

**New Mexico State University  
Department of Computer Science**

**C S 110**

**Computer Literacy  
Section M01  
T Th 8:55 – 10:10 am**

**Fall 2009**

**Instructor:** Dr. Esther Steiner

**Phone:** 646 – 2096

**Office Hours:** MWF 10:30 – 11:30 am or by appointment

**email:** [esteiner@cs.nmsu.edu](mailto:esteiner@cs.nmsu.edu)

**Office:** Science Hall 157

**Web Page:** [www.cs.nmsu.edu/~esteiner/cs110](http://www.cs.nmsu.edu/~esteiner/cs110)  
or use Blackboard at [learn.nmsu.edu](http://learn.nmsu.edu)

**Texts:** **Computer Literacy, 4th Edition. Daley, Gaskin, et. al. 2008.**

(Cover background is blue. This is a custom textbook. It is not available through online bookstores.) ISBN 0-5360-7335-X (package with CD) or 0-536-50041-X (book only)

▶ ▶ ▶ **THE TEXTBOOK IS REQUIRED**

**Supplies:**

- ▶ # 2 pencils
- ▶ CS 110 Scan Sheets, available for purchase in SH 123 from Aug. 31 through Sept 8. The cost is \$1 per packet or 25¢ per sheet. Exact change is required.  
[ *After Sept 8<sup>th</sup>, scan sheets will be sold only in the classroom, only on quiz days.* ]
- ▶ A USB drive ( also called Jump, Flash, or Quick Drive)

## **General Information**

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The purpose of the course is twofold: (1) to introduce the student to the computer, its capabilities and limitations, its applications, and its economic and social implications; (2) to introduce the student to hands-on usage of microcomputers, including word processing, spreadsheets, building web pages, data bases, and the Visual Basic programming language. Each portion of the course is of roughly equal importance and weight in determining grades.

You are responsible for ***all*** assigned reading and all material covered in class. If you miss a class, you are responsible for determining what was covered in that class.

Please refrain from the temptation to bombard me with email. Email is an important part of my life, but I use it sparingly. I sometimes get more than 100 messages per day (mostly spam) and I respond only to those that I deem critical. If you need information about this class, first check your syllabus, then check the web site for the course.

**To communicate with me via email, use your NMSU email account.** Because of the spam filters on my email account, if you send email from somewhere other than an address that ends with **nmsu.edu**, there is no guarantee that it will reach me.

## **Lab Assignments**

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An important resource used in this course is the CS 110 computer laboratory, located in Jacobs Hall, Room 204. This lab is where you must take your assignments to be graded. The exact hours of opening will be posted outside the lab. At most hours when the laboratory is open, there will be people called "Graders" present to provide individual assistance on course materials and to grade lab assignments.

**Note:** *Labs are due before the lab closes on the due date — whatever time that may be!*

You are responsible for checking the graders schedule and making sure you get graded. You do not have to wait until the due date... all labs may be turned in EARLY.

For each lab assignment you have graded and recorded, you will receive a *computer printed receipt*. You should keep ALL your printed receipts until you receive your grade report from the Registrar's Office after the end of the semester. The receipts are your proof that you have done the lab assignments.

## Late Labs

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Credit will be given for one, *and only one*, late lab. Any credit for the late lab requires approval of the instructor. Requests for credit must be made within two weeks of the due date. If an incorrect lab score or a late lab is not reported within **two weeks** of the due date, it will not be changed.

## Orientation

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Orientation sessions will be conducted in the computer laboratory, Jacobs Hall 204, from September 8<sup>th</sup> through September 18<sup>th</sup>. During orientation, you will learn the special procedure required to have your lab assignments graded and recorded. You will also receive your student ID number for CS 110 and the files that you need to do the lab assignments. You **must** have a picture ID to receive your CS 110 ID number. Orientation is required.

## Quizzes

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There will be a quiz given in this course every two to three weeks. There will be an optional makeup quiz (given during finals week) which may count for **one** missed quiz. If you do not miss a quiz, you may use the optional makeup quiz to **replace** your lowest quiz score.

**If you know you will be absent on the day of a quiz, you may take a quiz *early* but ONLY if you make arrangements with me in advance. No quizzes will be given *after* the scheduled quiz date. That means if you tell me **AFTER** the quiz has been given in class you will **NOT** be allowed to make up the quiz.**

Quizzes will be objective and must be taken on CS 110 Quiz Sheets. You must purchase a packet of Quiz Sheets in SH 123 before the first quiz. Do not fold the sheets. They must be kept flat and in good condition in order to be graded by a computer. Bring a # 2 pencil to every quiz. Electronic devices, i.e. MP3/CD players, calculators, cell phones, beepers, etc. are **not** permitted to be used during a quiz.

