

# CSE 180 Computer Literacy Syllabus (Summer 2017 Session A)

## Instructor

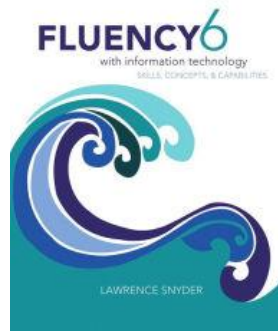
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## Office Hour

Mon, Wed, Fri.: 10:30am ~ 11:30am  
(Online through Blackboard discussion board)

I will be very glad to schedule another time with you if above time slots are not convenient for you, just email me to set up a time.

## Textbook



- *Students are required to purchase above e-Textbook along with MyITLab access code **directly** from our Blackboard course website.* There will be an "E-Textbook" button on our course website which directs you to purchase the materials. (MyITLab is an Addison Wesley MS Word and MS Excel 2016 online Training program which we will use to train on MS Excel and Word).
- Note: If you purchase MyITLab access code off Amazon or some other online websites, that code might not work! For more textbook information, such as price and options, check pp. 5 inside this syllabus.

## Course Description

- This course provides students with the requisite knowledge and skills necessary to succeed in today's computing society.
- Students will gain fluency in integrating technology to efficiently and effectively solve problems using computational thinking.

- The course focus is on learning to learn, and enables students with the power to explore, discover and self-teach technology.
- All aspects of information technology are introduced at an exploratory level, with in depth attention to finding, evaluating, processing, and presenting information.
- This course will also provide an overview of issues in security, privacy and ethics.

### **Course Objectives and Outcomes**

Students who complete this course will gain

- Familiarity and comfort with basic computing concepts: computer parts, software, networking, collaborative computing, limits of computation, computer security, privacy and ethics, and the ubiquity of computers.
- Fluency in finding, evaluating, processing and presenting information.
- Knowledge and understanding of technology tools that enable problem solving with technology, including Web publishing, computational thinking, algorithms and spreadsheets.
- Exploratory knowledge of the art and science of information presentation.

### **Major Topics Covered**

- Information Technology and the Human-Computer interface
- Common Applications
- The Basics of Networking
- HTML and Locating Information on the WWW
- Representing information digitally
- Computational thinking and algorithms
- Multimedia representation
- Information and society, security, privacy and ethics
- Spreadsheets, databases and queries
- Limits to Computation

### **Grading**

- 3 Projects: 10% each, total 30%
- MyITLab MS Excel & MS Word online training: 16%
- 17 ~20 Quizzes and Assignments: total 44%
- 1 Final Exam: 10%
- Grading breakdown (+/- System)

| A+ | A  | B+ | B  | C+ | C  | D  | E        |
|----|----|----|----|----|----|----|----------|
| 97 | 90 | 87 | 80 | 77 | 70 | 60 | Below 60 |

## Course Structure

You enrolled in an entirely online section and we assume you are prepared to take an online course. If you're not sure, please take the [Course Readiness Self Assessment Quiz](#) online to check your readiness. Please be aware, this is *not* a course on how to use a computer.

If you are using a home computer, please click on this [link to check the Technology Requirements and to tune up your web browser](#) for MyITLab 2016. In addition, you will need to have a reliable Internet connection. If you are not confident of your connection quality, you should utilize the computer labs on campus when completing online assignments and quizzes. Additionally, most libraries provide computers with reliable Internet access. If your connection is lost while completing a graded item, you could lose all work completed up to that point, possibly receiving a zero grade. Especially for the first week of the course, we highly recommend that you check to see whether you can run MyITLab 2016 training successfully or not on your PC. Note: **Equipment defects, technical difficulties cannot become excuses for late submissions.**

Please click the link to review the [Six Tips for Success in this Online Course](#). At anytime during the course, if you feel you are struggling, you should seek assistance immediately. The longer you wait, the more difficult it will be to get back on track.

Please be aware that you enrolled in a fully online section, when you have questions, the primary help you can get is through Discussion Board. After you post your question on discussion board, we will try our best to answer your question as quickly as we can (within 48 hours), be aware that the communication on discussion board is asynchronous, so always start earlier and leave enough time for your question be answered before the due date/time.

## Course Web Site

- In order to access online teaching materials, you need to get an ASURITE account as soon as possible. Please click on the following link to view instructions on how to get an ASURITE ID. If you experience any difficulty, please let us know as soon as possible.

