

**CSE 1301: Computer Literacy
Fall 2016**

Instructor: Fred Kashefi

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Office Hours: Tue, Thr, 17:00-18:00 pm or by appointment (ERB 551), or if you come by and see the door open.

Section Information: CSE1301-001

Time and Place of Class Meetings: Tue/Thr 12:30-1:50 pm,
Engineering Research Building (ERB 131)

Graduate Teaching Assistant:

- **Name :** First –Last name
- **Office Hours:** Mon./Thu. 12:00-13:30 pm or by appointment (ERB 562),
- **Email:** first.lastname@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

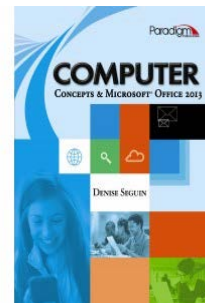
Lab section 005 (Fri 2:00PM - 4:50PM) @ ERB 132

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 quizzes 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: **KASH2016FA1301**
4. Enter your **Activation Code** (found in the email sent to you when you purchased the course materials).

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. However, while, UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Other Requirements:

Exams will be closed book, but student 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:

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 (<http://wweb.uta.edu/aao/fao/>).

Disability Accommodations: UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) 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. Additional information is available at <https://www.uta.edu/conduct/>.

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 <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, 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, or view the information at 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	08/25 ~ 08/27		Ch. 1	Introduction Living in a Digital World	No LAB
2	08/29 ~ 09/03		Ch. 1	Living in a Digital World	No LAB
3	09/05 ~ 09/10		Ch. 4	The Operating System & Utility Programs	1. Using Windows 8 and Managing Files (Ch. 1)
4	09/12 ~ 09/17		Ch. 2	Exploring the World Using the Internet	2. Navigating & Searching the Web (Ch. 2)
5	09/19 ~ 09/24		Ch. 2	Exploring the World Using the Internet	3. Exploring Microsoft Office 2013 Essentials (Ch. 3)
6	09/26 ~ 10/01			Review & OS and Files	4. Creating, Editing, & Formatting Documents using Word (Ch. 6)
7	10/03 ~ 10/08	Exam1	Ch. 5	Application Software	No LAB
8	10/10 ~ 10/15		Ch. 5	Application Software	5. Enhancing a Document with Special Features (Ch. 7)
9	10/17 ~ 10/22		Ch. 3	Computer Hardware	6. Creating, Editing, & Formatting a Worksheet using Excel (Ch. 8)
10	10/24 ~ 10/29		Ch. 3	Computer Hardware	7. Working with Functions, Charts, Tables, and Page Layout Options in Excel (Ch. 9)
11	10/31 ~ 11/05		Ch. 3	Computer Hardware	8. Creating, Editing, and Formatting a Presentation using PowerPoint (Ch. 10)
12	11/07 ~ 11/12	Exam2	Ch. 6	Review Using Social Media to Connect and Communicate	9. Enhancing a Presentation with Pictures, Sound, Video, and Animation Effects (Ch. 11)
13	11/14 ~ 11/19		Ch. 6	Using Social Media to Connect and Communicate	10. Using and Querying an Access Database (Ch. 12)
14	11/21 ~ 11/26			Thanksgiving holiday	11. Creating a Table, Form, and Report in Access (Ch. 13)
15	11/28 ~ 12/03		Ch.7	Computer Security and Privacy	12. Using Windows Live SkyDrive and Other Cloud Computing (Ch. 15)
16	12/05 ~ 12/07		Review	Special Topic	Last day of classes
17	Dec. 15, 2016	Exam3		Final Exam (Thursday)	(11:00-13:30 pm)

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.