



## Syllabus for CSE005: Introduction to Computer Applications

Spring 2017

CLSSRM 116

Lecture: Mondays 7:30 – 9:20 pm

Labs: Meeting times vary by section

Instructor: Kathleen Cadden

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Office Hours: Mondays, 5:00 – 7:00 pm

Rm AOA 146

### Catalog Description:

CSE005 is a project-based course which presents the use of computers to control information flow: data collection, management, analysis, and presentation. Basic programming skills, selection of appropriate computer-based tools and languages, and data security will be covered. Emphasis is placed on computer knowledge necessary for non-CSE majors to successfully use and manage data and information.

### Course Objectives/Student Learning Outcomes:

- A) Introduction to MIS and Computer Information Literacy
  - 1) Name and describe the typical digital computer components and their functions.
  - 2) Describe the common computer applications and related social and ethical problems/impacts.
  - 3) Learn fundamental operation and concepts of word processing, spreadsheet, and/or database software applications.
  - 4) Understand the difference between information and knowledge.
  - 5) Understand the links among information centers and the access points available through technology and reference sources.
  - 6) Understand the basic structure of electronic databases and the strategies used to access them.
- B) Design and program using discrete problem solving steps
  - 1) Analyze and relate the basics of programming to information systems.
  - 2) Arrange and compare each of the phases of the system life cycle.
  - 3) Appraise algorithm design and logic diagrams.
  - 4) Construct and design projects using structured programming techniques.
  - 5) Differentiate between the various decision techniques.
  - 6) Examine basic debugging techniques.

### Text Books and Other Required Materials:

- © Parsons, June Jamrich. New Perspectives Computer Concepts 2016, Comprehensive. ISBN: 9781305271616, 18<sup>th</sup> edition
- © Microsoft Office 2013: Custom Edition – University of California ISBN: 9781305749528, 1<sup>st</sup> edition
- Flash drive
- Turning Point Technologies Clicker and License

### Format and Procedures:

#### Topics:

Systems Analysis, Computer Hardware and Software, Operating Systems, Networking, the Internet, E-mail, Digital Media, Databases, and Microsoft Office Applications.

### ***Class /Laboratory Schedule:***

CSE005 is a 4 credit course, which includes 2 hours of lecture, 6 hours of lab, and various assignments each week. You should plan on spending at least 4 hours outside of lecture and lab on reading, studying, projects, and assignments.

### ***Student Responsibilities:***

Please be sensitive to the learning environment. It is assumed that every student is attending class to learn; therefore, anything which distracts any student from learning is not appropriate classroom behavior (for example, cell phones, conversing during lecture, checking E-mail or Facebook, Internet use not related to current class topic).

In attempting to keep with a business-like, professional atmosphere, any behavior which would be considered inappropriate in a business setting will be addressed in class (talking during lecture, sitting on the floor, feet on chairs, etc.)

### ***Use of Student Work***

Assignments or Projects submitted by students may be used as examples for future students for educational or academic purposes. Names will be removed as possible. You may specifically request to not participate.

### **Course Requirements:**

#### ***In-Lab Assignments:***

In-Lab and Project assignments will indicate your ability to apply the knowledge learned in lecture, or may present an opportunity to expand on that knowledge. These assignments will be completed **in the lab during your lab hours**. Points will be deducted for any formatting, spelling, or typographical errors. Assignments will be due at the end of the lab session, unless you are allotted more time.

In-Lab assignments **can only be completed in the lab**, and cannot be completed at home. Role will be taken at the beginning of each lab session by your TA. If you are late, leave early, or are not present you will have points deducted accordingly, or not given credit.

In order to be given more time to finish a lab you must:

- 1) Show up at lab on time
- 2) Have worked the entire lab on your assignment
- 3) Ask the lab instructor for extra time and have them indicate this on the role sheet.

Save all work that you do in the lab on your flash drive – including group work!

