Instructor: Dr. Xiang Lian  
Instructor Email: lianx@utpa.edu

Teaching Assistant Instructor: Jose Villarreal Jr  
Email: jvillarrea12@utpa.edu

Lab Teaching Assistant: Nick Hinojosa  
Email: nhinojosa3@broncs.utpa.edu

Class Meeting Times: MW 9:45 am - 10:35 am
  Room: ASB 2.120

Office Hours: Office Hours: Mon/Wed 10:45am – 12:15pm, Tue 10:15am – 11:45am, and by appointment.

Office: TBA

Course description:

A computer literacy course to develop awareness of the expanding role of computer and information technology and to provide knowledge and skills related to personal and social uses of computers. Topics include applications of computers, societal and ethical issues involving computers, history, the Internet, packaged software and hardware and software terminology. Assignments will be given to provide hands-on experience in personal software packages and information networks.

Text and other Materials:


*IMPORTANT* Be sure you purchase the correct edition! If purchasing any edition other than the custom UTPA edition, get the “Comprehensive” edition.

A flash drive or equivalent is recommended.

Prerequisites:

None.

Course Structure:

CSCI 1201 consists of lectures and labs. The goals for the lecture are to introduce terminology, history, applications, social aspects and technology of the computer while the goals of the lab assignments are to provide hands-on experience with a variety of popular software.

Learning Outcomes:

The purpose of this course is to provide the student with a thorough understanding of the computer’s role in society, an introduction to computer literacy and information technology, and the ability to competently use common applications software to achieve a variety of goals.

After completing this course students should be able to:

a. Recognize and identify the different hardware components of a computer (system unit, storage devices, I/O devices, etc).

b. Understand and describe the Internet and use a search engine to search the Web for information.

c. Understand and describe the functions of an Operating System and the purpose of stand-alone utility programs.

d. Understand and describe the basic features of computer networks and other communication technologies.

e. Understand and describe the types of computer security risks (virus, worm, unauthorized access, spyware, etc) and how to protect against them.

f. Recognize the social and ethical implications of a computerized society.

g. Recognize issues related to information accuracy and privacy and software piracy.

h. Identify the categories of application software and the key features of widely used business programs.

i. Use some advanced features of the Microsoft Office Suite (Word, Excel, PowerPoint, Access, and FrontPage) to create reports, spreadsheets, presentations, databases, and web pages.

j. Use a web-based learning environment such as Blackboard.
Course Grading and Policies:

- 3 Tests 60% (20% per exam)
- Labs 40%

Expectations:

- Attend all lectures and labs.
- Read and study the text in preparation to contribute to class discussions.
- During labs, students are to work on the current assignment. No other activities will be allowed.
- All electronic devices must be turned off (phones, iPods/mp3 players, etc).
- Remain in the classroom/lab during the entire class period unless expressly authorized by the instructor.
- Access Blackboard frequently to get information on the course: syllabus, assignments & due dates, tests, and grades. All information posted on Blackboard will be assumed to be known by the student 24 hours later.
- Do your own work; giving and receiving major sections of work is considered cheating and will be dealt with on an individual basis (beginning with total loss of points followed by formal action).
- Access http://www.panam.edu/hop/ to read and adhere to the student code of conduct described there.

*All exams must be taken to be able to pass the course. Missing one exam will automatically result in an F as a final grade.* Make-up exams will not be given except by prior consent of the instructor. You must notify the instructor within 24 hours after missing the exam for determination of excuse. Examples of acceptable excuses would be death of an immediate family member, or illness, requiring physician’s attention. Depending on the excuse, make-up exams may result in a loss of points.

Students who wish to drop the class should do it no later than November 26th (last day to officially drop or withdraw). After that drop withdrawal deadline, students will not be allowed to drop or withdraw from classes and will receive one of the following grades: A, B, C, D, F, I, P, S, or U for a class.

Students missing more than 10% of the classes will be reported to the Early Warning System program.

Lab Assignment Policies:

All assignments must be submitted using Blackboard. Assignments will not be accepted via email with attachments. They will be graded on correctness, quality, and style. Late lab assignments will be accepted with a penalty of 10% if submitted ONLY within 24 hours after its deadline. A lab assignment will be the accepted afterward but the student will get 0 points for it.

Course Grading Scale:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 0-59%

Note to students with disabilities:

If you have a documented disability which will make it difficult for you to carry out the work as I have outlined and/or if you need special accommodations/assistance due to a disability, please contact the Office of Services for Persons with Disabilities (OSPD), Emilia Ramirez-Schunior Hall, Room 1.101 immediately, or the Associate Director at MAUREEN@UTPA.EDU. Appropriate arrangements/accommodations can be arranged.

Verification of disability and processing of special services required, such as note takers, extended test time, separate accommodations for testing, will be determined by OSPD. Please do not assume adjustments/accommodations are impossible. Please consult with the Associate Director, OSPD, at extension 7005.
Tentative schedule:

<table>
<thead>
<tr>
<th>Week starting</th>
<th>MONDAY</th>
<th>WEDNESDAY</th>
<th>CHAPTER</th>
</tr>
</thead>
<tbody>
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<td>26-Aug</td>
<td>Introduction to the course</td>
<td>Computers and Digital Basics</td>
<td>1</td>
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<tr>
<td>2-Sep</td>
<td>Labor Day Holiday</td>
<td>Computer Hardware</td>
<td>2</td>
</tr>
<tr>
<td>9-Sep</td>
<td>Lab search engines</td>
<td>Computer Hardware</td>
<td>2</td>
</tr>
<tr>
<td>16-Sep</td>
<td>Lab word processors</td>
<td>Computer Software</td>
<td>3</td>
</tr>
<tr>
<td>23-Sep</td>
<td>Lab spreadsheets</td>
<td>Lab spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>30-Sep</td>
<td>Lab spreadsheets</td>
<td>Computer Software</td>
<td>3</td>
</tr>
<tr>
<td>7-Oct</td>
<td>Operating Systems and File management</td>
<td>Lab spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>14-Oct</td>
<td>Lab presentation software</td>
<td>Operating Systems and File management</td>
<td>4</td>
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<tr>
<td>21-Oct</td>
<td>LANs and WANs</td>
<td>LANs and WANs</td>
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<td>28-Oct</td>
<td>Lab data bases</td>
<td>Lab data bases</td>
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<tr>
<td>4-Nov</td>
<td>The Internet</td>
<td>The Internet</td>
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<td>11-Nov</td>
<td>The Web and E-mail</td>
<td>Exam 2</td>
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<td>18-Nov</td>
<td>Lab web pages</td>
<td>The Web and E-mail</td>
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</tr>
<tr>
<td>2-Dec</td>
<td>The Computer Industry: History, Career, and Ethics</td>
<td>Exam 3</td>
<td>9</td>
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Important dates:

Wednesday 9/11/13: Twelfth class day, Census date. Last day to receive 100 percent refund for “dropped” classes.

Tuesday 11/26/13: last day to drop with Dr or W from the University.