<https://alumni.asu.edu/services/alumni-directory/asurite-id-faqs>

- All lecture slides, projects/assignments, quizzes will be posted and submit through Blackboard. *Again, any equipment defects, technical difficulties cannot become excuses for late submissions.*
- The course is organized as weekly submission folders, unless specified otherwise, each weekly folder contains three modules (sub-folders). **These modules are due on Monday, Wednesday or Friday of the week at 11:59pm Arizona Time.** We will make the weekly folders available to students at least one week ahead of its due date/time. Students are highly recommended and encouraged to work ahead at their own pace since there is no penalty for early submission, but grades for manually graded assignments may not be posted until after the due date. Please print out a class schedule at the beginning of the semester, pay attention to those due dates and plan accordingly, since *no late submissions*

will be accepted and missed assignments/projects/quizzes will be assigned a grade of zero (or -) automatically by the system.

- Grade disputes need to be emailed to the corresponding TA or instructor within one week of grade posting. After one week, a posted grade will not be reconsidered. Later in the semester I will not look at assignments/projects submitted earlier in the semester.
- It is the student's responsibility to check the announcement page as often as the semester progresses and to start working on the assignment as soon as it is posted. It is very important to check the course website frequently.

### Important Days

|               |  |
|---------------|--|
| May 16, 2017  | Classes Begin                                    |
| May 17, 2017  | Course drop/add deadline                         |
| May 20, 2017  | Tuition & Fees 100% refund deadline              |
| May 29, 2017  | Memorial Day holiday                             |
| June 05, 2017 | Course Withdrawal deadline                       |
| June 23, 2017 | Friday, Final exam is online and due at 11:59pm. |

### Miscellaneous

- **Missed quizzes/Assignments/tests:** if you need to miss a quiz/test/assignment, you must have a legitimate university approved excuse, such as a severe injury, illness or participation in a legal proceeding that require your presence, etc. You must contact the instructor and provide satisfactory evidence *prior or within two days after the absence*. A missed quiz/test/assignment without permission or supporting documents is a zero.
- **E-mail policy:** as this is an online course, if you have any questions on course related materials, such as an assignment or a project, you should:
  - First, post your questions on discussion board and we will answer it as soon as possible (within 48 hours), or
  - ask me or TA during our online office hour (through discussion board)

Please restrain from sending an email to us since communication through email is very inefficient as a lot of times we have to answer the same question multiple times. On the other hand, please feel free to send an email to us if you have any questions on your grades or any other personal issues which you think are not appropriate to discuss it publicly.

- **Withdraw:** if you wish to withdraw from the class, submitting a completed withdraw form to the registrar office is the only guaranteed way to officially withdrawing from the class. Logon to the following website to see detailed withdraw policies.  
<http://www.asu.edu/aad/manuals/usi/usi201-08.html>
- **Incomplete grade** will NOT be given for this course. Please check the university policy on this at <http://www.asu.edu/aad/manuals/usi/usi203-09.html>. Please do not come to me during or at the end of the semester and ask for an "I" grade simply because you have fallen behind.
- **Academic Integrity:** Cheating, plagiarism will not be tolerated and will result in "E" grade in the course. All the assignments should be Individual work. Copy from other person's work in any manner is prohibited. You can discuss course materials, but you should not discuss or give a copy of your work to another person. The instructor reserves the rights to check the similarity of two works randomly. For more information on university academic integrity policy, click on the following website:  
[http://www.asu.edu/studentaffairs/studentlife/judicial/academic\\_integrity.htm](http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm)
- **DRC Service:** Students requesting classroom accommodations or modifications because of a documented disability must contact the Disability Resource Center. The phone number is (480)965-4732. For additional information concerning the services provided by the center, please visit their web site at <http://www.asu.edu/studentaffairs/ed/drc/>

- **Textbook information & options:**

Recommended, Custom version e-Textbook

Title: Fluency with Information Technology: Skills, Concepts, and Capabilities  
(ASU custom version)

Publisher: Addison Wesley

- This is a customized e-textbook specially designed for ASU CSE180 class and it includes the MyITLab student access code, current price is \$78.28.
- Those chapters which are not being used in the national version are removed and the pages will be the exact same ones from the national version in color, but price will be much cheaper than a national full version.
- In order to get above price, you MUST purchase it from our course website as indicated on pp.1.

National Version with a physical copy of the book

Title: Fluency with Information Technology: Skills, Concepts, and Capabilities (6<sup>th</sup> edition)

Publisher: Addison Wesley

ISBN: 978-013-3577-396

- This is the national version with all the chapters, but we will not cover certain chapters. Current price for the textbook is \$113~ \$133.
- If you buy the national version textbook, you will need to buy MyITLab access code separately for \$89+.