CS 10001 Computer Literacy, Fall 2008

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<thead>
<tr>
<th>Section 004</th>
<th>TR 12:30 -1:45 pm, Room 221, Math &amp; Computing Sciences Bldg</th>
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<tbody>
<tr>
<td>Instructor</td>
<td>L. Gwenn Volkert</td>
</tr>
<tr>
<td>Office</td>
<td>216 Mathematics and Computer Science Building</td>
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<tr>
<td>E-mail</td>
<td><a href="mailto:volkert@cs.kent.edu">volkert@cs.kent.edu</a></td>
</tr>
<tr>
<td>Webpage</td>
<td><a href="http://www.cs.kent.edu/~volkert/cs23021/F08/">http://www.cs.kent.edu/~volkert/cs23021/F08/</a></td>
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<tr>
<td>Office hours</td>
<td>Monday and Wednesday 10:30 am - 12:00 pm, other times may be scheduled by appointment. Many questions can easily be handled through email.</td>
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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


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 key drive 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 20% 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% toward your semester grade. Documentation must be provided for absences. Discussion will count 10% toward your semester grade.

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 September 25 and will cover Chapters 1 – 5, the second midterm will be on October 30 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, December 9, 2008 from 12:45 p.m. – 3:00 p.m.

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.

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:

ADMINISTRATIVE POLICY AND PROCEDURES REGARDING STUDENT CHEATING AND PLAGIARISM
Condensed Version

For complete policy and procedure go to www.kent.edu/policyregister 3342-3-01.8.

Cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.

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.

"Cheat" means to intentionally 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. Cheating includes, but is not limited to:

1. Obtaining or retaining partial or whole copies of examinations, tests or quizzes before these are distributed for student use;
2. Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly
permitted;

3. Obtaining confidential information about examinations, tests or quizzes other than that released by
the instructor;

4. Securing, giving or exchanging information during examinations;

5. Presenting data or other material gathered by another person or group as one's own;

6. Falsifying experimental data or information;

7. Having another person take one's place for any academic performance without the specific
knowledge and permission of the instructor;

8. Cooperating with another to do one or more of the above;

9. 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; and

10. Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other
academic work.

“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.

**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 officer shall notify
the Kent student conduct office each time a sanction is imposed by a regional campus Instructor. The
following academic sanctions are provided by this rule for offenses of cheating or plagiarism. In those
cases the instructor may:

1. Refuse to accept the work for credit; or

2. 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

3. Assign a grade of "F" for the course in which the cheating or plagiarism took place; and/or;

4. Recommend to the department chair or regional campus dean that further action specified in the 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 sanction under this rule.

**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.

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,
d. New information is available which may suggest modification of the decision.

For complete policy and procedure go to [www.kent.edu/policyregister](http://www.kent.edu/policyregister) 3342-3-01.8.

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**

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<th>Grade</th>
<th>Minimum Score</th>
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<tr>
<td>A</td>
<td>93% &lt;= score &lt;= 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90% &lt;= score &lt; 93%</td>
</tr>
<tr>
<td>B+</td>
<td>87% &lt;= score &lt; 90%</td>
</tr>
<tr>
<td>B</td>
<td>83% &lt;= score &lt; 87%</td>
</tr>
<tr>
<td>B-</td>
<td>80% &lt;= score &lt; 83%</td>
</tr>
<tr>
<td>C+</td>
<td>77% &lt;= score &lt; 80%</td>
</tr>
<tr>
<td>C</td>
<td>73% &lt;= score &lt; 77%</td>
</tr>
<tr>
<td>C-</td>
<td>70% &lt;= score &lt; 73%</td>
</tr>
<tr>
<td>D+</td>
<td>67% &lt;= score &lt; 70%</td>
</tr>
<tr>
<td>D</td>
<td>60% &lt;= score &lt; 67%</td>
</tr>
<tr>
<td>F</td>
<td>0% &lt;= score &lt; 59%</td>
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**Registration Requirement**

The official registration deadline for this course is September 7, 2008. University policy requires all students to be officially registered in each class they are attending. Students who are not officially registered for a course by published deadlines should not be attending classes and will not receive credit or a grade for the course. Each student must confirm enrollment by checking his/her class schedule (using Student Tools in FlashFast) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

**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**

University Policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Office of Student Accessibility Services on the Ground Floor of the DeWeese Center (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

If you wish to take your examination at the SAS Center, you must notify your instructor one week in advance. You must begin your examination at the same time that your classmates begin it.