

Syllabus – CS 1000 – Fall 2013

- Course Description:** CS 1000 – Introduction to Microcomputers & Applications, Section IA, 3 credit hours, Department of Math & CS, College of Arts & Sciences, Valdosta State University
- Class Sessions:** August 12th through December 2nd online through <http://www.myitlab.com>
- Instructor:** Benjamin Li
- Location: Odum Library 2639
 - Phone: 229-249-2792 (Direct Line), 229-245-4357 (Department – IT Helpdesk)
 - Email: bkli@valdosta.edu – Please contact me through this VSU email address instead of the “Communicate” tab within MyITLab
 - Office Hours: M-R 8AM – 5:30PM, F 8AM – 3PM, by appointment only
- Learning Outcomes:** Students who have successfully completed this course will be able to:
- Explain the impact of computing on society, security and global issues
 - Identify the main components of a computer system; explain system software and application software
 - Describe the concepts of the Internet and World Wide Web; identify the structure of and privacy issues on Internet
 - Be able to use an operating system to organize and modify files
 - Be able to use a word processor to create, edit, and format documents and reports
 - Be able to use a spreadsheet to perform calculations, create tables, reports, and charts
 - Be able to use database software to create, query, modify, and report data
 - Be able to use presentation software that integrates common media to create presentations
- Course Website:** Documentation vital to course success, such as the schedule and syllabus, can be found on my webpage: <http://mypages.valdosta.edu/bkli>.
- Textbook:** MyITLab with Pearson eText – MyITLab Student Access Kit for Exploring Microsoft Office 2010, Prentice Hall, 2011, ISBN: 9780133481723. The access code can be purchased at the VSU Bookstore at <http://services.valdosta.edu/bookstore>. Alternatively, you can purchase access through the MyITLab website using the instructions in the MyITLab Registration section below.
- If you would prefer a physical copy of the textbook, you can purchase it at a discounted rate through the Pearson website linked in the course readings area after you log into MyITLab.
- Course Requirements:** The system requirements for MyITLab are:
- **Hardware Requirements**
 - **Memory:** 1 gigabyte or higher
 - **Screen Resolution:** 1024 x768 or higher
 - **Sound Card:** Some activities contain MCI compliant audio as well as video
 - **Software Requirements**
 - **Operating System :** A PC computer running one of the following operating systems:
 - Microsoft Windows 8
 - Microsoft Windows 7
 - Microsoft Windows XP, Service Pack 3

- Microsoft Windows Vista, Service Pack 1
 - **Web Browser:** Internet Explorer 7 – 10
 - **Plugins:** ActiveX controls, Adobe Flash 10.4 or higher, Adobe Reader 8 or higher, MyITLab plugin (found within the course)
- **Other Requirements**
 - **Internet Connection:** A broadband internet connection, such as DSL

Pearson notes that Windows 8 or Internet Explorer 10 users should configure their computer prior to starting the course with the steps listed on their website below. In addition, Pearson notes that Windows 8 tablet computers are not supported.

http://247pearsoned.custhelp.com/app/answers/detail/a_id/10981

Also, I would strongly recommend against using a Mac computer for this course, as the content is not originally designed for this operating system. While Pearson offers instructions at http://wps.prenhall.com/bp_myitlab2010_macuser/ for using Microsoft Remote Desktop to access course activities on a Mac, the risk of technical issues interfering with assignment completion is higher, so do so at your own risk.

Finally, if you plan on using a campus computer to complete the coursework, the only computers that are configured to run MyITLab are those located in the Math and Computer Science computer lab. Lab information and hours can be found at <http://www.valdosta.edu/mathcs/labs>. Please note that you must log into the computers in these labs with the room's Active Directory username and password, rather than your personal Active Directory username and password in order to run the MyITLab plugins required to complete the class assignments.

Course Format:

Course grades will be determined based on the scale below:

- A – 90 to 120 points
- B – 80 to 89 points
- C – 70 to 79 points
- D – 60 to 69 points
- F – 0 to 59 points

The coursework is organized and weighted in the following manner:

- Sample Quiz and Sample Assessment (2 points total) – During the first week of the class, students will be asked to complete a sample quiz and sample assessment to verify that their system is configured to run both properly. Each one is worth one point, as long as the student completed it, regardless of the score listed in MyITLab.
- Readings and Presentations (0 points total) – Each chapter we cover in the course contains reading material and an accompanying PowerPoint presentation. While reading the chapter and viewing the PowerPoint are not graded, they contain information critical to your success on other course activities.
- Practice Exercises (14 points total) – There are a total of 14 sets of practice exercises. You will be awarded 1 point per set completed prior to the associated due date, regardless of the number of questions answered correctly. These exercises are only meant for training and practice to adequately prepare you for the graded assignments below. As a result, they can be repeated any number of times.

- Assessments (84 points total) – There are a total of 14 sets of assessments. You will be awarded up to 6 points per assignment completed with 70% or more correct answers prior to the associated due date. Only one attempt is available for each assessment. Likewise, assessments must be completed in a single session and within the two (2) hour time limit.
- Quizzes (20 points total) – There are a total of 5 quizzes. You will be awarded 4 points per quiz completed with 70% or more correct answers prior to the associated due date. Only one attempt is available for each quiz. Likewise, quizzes must be completed in a single session and within the one (1) hour time limit.

Please note that this gives you the potential to earn a total of 120 points for this course. This is by design, as this will account for factors such as technical issues during the initial week of class as well as issues with individual assignment and quiz questions. However, as this is the case, extra credit, dropped grades, and make-up work will not be offered. All coursework is due by **11:59 PM** of the listed due date. Coursework turned in after the due date will receive a score of 0 points.

