

**CSE 1301: Computer Literacy  
Spring 2016**

**Instructor:** Fred Kashefi

**Office Number:** Engineering Research Building 340

**Office Telephone Number:** TBA

**Email Address:** [fkashefi@uta.edu](mailto:fkashefi@uta.edu)

**Faculty Profile:** <https://mentis.uta.edu/public/#profile/profile/edit/id/16687/category/1>

**Office Hours:** Mon, Wed, Fri 10:00-10:59 am or by appointment (ERB 340) or if you come by and see the door open.

**Section Information:** CSE1301-001

**Time and Place of Class Meetings:** Mon/Wed/Fri 11:00-11:50 am,  
Nedderman Hall 228 (NH 228)

**Graduate Teaching Assistant:**

- **Name :** Pranay Shirolkar
- **Office Hours:** Tue./Thu. 11:00-12:30 pm or by appointment (ERB 562),
- **Email:** [pranay.shirolkar@mavs.uta.edu](mailto:pranay.shirolkar@mavs.uta.edu)

**Lab schedule**

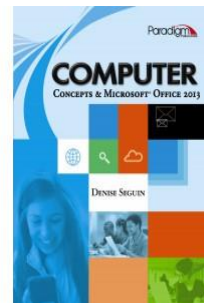
Lab section 003 (Wed 2:00PM - 4:50PM) @ ERB 132  
Lab section 004 (Wed 7:00PM - 9:50PM) @ ERB 132  
Lab section 005 (Fri 2:00PM - 4:50PM) @ ERB 132

**Description of Course Content:**

For those persons having an interest in finding out what a computer is (and is not), the types of problems suited for computers, and how to utilize a computer to solve problems. The organization and characteristics of computers; applications of commercial software such as word processors, spreadsheets, databases packages, and communication packages will be covered.

## Required Textbooks and Other Course Materials:

- [COMPUTER Concepts & Microsoft Office 2013 - multiplatform eBook with 180-day online access \(code via email\)](#)  
ISBN: 978-0-76385-483-6



**Homework:** All assignments and labs are done through [SNAP 2013](#) (click link). <http://snap2013.emcp.com>

1. Sign up in SNAP 2013 as a **New Student**.
2. Register in SNAP **using your UTA** login name, password, and e-mail information.
3. The **Enrollment Key** is: **PEKASH2016SP1301**
4. Enter your **Activation Code** (found in the email sent to you when you purchased the course materials). If you do not have an Activation Code, click the **Trial Activation box**. You will have 17 days to purchase your Activation Code and enter it in SNAP.

## Attendance:

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, students are strongly encouraged to attend lectures (particularly due to some graded in class quizzes), come to office hours, and make use of all available educational resources.

## Other Requirements:

Exams will be closed book, but students will be allowed to bring a two-sided sheet of letter-size paper. Students are expected to check the course website for updates to the course schedule throughout the semester.

## Grading:

Grade percentages will be calculated based on the following weights:

• Quizzes and Participation	20%
• Labs	30%
• Exam1:	15%
• Exam2:	15%
• Final Exam:	20%
=====	=====
Total	100 %

Letter grades will be determined based on the following ranges:

Final Grade =	$0.20 \times \text{Quiz} + 0.30 \times \text{Lab} + 0.15 \times \text{Exam1} + 0.15 \times \text{Exam2} + 0.20 \times \text{Exam3}$
A	90 -100%
B	80 - 89 %
C	70 - 79%

D	60 - 69%
E	00 - 59%

The instructor reserves the right to move the thresholds down based on the distribution of final percentages, but they will not move up (e.g., if a grade percentage is between 90 and 100, this will receive an A). Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

### **Make-Up Assignments and Exams:**

If you miss an exam or quiz due to unavoidable circumstances (e.g., health), you must notify the instructor in writing via email as soon as possible and request a makeup approval. If it is a planned (non-emergency) absence, you must inform the instructor ahead of time! Do NOT ask for make-ups if you do not complete something due to travel (except when you are required to travel to represent the university or department on official business, but request at least 3 days ahead of the due date or exam time).