▶ ▶ ▶ **You must bring your student ID card or a driver's license on quiz days!**

## Grade Calculations

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Every effort will be made to have your course grade reflect your demonstrated knowledge of the course material. To this end you should understand the grading system thoroughly.

Your final grade will be determined in the following way:

	Orientation Attendance	40 points	+ 40 points
5	Quizzes	120 points each	+ 600 points
10	Lab Assignments	40 points each	+ 400 points
	Bonus Points		Variable
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	Total for Class		1040+ points

Attendance will be taken randomly throughout the semester. You **must be present when attendance is taken** or you will not receive bonus points. No exception will be made for "University approved activities." Bonus points will be awarded to those present.

## Grade Records

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Letter grades will be determined as follows:

<u>Points</u>	<u>Grade</u>
> 999	A+
900 – 999	A
800 – 899	B
700 – 799	C
600 – 699	D
fewer than 600	F

Grade records will be kept by computer and updated once a week on the Instructor's web site. You should check the postings periodically and, if a grade is not recorded correctly, you should notify the Instructor, in writing, immediately. If an incorrect lab score is not reported within **two weeks** of the due date, it will be considered correct.

## Policy on Cheating

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Discussion among students about the lab assignments is encouraged. However, labs that you get graded must be **YOUR OWN WORK ON YOUR OWN USB DRIVE**. You must understand each step required to solve a lab assignment and you may be required to demonstrate these steps.

It is impossible to describe every situation that is considered cheating. Some obvious situations are:

### **DON'T**

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- Don't copy someone else's work from a disk.
- Don't allow someone else to copy your work.
- Don't give a printed or handwritten copy of your work to another person.
- Don't get a printed or handwritten copy of another person's work.
- Don't share the details of your lab assignment solutions.
- Don't have another person's USB drive or floppy disk in your possession for any reason.
- Don't sit and work with another person at the same computer in the lab.
- Don't allow someone else (a friend, tutor, lab assistant, etc.) to help you so much that you can't understand and explain the finished work.

**THESE SITUATIONS AND OTHERS LIKE THEM WILL NOT BE IGNORED!!!!**

When the instructor believes that cheating is occurring or has occurred, the following actions will take place:

1. The student(s) involved will be called in for a private conference and given a chance to explain any suspicious circumstances. If the student can explain ALL suspicious circumstances to the instructor's satisfaction, the matter will be dropped. If not, the instructor will inform the student(s) of the evaluation of the situation and any penalty to be assessed upon the student(s). This penalty can range from a zero for the assignment in question, to a grade of "F" for the course, to a recommendation for disciplinary probation or suspension. The instructor will also inform the student of his/her right to appeal the instructor's decision.
2. The instructor will inform the Department Head, in writing, of all pertinent information and conclusions. The student's right to appeal begins with the Department Head. For more complete information on your rights in this process and on the process itself, please see the Student Code of Conduct online at [www.nmsu.edu/~vpsa/SCOC/index.html](http://www.nmsu.edu/~vpsa/SCOC/index.html).

## **Policy on Classroom Behavior**

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Because of the large number of students in this class, it is important that you refrain from talking during lecture so that others can hear. MP3/CD players, cell phones, beepers, and other electronic devices must be turned off during class. If your job requires that you be on call during class time, please speak with me.

Other devices or behaviors that are disruptive to the class or to the instructor are also prohibited. On the first occurrence, you will be asked to leave the classroom. Repeated occurrences may result in expulsion from the class.

## **Miscellaneous**

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Pets are not allowed inside University buildings.

Bicycles are not allowed inside University buildings. Skateboards, skates, and foot-powered scooters may be carried (not worn or ridden) into the classroom but they must be stowed under or behind the seats so that they don't cause a safety hazard to the people in the room.

Visitors to the class, including friends, children or other relatives, must have prior approval from the instructor.

Audio or video recording of the lectures is prohibited unless explicitly requested by SSD for a disabilities accommodation.

## **Disclaimer**

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The information in this syllabus is provided on a good-faith basis. If in my judgment things need to be changed, they will be changed. You will be given adequate notice if and when such changes occur.

