Instructor:  Keith Lynn  
Office:   FCE 2  
Office Hours:  TR 12:30 – 1:30 or other times by appointment as needed  
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It is highly recommended that you purchase the NEW textbook package from the USA Bookstore.  This package will come with the textbook and the required training and testing software (with access code).  If these items are purchased separately, as is the case when you purchase a used textbook, it may end up costing you significantly more money than purchasing the new package.  

You are required to have a NEW MyITLab Software Package and PIN code as packaged in your textbook purchase.  If you do not have a NEW and UNOPENED software package and PIN code you must purchase one from the bookstore.  

Additional Materials:  The CSCB 115/130 lab computers include USB drives and CD burners. You may use these devices to save your work to take home. However, for projects and other graded material, you will given instructions when the assignment is given about how to submit them.  

Course Webpage: Lecture and laboratory materials pertaining to this course can be found on the course webpage http://www.cis.usouthal.edu/~lynn/spring2008.  

Course Description: The USA Bulletin describes: This course is designed to provide a broad based introduction to the use of computers to enhance personal productivity. Topics to be covered are use of a graphical user interface, word processing, spreadsheet analysis, basic image management related to documents and reports and the fundamentals of Internet publishing.  

Course Goals and Objectives: At the conclusion of the semester, the students should be able to:  
1) Identify and use the various components of the windows desktop  
2) Identify and use the components of a window  
3) Distinguish between folders and documents, and understand how each functions  
4) Explain the basic concepts of Word Processing  
5) Perform basic text editing and formatting in a document  
6) Include clip-art, images, tables, bulleted lists, numbered lists, and other advanced formatting in a document  
7) Define common spreadsheet terminology  
8) Create basic Excel worksheets, both from a blank screen and from a template  
9) Properly use and create Excel function and formulas to perform calculations within the spreadsheet
10) Build various Excel charts and graphs for inclusion in a spreadsheet  
11) Develop an understanding of the Internet  
12) Locate topic specific information on the Internet

**Approximate Timetable of Events:**

- **Week 1:** PC Components and Concepts, Introduction to Windows  
- **Week 2:** Introduction to Windows  
- **Week 3:** Internet Concepts  
- **Week 4:** Internet Concepts  
- **Week 5:** Office Fundamentals, **Exam 1**  
- **Week 6:** Begin Word Processing, MS Word Concepts  
- **Week 7:** MS Word Concepts  
- **Week 8:** MS Word Concepts  
- **Week 9:** MS Word Concepts  
- **Week 10:** Finish Word Processing, **Word Processing Project Due, Exam 2**

**Week 11:** Begin Spreadsheet Concepts, MS Excel  
**Week 12:** MS Excel  
**Week 13:** MS Excel  
**Week 14:** MS Excel  
**Week 15:** **Spreadsheet Project Due**  
**Week 16:** **Final Exam**

**Changes in Course Requirements:** Since all classes do not progress at the same rate, the instructor may wish to modify the above requirements or their timing as circumstances dictate. For example, the instructor may wish to change the number and frequency of exams, or the number and sequence of assignments. However, the students must be given adequate notification. Moreover, there may be non-typical classes for which these requirements are not strictly applicable in each instance and may need modification. If such modification is needed, it must be in writing and conform to the spirit of this policy statement.

**Important Dates:**
- **Monday, Jan 7th** – First day of classes  
- **Monday, Jan. 21st** – Martin Luther King Holiday – No Classes  
- **Week 5** – Exam 1  
- **Tuesday, Feb. 5th** – Mardi Gras Holiday – No Classes  
- **March 10th – 16th** – Spring Break – No Classes  
- **March 17th – 28th** – Mandatory Advising for Fall Semester  
- **Week 9 or 10** – Project 1 Due  
- **Week 10** – Exam 2  
- **Friday, April 4th** – Last Day to Drop a Class (4:59pm)  
- **Week 15** – Project 2 Due  
- **Friday, April 25th** – Last Day of Classes

**Final Exam Schedule:**

Note: CIS 150 Exams will be given in the CSCB Labs during the second hour of the assigned final exam period to allow for on-line testing.

- **Sections 105/106** – **Tuesday, April 29th** from 11:30am – 12:30pm
Grading:

Projects ...........................................................20%  A normal grading scale will be used:
Exam 1 ...........................................................20%  A= 90+,
Exam 2 ...........................................................20%  B= 80-89,
Final Exam .....................................................25%  C= 70-79,
Labs/ Participation/Quizzes ...........................15%  D= 60-69, F<= 59

Laboratories: Each Thursday, we will meet in the laboratories CSCB 115 and 130. The machines are identical so you are free to go to the room you prefer provided there is a free machine. During the laboratory meetings, you will perform hands-on exercises using MyITLab and possibly may be given a quiz administered through MyITLab.

Grading Of Projects: Projects meeting the MINIMUM specified requirements will receive a maximum grade of 85. Enhancements of the student’s choice must be included to increase this grade up to a maximum of 100. Each project is due at the class start time on the due date or as otherwise directed. Late assignments, up to one week, will be accepted with a 25% penalty. Assignments over 1 week late will not be accepted. No assignments will be accepted after the last day of classes (April 25th).

