

Fall 2015

CSCI 1000

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CSCI 1000 – Introduction to Computers

Fall 2015

Instructor Information:

Allison Luzader

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Office: MATH 352

Office Hours: MWF 3:00 PM – 5:00 PM

Appointments available

Course Meetings: Lecture sections will include all students and meet on Mondays and Wednesdays from 2:00 – 2:50pm. Each student is enrolled in one lab section, which meets on Fridays. Students will only attend the lab section they are scheduled for either at 11:00 – 11:50am, 1:00 – 1:50pm, or 2:00 – 2:50pm.

Textbook: The textbook for this course is Shelly/Vermaat Discovering Computers & Microsoft® Office 2013: A Fundamental Combined Approach (ISBN 978-1-285-16953-8). Students will be expected to read sections of the textbook to prepare for lecture.

Course description: This is an introductory level course that aims to provide a concise and useful introduction to both computers themselves and some key software associated with them, in particular the Microsoft® Office 2013 Suite and some web browsers. The course materials assume no familiarity with these products and approach their understanding from a true beginner's perspective. Because so many of you have previous experience with these, we will move fairly quickly through the materials. If you need extra time or help, please schedule an appointment with me or visit during office hours and we will work together to make sure none of you fall behind.

Student Learning Outcomes: By the end of the semester, students will (1) demonstrate proficiency with Microsoft Office 2013 including Word, Powerpoint, and Excel, (2) define key vocabulary related to digital literacy, (3) draw conclusions regarding the use of the internet and various types of software at home, school, and work, (4) identify threats to digital safety and security, (5) explain the differences between computers and mobile devices, including their impact on society and how well the devices are suited to various tasks.

Course Format: There are two components to this course, lectures and labs. The schedule for the semester is provided on the course website. Homework will be assigned in the lecture sessions and lab work will be assigned in the lab sessions. All assigned homework will be announced at least a week in advance of the due date. Much of the lab work can be completed from any computer in the case that you run out of time during your lab session. Lab work is a significant portion of your grade, so make sure you attend all lab sessions and complete all assigned labs. Labs are due one week after they are assigned. For example, the lab assigned on a Friday will be due before the next lab session is held on the following Friday.

Tests: There will be two written in-class tests as well as a comprehensive final exam. Test 1 is tentatively scheduled for Wednesday, September 30th. Test 2 is tentatively scheduled for Wednesday, November 4th. The final is firmly scheduled for Wednesday, December 9th, from 3:00 PM – 5:00 PM. An in-class review will take place on the class meeting immediately preceding the test date and resources to help you prepare for the test will be provided.

Make-Up Tests: In the event that you miss a test, a make-up will need to be scheduled at my convenience. All make-up tests will be different than the scheduled tests. The majority of in-class test questions will be multiple choice, but the make-up test will be primarily essay. If you know ahead of time that you will miss a test, you can schedule an early make-up, which will still be a different test but mostly multiple choice. It is in your best interest to not miss a test.

Students with Special Needs and Accommodations: Students who require accommodations or special services must register with the Office of Disability Services and follow the procedures defined by that office to obtain assistance. All reasonable efforts will be made to accommodate each student's individual needs on a flexible basis.

Grades: Your final grade for this course will be calculated based on your performance in differently weighted categories. The distribution is as follows:

Lecture Attendance:	5% total (you may miss up to two lectures without penalty)
In-class activities, homework:	10% total (averaged, lowest homework grade dropped)
Lab assignments:	60% total (averaged, lowest lab grade dropped)
Tests:	25% total (averaged, all three tests are weighted equally)

Your final exam grade can replace a lower grade on a previous test.

All final grades will be calculated according to a ten-point scale.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F

Late Work: No late work will be accepted under any circumstances. Instead, you have the opportunity to miss one lab and one homework without penalty, and one additional extra credit assignment will be available as a replacement grade in whichever category you need it most.

Moodle: Important course documents and occasional announcements will be posted to Moodle. It will be a vital resource if you must miss a class session. A PDF of lecture slides will be published before the class meeting, so you may follow along during class. Lab assignments will be posted to Moodle for students to download and completed lab assignments will be uploaded to Moodle for grading.

Lecture Attendance: Attendance is expected in lecture sessions. The university requires that attendance be taken for all "developmental, 1000, and 2000 level courses", so attendance will be taken every session. Attendance will account for 5% of your overall course grade. Missing up to two classes will not adversely affect the attendance portion of your grade. Occasionally, we will complete assignments within the lecture sessions that will be submitted for a grade. In the case of an absence, these assignments must be turned in one week after the lecture session to earn credit.

Lab Attendance: Attendance is required in lab sessions. In order to receive credit for a lab assignment, a student must attend that lab session. Documentation will be required for all lab absences. Please plan to give at least one week notice for an approved, excused absence from a lab session.

Academic Integrity: All submitted work must be your own, unless otherwise specified. You may not copy, in whole or in part, solutions you find online or the work of current or former students. If you are assigned a partner or group with which to work, collaboration is allowed between you and your partner only. Students are expected to conduct themselves according to the principles of Academic Integrity as defined in the statement on Academic Dishonesty in the UNO Student Code of Conduct. Any student or group found to have committed an act of academic dishonesty shall have their case turned over to the Office of Student Accountability and Advocacy for disciplinary action, which may result in penalties as severe as indefinite suspension from the University. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication, or misrepresentation, and being an accessory to an act of academic dishonesty

