CSE 180 Computer Literacy (Fall 2013 Blackboard) Syllabus

Instructor

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Office Hour

Mon, Wed, Fri.: 10:00am ~ 11:00am  
(at Coor 150 Pod A or B and through Blackboard Virtual Office)

I will be very glad to schedule another time with you if above time slots are not convenient for you, just talk with or email me to set up a time.

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<tr>
<th>Course #</th>
<th>Q &amp; A Session Day/Time/Location</th>
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<tr>
<td>71079 (iCourse)</td>
<td>Fully online, no lectures</td>
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Textbook and Other Required Materials

You have two options for the textbook:
Option 1 (Recommended - Custom Version)  
Title: Fluency with Information Technology: Skills, Concepts, and Capabilities (ASU custom version)  
Publisher: Addison Wesley  
ISBN # for textbook + myITLab access code: 978-126-941-8478
- This is a customized version specially designed for ASU CSE180 class and it includes the MyITLab student access code.  
- Those chapters which are not being used in the national version are removed and the pages will be the exact same ones from the national version in color
- Price will be cheaper than a national full version
- You can sell it back to ASU bookstore or any other ASU fellow students, but you may NOT be able to sell it nationally.

**Option 2 (National Version)**

**Title:** Fluency with Information Technology: Skills, Concepts, and Capabilities (5th edition)

**Publisher:** Addison Wesley

**ISBN:** 978-013-282893-2

- This is the national version with all the chapters, but we will not cover certain chapters.
- For this version, you can buy an online e-textbook. Check [http://www.coursesmart.com](http://www.coursesmart.com) for more information.
- If you buy the national version, you will need to buy MyITLab access code (an Addison Wesley MS Word and MS Excel 2013 online Training program) separately. Logon to Blackboard to find the link and other information.

**Course Description**

- This course provides students with the requisite knowledge and skills necessary to succeed in today's computing society.
- Students will gain fluency in integrating technology to efficiently and effectively solve problems using computational thinking.
- The course focus is on learning to learn, and enables students with the power to explore, discover and self-teach technology.
- All aspects of information technology are introduced at an exploratory level, with in depth attention to finding, evaluating, processing, and presenting information.
- This course will also provide an overview of issues in security, privacy and ethics.

**Course Objectives and Outcomes**

Students who complete this course will gain

- Familiarity and comfort with basic computing concepts: computer parts, software, networking, collaborative computing, limits of computation, computer security, privacy and ethics, and the ubiquity of computers.
- Fluency in finding, evaluating, processing and presenting information.
- Knowledge and understanding of technology tools that enable problem solving with technology, including Web publishing, computational thinking, algorithms and spreadsheets.
- Exploratory knowledge of the art and science of information presentation.
Major Topics Covered

- Information Technology and the Human-Computer interface (1 week)
- Common Applications (1 week)
- The Basics of Networking (1 week)
- HTML and Locating Information on the WWW (2 weeks)
- Representing information digitally (2 weeks)
- Computational thinking and algorithms (2 weeks)
- Multimedia representation (1 week)
- Information and society, security, privacy and ethics (2 weeks)
- Spreadsheets, databases and queries (2 weeks)
- Limits to Computation (1 week)

Grading

- 3 Projects: 10% each, total 30%
- myITLab MS Excel & MS Word online training: 16%
- 17 ~20 Quizzes and Assignments: total 44%
- 1 Final Exam: 10%
- Grading breakdown (+/- System)

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<td>97</td>
<td>90</td>
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Course Structure

You enrolled in an entirely online section and we assume you are prepared to take an online course. If you’re not sure, please take the Course Readiness Self Assessment Quiz posted inside Blackboard Week 1 folder to check your readiness. Please be aware, this is *not* a course on how to use a computer.