### **General Policies:**

- Students are responsible for checking Mavs email and course web site frequently for course-related material and announcements. Students should register with an email address that they will check frequently.
- The Instructors reserve the right to modify the grading policy, course calendar and all other course policies. Make-ups for exams may be arranged if your absence is caused by illness or emergency. In order to get acceptance for make-ups a written explanation along with the supporting documents must be submitted to the Instructor.
- Late labs will not be accepted except with PRIOR approval of the Instructor (not just the TA).
- Labs are supposed to be done in lab. You can practice using online website at home.
- All exams are closed book.

### **Student Code Name and Email Account:**

Each student should send an email to the class GTA with the following information:

- The preferred email address for the student; the GTA or the Instructor will use this email to notify students of relevant announcements and course information.
- A secret code name made of alphanumeric characters; the student will use this code to access their grades.

### **Grade Grievance Policy:**

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog (see [here](#)).

The first step is as follows. If you do not believe a grade on a particular assignment is correct, you may appeal the grade in writing (by email) within 5 days. Grade appeals must be appealed to the appropriate GTA first, then to the instructor if necessary.

### **Drop Policy:**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration

period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering.

Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the [Office of Financial Aid and Scholarships](#).

**Americans with Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found [here](#) or by calling the Office for Students with Dis. at (817) 272-3364.

**Title IX:**

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) "cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (UT System Regents' Rule 50101, §2.2). Suspected violations of academic integrity standards will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Electronic Communication:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at [here](#).

**Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

**Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Student Support Services:**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Emergency Phone Numbers:**

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.

## Tentative Schedule & Assignments

### CSE 1301 Sec 001 Spring 2016

Week	Date	Exams	Reading	Textbook Topic	Labs/SNAP
1	01/18 ~ 01/22		Ch. 1	Introduction Living in a Digital World	<b>No LAB</b>
2	01/25 ~ 01/29		Ch. 1	Living in a Digital World	<b>No LAB</b>
3	02/01 ~ 02/05		Ch. 4	The Operating System & Utility Programs	1. Using Windows 8 and Managing Files (Ch. 1)
4	02/08 ~ 02/12		Ch. 2	Exploring the World Using the Internet	2. Navigating & Searching the Web (Ch. 2)
5	02/15 ~ 02/19		Ch. 2	Exploring the World Using the Internet	3. Exploring Microsoft Office 2013 Essentials (Ch. 3)
6	02/22 ~ 02/26			Review & OS and Files	4. Creating, Editing, & Formatting Documents using Word (Ch. 6)
7	02/29 ~ 03/04	<b>Exam1</b>	Ch. 5	Application Software	5. Enhancing a Document with Special Features (Ch. 7)
8	03/07 ~ 03/11		Ch. 5	Application Software	6. Creating, Editing, & Formatting a Worksheet using Excel (Ch. 8)
9	03/14 ~ 03/19	<b>Spring</b>	<b>Break</b>	The Internet	<b>No LAB</b>
10	03/21 ~ 03/25		Ch. 3	Computer Hardware	7. Working with Functions, Charts, Tables, and Page Layout Options in Excel (Ch. 9)
11	03/28 ~ 04/01		Ch. 3	Computer Hardware	8. Creating, Editing, and Formatting a Presentation using PowerPoint (Ch. 10)
12	04/04 ~ 04/08	<b>Exam2</b>	Ch. 6	Review Using Social Media to Connect and Communicate	9. Enhancing a Presentation with Pictures, Sound, Video, and Animation Effects (Ch. 11)
13	04/11 ~ 04/15		Ch. 6	Using Social Media to Connect and Communicate	10. Using and Querying an Access Database (Ch. 12)
14	04/18 ~ 04/22		Ch. 7	Computer Security and Privacy	11. Creating a Table, Form, and Report in Access (Ch. 13)
15	04/25 ~ 04/29		Ch.7	Computer Security and Privacy	12. Using Windows Live SkyDrive and Other Cloud Computing (Ch. 15)
16	05/02 ~ 05/06		Review	Special Topic	<b>Last day of classes</b>
17	05/09 ~ 05/13	<b>Exam3</b>		<b>Final Exam</b>	<b>Wednesday May 11 (11:00-13:30 pm)</b>

Note: Some sections of certain chapters may be omitted in case we run out of time. The lists of excluded sections will be specified during lectures, if any. Lecture material and due dates may be adjusted as the course progresses.