#### ***In-Class or Homework Assignments:***

In-Class or Homework Assignments are assigned to reinforce lessons learned in class and lab. In-Class or Homework Assignments will be assigned as needed. As with lab assignments, points will be deducted for any formatting, spelling, or typographical errors. Late assignments will not be accepted. In-Class assignments need to be completed in class and submitted at the end of class. Missing class will result in missing the opportunity to submit the In-Class assignment. An alternate assignment may be available for students who miss class due to extenuating circumstances. You will need to contact the Instructor within 3 days of the missed class in order to request an alternate assignment. You must complete and submit the alternate assignment within 2 weeks of the missed class.

Each assignment (In-Class, Homework, or Lab) will have details about how to turn them in.

For assignments that are to be completed in class – they will be considered late if they are not on the front desk of the lecture room by the end of the class period. Assignments will need to have a header with the student's name, date, assignment details, and the lab section/group listed.

For assignments that are to be turned in via softcopy – they will be considered late if they are not turned in by the CatCourses cut-off time. If you need assistance or are having problems submitting your assignments you must alert the Instructor before the assignment cut-off time.

Assignment will not be accepted if they are turned in the wrong way. For example, e-mailing the Instructor your assignment instead of submitting it through CatCourses, or turning in an assignment in hardcopy when it should be submitted through CatCourses.

### Exams:

Exams are to be completed in class on the date and time specified. The Final cannot be made up if missed or you show up late. The Final Exam time is posted and cannot be adjusted to fit individual schedules. Exams 1 and 2 will require a pre-authorized verified justification in order to be made-up.

### Grading:

Assignments - In-Class	15%
Assignments - Lab	35%
Exam 1	10%
Exam 2	10%
Final Exam	10%
Projects	20%

### Academic Integrity:

- Each student in this course is expected to abide by the University of California, Merced's Academic Honesty Policy. Any work submitted by a student in this course for academic credit will be the student's own work.
- You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. You can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e-mail, an e-mail attachment file, a diskette, or a hard copy. Should copying occur, both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this Policy can also be extended to include failure of the course and University disciplinary action.
- During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam, and may lead to failure of the course and University disciplinary action.
- The use of digital devices during an exam is prohibited. This includes use not related to the exam (such as talking or texting on a cell phone). The use of digital device can result in a zero grade for the exam.

### Accommodations for Students with Disabilities:

Accommodations for Students with Disabilities: The University of California Merced is committed to ensuring equal academic opportunities and inclusion for students with disabilities based on the principles of independent living, accessible universal design and diversity. I am available to discuss appropriate academic accommodations that may be required for students with disabilities. Requests for academic accommodations are to be made during the first three weeks of the semester, except for unusual circumstances. Students are encouraged to register with the Disability Services Center to verify their eligibility for appropriate accommodations.

### Midterm/Final Exam Schedule:

- Exam 1 – Monday, February 27, 2017
- Exam 2 – Monday, April 3, 2017
- Final Exam – Thursday, May 11 at 3:00 pm, Rm CLSSRM 116

### Course Calendar (Subject to change):

Date	Class	Lesson	Lab1	Lab2
01/23	01	Class Intro/Unit: Intro	Course Success	Research Project
01/30	02	Unit 1: Digital Content	Digital Media	Research Project
02/06	03	Unit 9: Info Systems	Working With DFDs	Research Project
02/13	04	Unit 2: Digital Devices	Microsoft PowerPoint CH-6	Research Project
02/20	05	No Class	Review For Exam 1	Research Project
02/27	06	Exam 1	Microsoft Word CH-5	Research Project
03/06	07	Unit 2 continued	Microsoft Excel CH-4	Research Project
03/13	08	Unit 3: Networks	HTML	Research Project
03/20	09	Unit 4: The Web	Review For Exam 2	No Lab
03/27	10	No Class	No Lab	Research Project
04/03	11	Exam 2	GIS	Research Project
04/10	12	Unit 6: Software	Microsoft Word CH-6	Research Project
04/17	13	Unit 10: Databases	Microsoft Access CH-1	Research Project
04/24	14	Unit 11: Programming	Programming	Research Project
05/01	15	Unit 8: ICT Industry	Review For Final	Computers In Your Field
05/11	16	Final Exam	No Lab	No Lab