

CSE 180 Computer Literacy Syllabus

Instructor

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Textbook

- *Check the last page of this syllabus for information on accessing/purchasing above e-Text+MyLab bundle. (MyLab is a Pearson 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

Generative AI

All recitation, quizzes and assignments in this course must be individual work, i.e. you are required to compose your own unique solution to each problem and each project. The use of generative AI tools to complete any portion of the course assignment or project is prohibited and will be considered academic dishonesty and a violation of the ASU Academic Integrity Policy. Students confirmed to be engaging in non-allowable use of generative AI will be sanctioned according to the academic integrity policy and FSE sanctioning guidelines stated below.

Academic Integrity

- All engineering students are expected to adhere to the ASU Student [Honor Code](#) and the ASU academic integrity policy, which can be found at <https://provost.asu.edu/academic-integrity/policy>). Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. If you have taken this course before, you may not reuse or submit any part of your previous assignments without the express written permission from the instructor.
- All student academic integrity violations are reported to the Fulton Schools of Engineering Academic Integrity Office (AIO). Withdrawing from this course will not absolve you of responsibility for an academic integrity violation and any sanctions that are applied. The AIO maintains a record of all violations and has access to academic integrity violations committed in all other ASU college/schools.

Student Copyright Responsibilities

You must refrain from uploading to this course shell, discussion board, website used by the course instructor or any other course forum, material that is not your own original work, unless you first comply with all applicable copyright laws. Course instructors reserve the right to delete materials from the course shell on the grounds of suspected copyright infringement.

The contents of this course, including lectures and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recording

of class sessions by students is prohibited, except as part of an accommodation approved by the Disability Resource Center. (see [ACD 304-06](#), “Commercial Note Taking Services” and ABOR Policy [5-308 F.14](#) for more information).

Miscellaneous

- **Excused absences.:** Excused absences for classes will be given without penalty to the grade in the case of (1) a university-sanctioned event [[ACD 304-02](#)]; (2) religious holidays; (3) work performed in the line-of-duty according [[SSM 201-18](#)]. Students who request an excused absence must follow the policy/procedure guidelines stated inside the syllabus addendum. Excused absences do not relieve students of responsibility for any part of the course work required during the period of absence.
- **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 emails to us since communication through email is very inefficient as a lot of times, we answer the same question multiple times; meanwhile other students might have similar questions and they can view our replies also. 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.
<https://registrar.asu.edu/drop-add>
- **Classroom Behavior:** Students in this class are expected to acknowledge and embrace the FSE student professionalism expectation located at:
<https://engineering.asu.edu/professionalism/>

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services (see [SSM 104-02](#)). Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students.

- **Sexual Discrimination:** Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

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 to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

- **DRC Service:** Suitable accommodation is made for students having disabilities. Students needing accommodation must register with the ASU Student Accessibility and Inclusive Learning Services office and provide documentation of that registration to the instructor. Students should communicate the need for accommodation in enough time for it to be properly arranged. See [ACD 304-08](#) Classroom and Testing Accommodations for Students with Disabilities.
- **Photo requirement:** Arizona State University requires each enrolled student and university employee to have on file with ASU a current photo that meets ASU's requirements (your "Photo"). ASU uses your Photo to identify you, as necessary, to provide you educational and related services as an enrolled student at ASU. If you do not have an acceptable Photo on file with ASU, or if you do not consent to the use of your photo, access to ASU resources, including access to course material or grades (online or in person) may be negatively affected, withheld or denied.

The instructor reserves the right to revise this syllabus as necessary.

CSE180 eText + MyLab Info.

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

- Technology in Action (18th edition) + MyLab IT with Pearson eText Access Code for GO! 2021
- ISBN#: 978-0138-1039-65

2. Currently the bundle price is **\$75.00**.

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 **\$75.00** 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 +MyLab IT 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 access code, save it.

Step #3) Again inside the Canvas shell, from the left-hand side control panel, pick “Access Pearson” and log into your Pearson MyLab/Mastering Account, (or create a new one if you do not have one). Paste the access code into the appropriate box in the Pearson Access tab. You can now access all your course materials and the e-Book. 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.