The only exceptions to this policy are the following, with appropriate documentation:

- Official university functions
- Severe illness
- Death in the family
- Appearance in court

All documentation for this purpose must meet the following criteria:

- Must be printed on the organization's letterhead
- Must be signed and dated by the appropriate authority
- Must state the dates you were unavailable and reason why
- Must be an original document (copies will not be accepted)

In all other cases, you must have permission from the instructor prior to the due date of the assignment in order to receive credit for a late submission. Finally, accommodations will be made for system-wide service outages and issues that affect the entire class.

Online Readiness:

If you have never taken an online course, I would strongly recommend that you make the determination whether online courses will be more of a benefit or detriment to your academic success, as there are a number of challenges you would not normally encounter in face-to-face courses. You can perform a self-assessment using the SmartMeasures Student Online Readiness Tool at http://www.valdosta.edu/distance/online_readiness.shtml. This tool will help you identify your strengths and areas for improvement in pursuing online coursework. Please use **cs1000** as both the username and password when logging into this system.

Expectations:

As a student in an online course, you will have the advantage of a flexible class schedule and the ability to work in an environment of your choice. However, due to the fact that there are lower levels of direct instruction than in face-to-face courses, it is important to keep a number of factors in mind:

- Please do not hesitate to contact me if you need my assistance
- Online courses require individuals with high levels of independence, time-management, and self-motivation

- If you do not believe that you possess these qualities, I would recommend a face-to-face session instead
- Configure your computer using the tools found in MyITLab at the start of the course to limit the chances of technical issues arising later in the course
 - Issues with technology will not be accepted as an excuse for late submission of assignments, so don't wait until the last minute
- Review the course schedule and set a personal schedule for completing coursework
- Academic dishonesty, in any form, will not be tolerated and are subject to disciplinary action in accordance with university policy
- Both instructors and students are expected to adhere to proper Netiquette, or Internet etiquette, guidelines at all times in order to ensure that communication is both professional and effective

MyITLab Registration:

MyITLab is developed and maintained by Pearson Education Inc. In order to access your course, you must first register your access code. The next time you return to MyITLab, registration will not be necessary and you can just log in. Please keep in mind that you will need an access code to complete these steps.

1. Start Internet Explorer and go to www.myitlab.com. Click the **Student** button in the **Register** section.
2. Enter **CRSKLN3-4010509** into the Course ID field and click the **Go** button.
3. Click the radio button in front of **MyITLab with eText** and click **Next**.
4. Select either **Yes, I have an access code** if you have already purchased an access code from the bookstore or **No, I need to buy access** if you wish to purchase MyITLab Student Access Kit with access code from the website with a major credit card. If you decide to purchase a code, choose the code for **Exploring**.
5. Click the **I Accept** button to agree to the license agreement.
6. On the Access Information page, click the **No** button when you are asked whether or not you have a Pearson Education account.
7. Input your **desired login name and password**. Then, **re-type your password** in the appropriate field.
8. Enter the **access code** from your MyITLab Student Access Kit.
9. Enter your **first name, last name, and email address** as it appears in the **VSU Banner Registration system**. Re-type your email address in the appropriate field.
10. On the **School Location** page, select your **country** and enter the **university's ZIP or postal code**.
11. Create a **security question** and an **answer to the security question**. This information will be used in the case that you forget your password.
12. A **Confirmation and Summary** page will appear. Click the **Log in Now** button.

Guides for additional functions of MyITLab, such as logging in and reviewing grades, can be found on the course website.

Requesting Assistance:

For assistance with technical issues, please contact Pearson Student Support.

- Phone: 1-800-677-6337
- Email: Use the form at <http://247pearsoned.custhelp.com/app/ask/session/>
- Website: http://www.myitlab.com/Student_Support

For tutoring services, please contact the Student Success Center:

- Location: Langdale Hall – 1st floor

- Phone: 229-333-7570
- Email: ssc@valdosta.edu
- Website: <http://www.valdosta.edu/ssc>

For accommodations or modifications due to a documented disability, please contact the Access Office:

- Location: Farber Hall – 1st floor
- Phone: 229-245-2498 (V/VP), 229-219-1348 (TTY)
- Email: access@valdosta.edu
- Website: <http://www.valdosta.edu/access>

Tentative Schedule:

Week of 8/12 (Due by 8/16)

Syllabus review and introduction to MyITLab
Sample Assessment

Week of 8/16 (Due by 8/23)

Windows 7

Week of 8/23 (Due by 8/30)

Office Fundamentals

Week of 8/30 (Due by 9/6)

Word – Chapter 1

Week of 9/6 (Due by 9/13)

Word – Chapters 2 and 3

Week of 9/13 (Due by 9/20)

Word – Chapter 4

Week of 9/20 (Due by 9/27)

Excel – Chapters 1 and 2

Week of 9/27 (Due by 10/4)

Excel – Chapter 3

Week of 10/4 (Due by 10/11)

Excel – Chapter 4

Week of 10/11 (Due by 10/18)

Access – Chapters 1 and 2

Week of 10/18 (Due by 10/25)

Access – Chapter 3

Week of 10/25 (Due by 11/1)

PowerPoint – Chapter 1
Sample Quiz

Week of 11/1 (Due by 11/8)

IT Concepts – Chapters 1 and 2

Week of 11/8 (Due by 11/15)

IT Concepts – Chapter 4

Week of 11/15 (Due by 12/2)

IT Concepts – Chapters 5 and 6

Week of 11/22

Thanksgiving Holiday – No new assignments

Week of 11/29

No new assignments – Continue to work on IT Concepts – Chapters 5 and 6 due by 12/2

For assignment details for each chapter, please consult the schedule on the course website. This schedule is tentative and subject to change. Changes will be disseminated to the class through their VSU email addresses.