CSE 180 Computer Literacy Syllabus
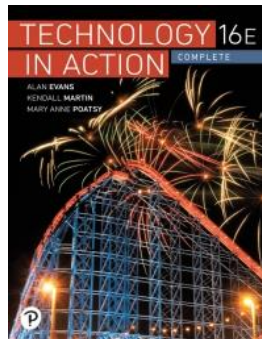
Instructor

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Office Hour

Tue. Thur:	10:00am ~ 11:00am (online through Canvas discussion board)

Textbook

- *Check the last page of this syllabus for information on accessing/purchasing above e-Text+MyLab bundle. (*MyLab is an Addison Wesley MS Word and MS Excel online Training program which we will use to train on MS Excel and Word).

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 solve problems using computational thinking efficiently and effectively.
- 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

- Impact of Technology in a Changing World
- Understanding the Parts
- Using the Internet
- Application Software
- Designing web pages by using HTML
- System Software
- Understanding and Assessing Hardware
- Networking
- Managing a Digital Lifestyle: Media and Ethics
- Security: Protecting your Digital Data and Devices
- Spreadsheets, Databases and Queries

Miscellaneous

- **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: https://provost.asu.edu/academic-integrity

- **Sexual Discrimination**: Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs. As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish discuss any concerns confidentially and privately.

- **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/

The instructor reserves the right to revise, alter or amend this syllabus as necessary.

CSE180 eText+ MyLab Info.

1. The required material for this course will be provided as an eText + MyLab bundle and made available at a discounted rate significantly cheaper than if purchased directly from the publisher.

2. Currently the bundle price for summer is **$54.25**.

3. If you wish to take advantage of this discounted group rate, *no additional action is needed*. NOTE: Following the drop/add period of ASU academic calendar, a charge of **$54.25** plus tax, will be posted to your student account under the header "**Digital Integrated Course Mtrl**" and your access will continue uninterrupted.

4. To access the e-book +MyITLab bundle, follow these instructions:

Step #1) Go to https://my.asu.edu, enter your ASURITE ID (for example mine is *xfeng13*) and password to login. Next under "My Classes", pick the right semester and click on "CSE180: Computer Literacy" (hyperlinked) to go to the course Canvas website.

Step #2) Once inside the Canvas shell, from the left-hand side control panel, click on "BryteWave Course Materials", this will generate a Pearson MyLab/Mastering code. Copy and paste the code into the appropriate box in the Canvas Pearson Access link. Please note: the e-book won't appear on your shelf until approximately 5 days prior to the start of classes.

5. If you'd rather purchase the material from an alternate source (be careful, much more expensive!), you may choose to opt out of the program by using this link: https://includedcp.follett.com/1230. Enter your ASU e-mail address AS IT APPEARS IN THE ASU DIRECTORY (http://asu.edu/directory), then follow the instructions provided. Be aware that if you do opt-out, your access to the e-book will be discontinued.

6. In case you have any issues with access or with opting out, contact Pearson's support by filling out the support request form at: https://forms.gle/uD4GhBxMoixnbwYx5. Please do NOT send emails to CSE180 instructors or TAs since they have no control over Pearson's eText+MyLab bundle.