and/or in adjudication of any disciplinary proceedings.
 - (2) Code of student conduct procedures pertaining to paragraph (D)(1) of this rule.
 - (a) Applicable procedures including appeals are provided and defined in the code of student conduct, rule 3342-4-15 of the Administrative Code and of this register.
 - (b) Upon receipt of notification of sanctions for cheating or plagiarism, the office of student conduct will inform, by memo, the dean, the college or campus in which the student is enrolled of the offense, academic sanction(s), and/or conduct sanction(s) imposed.
- (3) Academic administrative procedures pertaining to paragraph (D)(2) of this rule.
 - (a) With concurrence from the faculty member and the department chairperson, the academic dean or the associate vice president of the extended university may invoke sanctions specified in paragraph (D)(2) of this rule.
 - (b) The recommendation for sanction, paragraph (D)(2)(c) of this rule, is made by the academic dean or the associate vice president for the extended university who forwards it to the vice president and dean for enrollment management and student affairs, who must approve it and forward it to the president, who must approve it and forward it to the board of trustees for approval.
- (G) Academic appeals. The general principle that applies to the following procedures is that an appeal is directed to the administrative level immediately above the unit from which the appeal emanates.
 - (1) Appeals are limited to the following reasons:
 - (a) The decision is arbitrary or unreasonable,
 - (b) The decision resulted from a procedural error,
 - (c) The decision is not in accordance with the facts presented, or
 - (d) New information is available which may suggest modification of the decision.
 - (2) Procedure for appealing sanctions imposed under paragraph (D)(1) of this rule. Appeals to the department and regional campus level and to the college and associate vice president for the extended university level are provided by this rule for violations involving coursework as described in paragraph (D)(1) of this rule. There may be cases in which an administrator, serving as an instructor, charges a student with either cheating or plagiarism. If this administrator would normally be required by this policy to serve as an appeal officer, the appropriate faculty advisory committee shall be empowered to select a member of the faculty to serve as the appeal officer. In the case of the graduate college, the graduate college council shall select an appeal officer.
 - (a) Department, independent school and regional campus level appeals.
 - (I) Notice and timing.

- (1) The instructor shall give the student notice of right of appeal and the procedures or persons to contact at the time the sanction in paragraph (F)(1)(c) of this rule is applied.
- (2) The instructor imposing a sanction is required to notify the chairperson, independent school dean or regional campus dean. However, since the chairperson, dean or regional campus dean may be requested to hear an appeal, only the charge without elaboration, the sanction imposed by the instructor, and the date of transmittal of the right of appeal should be given to the chairperson or regional campus dean by the instructor.
- (3) An appeal of a sanction imposed by an instructor must be made by the student within fifteen working days of receipt of notice of right to appeal.
- (II) Appeal procedure.
 - (1) Appeal. Student appeals of sanctions imposed by an instructor are directed to the department chairperson, school dean or regional campus dean in writing.
 - (2) Upon notice. The chairperson, school dean or campus dean shall notify the student of the time and place for the appeal hearing.
 - (3) Hearing.
 - (1) The burden of establishing that cheating or plagiarism occurred is on the person who claims the act took place.
 - (2) The instructor shall provide documents, if any, in support of the decision and shall make a statement, orally, in writing, or both, of the facts and the basis for the decision.
 - (3) The student may make a statement in writing, orally, or both.
 - (4) Both the instructor and student may ask questions of the other at an appropriate time during the hearing.
 - (5) Both may present witnesses.
 - (6) Both have the right to hear all testimony and examine all evidence.
 - (7) At the hearing, the student may be accompanied by one other person of his or her choice. That person may act as an advisor to the student, but may not participate in the hearing procedure in any manner whatsoever. No party may be represented by legal counsel.
 - (8) All matters pertaining to the conduct of the appeal hearing shall be under the sole authority of the chairperson or regional campus dean.
 - (III) Department, independent school and regional campus level appeal decision.
 - (1) The chairperson, school dean or regional campus dean shall hear all the statements and have all the documents which support the claim.
 - (2) Following the hearing, the chairperson, school dean, or regional campus dean shall prepare a short statement in writing of the facts as they are judged to be true.
 - (3) The chairperson, school dean or regional campus dean shall make the decision, and in writing, provide a summary of the reasons for upholding or rejecting the appeal.
 - (4) This decision shall be communicated to the student and the instructor within fifteen working days of receipt of the appeal.
 - (b) College and associate vice president of the extended university level appeals.
 - (I) College level appeals are a matter of right for a student to whom academic sanctions have been applied and for an instructor whose decision has been overturned.
 - (II) Appeals from the decision of the departmental chairperson shall be transmitted by the student or instructor to the appropriate dean within fifteen working days of receipt of the appeal.
 - (III) Appeals at the college level that are on the record shall consist of all documents submitted to the chairperson and the written report prepared by the chairperson as required by paragraph (G)(2)(a)(iii)(c) of this rule.
 - (IV) The person appealing has a right to a copy of the record at the college's expense.
 - (V) The college dean shall review the record. The student and instructor may prepare an additional written statement for the dean. The dean, at his or her discretion, may consider other new evidence or argument. The appeal procedure shall be established by the dean.
 - (VI) In considering the matter at the college level, the burden is on the person appealing the decision of the chairperson.
 - (VII) The decision of the dean shall be in writing, and shall be transmitted to the student and instructor within fifteen working days of receipt of the written appeal.
 - (VIII) There shall be no right to further appeal on the merits of the case, and the decision of the dean shall be final, except in those cases covered by paragraph (H) of this rule.

Paragraph (H) Vice president and dean for enrollment management and student affairs review authority. This pertains to matters related to the extended University. Complete procedural details are in policy #3342-3-07

It is up to the student to make up any missed material. Make-ups will only be given in the case of an excused absence or a documented, valid emergency. This includes tests and homework. I encourage you to contact me if an emergency arises.

If you have any problems with the class please talk to me first. If you do not feel comfortable talking to me, or if you are unsatisfied after having talked to me, then you can speak with the Course Coordinator, Walter Pechenuk / wpechenu@cs.kent.edu. His office is 272 MSB.

Grading Scale

A 93% <= score <= 100%

A- 90% <= score < 93%

B+ 87% <= score < 90%

B 83% <= score < 87%

B- 80% <= score < 83%

C+ 77% <= score < 80%

C 73% <= score < 77%

C- 70% <= score < 73%

D+ 67% <= score < 70%

D 60% <= score < 67%

F 0% <= score < 59%

Respectful Student Conduct

This class follows Kent State University's regulations regarding behavior in the classroom. It is expected that each student will be respectful to the instructor as well as to fellow classmates. Students should behave maturely and professionally.

Use of profanity, rudeness towards fellow students or the instructor, angry outbursts, refusal to participate in classroom activities, repeated tardiness, ringing of cell phones and leaving the classroom prior to class dismissal without the approval of the instructor are just some examples of disruptive behavior. The instructor will ask disruptive student to cease and desist and will inform the student of possible suspension and/or dismissal from class.

Guidelines pertaining to class disruptions are outlined in the Digest of Rules and Regulations to be found in the Kent State University Telephone Directory.

Students with Disabilities

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the Office of Student Disability Services (SDS) in the Michael Schwartz Student Services Center (672-3391).