If you are using a home computer, please check the Technology Requirements for this course. In addition, you will need to have a reliable Internet connection. If you are not confident of your connection quality, you should utilize the computer labs on campus when completing online assignments and quizzes. Additionally, most libraries provide computers with reliable Internet access. *If your connection is lost while completing a graded item, you could lose all work completed up to that point, possibly receiving a zero grade.*

Please click the link to review the Six Tips for Success in this Online Course. At anytime during the course, if you feel you are struggling, you should seek assistance immediately. The longer you wait, the more difficult it will be to get back on track. You are welcomed and encouraged to visit me during my office hour.
Please be aware that: for this fully online course, when you have questions, the primary help you can get is through Discussion Board. After you post your questions on discussion board, we will try our best to answer them as quickly as we can (maximally within 48 hours). Please be aware that the communication on discussion board is asynchronised, so always start earlier and leave enough time for your question be answered before the due date/time.

**Course Web Site**

- In order to access online teaching materials, you need to get an ASURITE account as soon as possible. Activating your ASURITE UserID is a self-service process. You can find the ASURITE activation website by typing “ASURITE activation” in the search box on the upper right corner of the main page of ASU. If you experience any difficulty, please let us know as soon as possible.
- All lecture slides, projects/assignments, quizzes will be posted and submit through Blackboard. *Equipment defects, technical difficulties cannot become excuses for late submissions.*
- The course is organized as weekly submission folder, except for the Thanksgiving holiday and the final exam week, each weekly folder is **due on every Thursday at 6:00pm Arizona Time**. We will make the weekly folders available to students at least two weeks ahead of its due date/time. Students are highly recommended and encouraged to work ahead at their own pace and there is no penalty for early submission, but grades for manually graded assignments may not be posted until after the due date. Pay attention to due dates and plan accordingly since **no late submissions will be accepted and missed assignments/projects/quizzes will be assigned a grade of zero (or -) automatically by the system.**
- Grade disputes need to be emailed to the corresponding TA within one week of grade posting. After one week, a posted grade will not be reconsidered. Later in the semester *I will not look at assignments/projects submitted earlier in the semester.*
- It is the student’s responsibility to check the announcement page as often as the semester progresses and to start working on the assignment as soon as it is posted. It is very important to check the course website frequently.

**Important Days**

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<td>Aug. 28, 2013</td>
<td>Drop/Add deadline</td>
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<td>Sep. 02, 2013</td>
<td>Labor day holiday</td>
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<td>Sep. 04, 2013</td>
<td>Tuition &amp; Fees 100% refund deadline</td>
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<td>Oct. 12 ~ Oct. 15</td>
<td>Fall Break</td>
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<td>Nov. 06, 2013</td>
<td>Course Withdrawal deadline – Online &amp; In Person</td>
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<td>Nov. 11, 2013</td>
<td>Veteran’s day holiday</td>
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<tr>
<td>Nov. 28 ~ Nov. 29</td>
<td>Thanksgiving holiday</td>
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<tr>
<td>Dec. 10, 2013</td>
<td><em>(Tuesday) Final Exam is online and due at 6:00pm</em></td>
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Miscellaneous

- **Missed quizzes/Assignments/tests**: if you need to miss a quiz/test/assignment, you must have a legitimate university approved excuse, such as a severe injury, illness or participation in a legal proceeding that require your presence, etc. You must contact the instructor and provide satisfactory evidence prior or within two days after the absence. A missed quiz/test/assignment without permission or supporting documents is a zero.

- **Withdraw**: if you wish to withdraw from the class, submitting a completed withdraw form to the registrar office is the only guaranteed way to officially withdrawing from the class. Logon to the following website to see detailed withdraw policies. http://www.asu.edu/aad/manuals/usi/usi201-08.html

- **Incomplete grade** will NOT be given for this course. Please check the university policy on this at http://www.asu.edu/aad/manuals/usi/usi203-09.html. Please do not come to me during or at the end of the semester and ask for an "I" grade simply because you have fallen behind.

- **Academic Integrity**: Cheating, plagiarism will not be tolerated and will result in "E" grade in the course. All the assignments should be Individual work. Copy from other person's work in any manner is prohibited. You can discuss course materials, but you should not discuss or give a copy of your work to another person. The instructor reserves the rights to check the similarity of two works randomly. For more information on university academic integrity policy, click on the following website: http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

- **DRC Service**: Students requesting classroom accommodations or modifications because of a documented disability must contact the Disability Resource Center. The phone number is (480)965-4732. For additional information concerning the services provided by the center, please visit their web site at http://www.asu.edu/studentaffairs/ed/drc/