## **Students with Disabilities**

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If you have or believe you have a disability, you may wish to self-identify. You can do so by providing documentation to the Office for Services for Students with Disabilities, located at Corbett Center, Room 244 (phone: 646-6840). Appropriate accommodations may then be provided for you.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the director of Disabled Student Programs. If you have general questions about the Americans With Disabilities ACT (ADA), call 646-3333.

As an instructor I will receive specific written guidelines for appropriate accommodations for individual students from the Coordinator of Disabled Student Programs. Students will be given accommodations for disabilities as requested by the Coordinator.

### Due Dates for Lab Assignments

▶ ▶ ▶ All labs may be turned in EARLY.

### August 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20 First Day of Class	21	22
23	24	25	26	27	28	29
30	31					

### September 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Last Day to add a class	2	3	4	5
6	7 Labor Day Holiday	8 <-----	9 Orientation	----->	----->	12
13	14 <-----	15 -----	16 Orientation	----->	----->	19
20	21 Grading begins	22	23 Lab #1 (Word) Due	24	25	26
27	28	29	30 Lab #2 (Word) Due			

### October 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Lab #3 (Excel) Due	8	9	10
11	12	13	14 Lab #4 (Excel) Due  Last Day to drop with "W"	15	16	17
18	19	20	21 Lab #5 (Access) Due	22	23	24
25	26	27	28 Lab #6 (Web Page) Due	29	30	31

## November 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 <b>Lab #7 (PowerPoint) Due</b>	5	6	7
8	9	10	11 <b>Lab #8 (PowerPoint) Due</b>	12	13 <b>Last day to withdraw from Univ.</b>	14
15	16	17	18 <b>Lab #9 (Visual Basic) Due</b>	19	20	21
22 <-----	23 -----	24 ---THANKS	25 GIVING ---	26 HOLIDAY	27 -----	28 ----->
29	30					

## December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 <b>Lab #10 (Visual Basic) Due</b>	3	4	5
6	7 <<-----	8 -----FINA	9 LS WEEK	10 -----	11 ----->>	12

## Lecture Topics & Reading Assignments

<b>Day</b>	<b>Date</b>	<b>Subject</b>
Thursday	Aug 20	Syllabus discussion
Tuesday Thursday	Aug 25 Aug 27	Chapter 1: Computers & You; Ethics Chapter 2: The Internet & the World Wide Web; E-Commerce
Tuesday Thursday	Sep 1 Sep 3	Chapter 3: Wired & Wireless Communication; Home Networks Finish Chapter 3, Review for Quiz #1
Tuesday Thursday	Sep 8 Sep 10	<b>Quiz #1: Chapters 1, 2, 3</b> Microsoft Windows Vista Microsoft Word 2007
Tuesday Thursday	Sep 15 Sep 17	Chapter 4: System Software; File Management Finish Ch. 4, start Microsoft Excel 2007
Tuesday Thursday	Sep 22 Sep 24	Excel Chapter 5: Application Software: Tools for Productivity
Tuesday Thursday	Sep 29 Oct 1	Finish Chapter 5 Review for Quiz #2 <b>Quiz #2: Chapters 4, 5, Microsoft Word</b>
Tuesday Thursday	Oct 6 Oct 8	Chapter 6: Inside the System Unit; Buying & Upgrading Your Computer System Microsoft Access 2007
Tuesday Thursday	Oct 13 Oct 15	Web Page Building, Includes a discussion of Lab Assignment # 6 Review for Quiz #3
Tuesday Thursday	Oct 20 Oct 22	<b>Quiz #3: Microsoft Excel, Chapter 6</b> Chapter 7: Input / Output and Storage; Multimedia Devices
Tuesday Thursday	Oct 27 Oct 29	Microsoft PowerPoint 2007 PowerPoint
Tuesday Thursday	Nov 3 Nov 5	Review for Quiz # 4 <b>Quiz #4: Chapter 7, Web Page Building, Microsoft Access</b>
Tuesday Thursday	Nov 10 Nov 12	Visual Basic Visual Basic
Tuesday Thursday	Nov 17 Nov 19	Chapter 8: Networks: Communicating and Sharing Resources Chapter 9: Privacy, Crime, and Security
<i><u>Thanksgiving Holiday Break – November 23 through 27</u></i>		
Tuesday Thursday	Dec 1 Dec 3	Review for Quiz #5 <b>Quiz #5: Chapter 8, 9, PowerPoint, Visual Basic</b>
<b>Thursday</b>	<b>Dec 10</b>	<b>Optional Makeup Quiz: 8:00 am</b> <b>In accordance with the <a href="#">University final exam schedule</a>.</b>