UNIVERSITY OF CALIFORNIA
UCMERCED

Syllabus for CSE005-10: Intro Computer Applications

Spring 2019
Instructor: Santosh Chandrasekhar

Designation:	CSE005: Introduction to Computer Applications
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.
Text Books and Other Required Materials:	Text Books and Other Required Materials: 1) June Jamrich Parsons. New Perspectives on Computer Concepts 2018, Comprehensive. ISBN: 978-1-305-95149-5, 20th edition 2) Steven M. Freund, Mary Z. Last, Philip J. Pratt, Susan L. Sebok and Misty E. Vermaat. Shelly Cashman Series Microsoft Office 365 & Office 2016: Intermediate. ISBN: 978-1-305-87038-3, 1st edition 3) Flash drive 4) Turning Point Technologies Clicker and Subscription License
Course Objectives/ Student Learning Outcomes:	A) Introduction to Management Information Systems (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.
Program Learning Outcomes:	
Prerequisites by Topic:	
Course Policies:	CLASS/LAB 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

Designation: CSE005: Introduction to Computer Applications

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.

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 THREE DAYS of the missed class in order to request an alternate assignment. You must complete and submit the alternate assignment within TWO 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.

Designation:	CSE005: Introduction to Computer Applications
	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 though CatCourses. EXAMS: Exams are to be completed in class on the date and time specified. The final exam 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, unless prior authorization is obtained from instructor at the beginning of the semester. Similarly, Exams 1 and 2 will required a pre-authorized verified justification in order to be made-up.
Academic Dishonesty Statement:	a. 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. b. 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. c. 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.
Disability Statement:	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 student 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 Disability Services Center to verify their eligibility for appropriate accommodations.
Topics:	Systems Analysis Computer Hardware and Software Operating Systems Networking, the Internet E-mail, Digital Media Databases Microsoft Office Applications
Class/laboratory Schedule:	Lecture: MW 9:30-10:20am, GRAN 135; Lab: See class schedule for time and location

Designation:	CSE005: Introduction to Computer Applications
Midterm/Final Exam Schedule:	This schedule is subject to change, but is tentatively set as follows: Exam 1: 27-FEB, W 9:30-10:20am, GRAN 135 Exam 2: 10-APR, W 9:30-10:20am, GRAN 135 Final Exam: 15-MAY, W 3:00-6:00pm, GRAN 135
Course Calendar:	Refer to detailed syllabus on CatCourses
Professional Component:	
Assessment/Grading Policy:	In-Class Assignments: 10% Lab Assignments: 35% Projects: 20% Exam 1: 10% Exam 2: 10% Final Exam: 10%
Coordinator:	Santosh Chandrasekhar
Contact Information:	Email: schandrasekhar@ucmerced.edu I will try to answer your emails within 48 hours. However, I may not be able to answer emails after 5:00 p.m. or during weekends/holidays. Please plan accordingly.
Office Hours:	TR 10:00-1:00pm, AOA 143 or by appointment TA Office Hours: TBA