Attendance: Regular attendance is expected and required! Cases of illness or emergencies, which make it impossible to attend class, should be reported to your instructor as soon as possible. It is your responsibility to make up all missed work. Failure to attend may result in a reduction of your grade by a corresponding percentage – if you miss 20% of the class, your grade maybe lowered by 20%. Attendance will be taken at the beginning of class – if you are not in class when attendance is taken than you will be counted as absent for that day. YOU MUST BE ON TIME!!!

Exams and Labs: Training modules and all exams will be conducted through the on-line training and assessment program, MyITLab. In order to be able to complete the lab assignments and exams all students must create a MyITLab account using the access code provided with your textbook package. This will be covered in the first lab assignment – students must have their textbooks and access code available when completing the first lab assignment.

In addition to the training modules, Practice Exercises from the textbook will be assigned and can be completed during lab periods. The lab machines have DeepFreeze implemented on them, which means they refresh the machines every time they restart. It is VERY IMPORTANT that students work on their own storage devices, such as your USB memory stick, when working on the lab computers, not the lab hard drives. This will protect the student from losing their work if the machine shuts down, locks up, etc.

Cheating: The School of Computer and Information Sciences Policy on cheating is:

“Unless otherwise stated by your instructor, all work submitted for grading must be your work. This means that the work you submit for grading must be designed and implemented by one and only one person, and that person must be you. Any deviation from this policy may result in a failing grade for the course for all parties involved. This policy applies to examinations, programming assignments, quizzes, and homework assignments.”

See the attached Student Academic Conduct Policy.
**Use of Turnitin.com:** The University of South Alabama is committed to the fundamental value of academic honesty. The student handbook, The Lowdown, defines plagiarism as one form of academic misconduct which is "subject to investigation and disciplinary action through appropriate university procedures." Plagiarism is using somebody else's ideas and/or words in your writing without correctly identifying the sources. As one resource for helping you avoid plagiarism, your written work in this class may be submitted to Turnitin.com, or a similar detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. Assignments submitted to Turnitin.com will be included as source documents in a restricted access database solely for the purpose of detecting possible plagiarism of such documents. As part of this process, you may be required to submit electronic as well as hard copies of your writing. By taking this course, you agree that all assignments may be subject to some form of originality review. A paper not submitted according to procedures and format set by the instructor may be penalized or may not be accepted at all.

**Disability:** If you have a disability and need special consideration, you should contact the instructor *early in the semester*. You are encouraged to register with the Special Student Services Office, located in the Student Center, Room 270. Phone (251) 460-7212.

> In accordance with the Americans with Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodation. The Office of Special Student Services will certify a disability and advise faculty members of reasonable accommodations.

**E-Mail:** E-mail can be an effective form of communication between you and your instructor. You are required by the university to maintain (and check) your jaguar1 e-mail account. This is your official student e-mail account and the one that will be used by the instructor for any necessary communication with you. When sending an e-mail to your instructor, please be sure to include your name, jag number, course and section number in your e-mail – preferably in the subject line. Your jaguar1 e-mail account is not enough information for your instructor to know which student sent the e-mail.

**Electronic Devices:** These types of devices are notorious classroom disrupters! Please be responsible and polite with your use of portable telecommunication devices, including but not limited to pagers, cell phones, PDA’s, or any other devices that make noise. If you would like to keep your device in operation during class hours, except on exam days, please turn it to silent mode. If the device does not have a silent mode, please turn it off. These devices will not be allowed at all on exam days. If there is a need to talk on your cell phone, please excuse yourself from class.
Student Academic Conduct Policy

The University strives to maintain the highest standards of academic integrity. Any dishonesty related to academic work or student academic records constitutes academic misconduct. Such acts are subject to investigation and disciplinary action through the appropriate University procedures. The procedures for such action and for those relating to the appeal process are outlines in the student handbook titled The Lowdown. You should familiarize yourself with these procedures. Penalties are left to the discretion of the instructor and may result in a failing grade for the course. All cases of academic misconduct are required to be reported to the Office of the Senior Vice President for Academic Affairs. Students will be blocked from dropping a course where there is an instance of academic misconduct. A second occurrence of academic misconduct will result in dismissal from the School of CIS and may result in dismissal from the University of South Alabama.

Guidelines for Submitting Individual Programming Assignments

Unless otherwise stated by your instructor, all material submitted for grading must be your own work. As stated in The Lowdown, “any dishonesty related to academic work or records constitutes academic misconduct, including, but not limited to, activities such as giving or receiving unauthorized aid in tests and examinations, improperly obtaining a copy of an examination, plagiarism, misrepresentation of information, altering transcripts or university records” (2003-04 ed, page 150)

The following examples should elucidate the guidelines:

Examples of Acceptable Conduct
- Discussing general approaches to an assignment, without discussing the algorithm in detail, actual lines of code, user interface design, or program design.
- Explaining/clarifying the assignment of specifications for others.

Examples of Unacceptable Conduct (Academic Misconduct)
- Copying, discussing, or viewing all or part of someone else’s solution and submitting it as your own work. This includes but is not limited to code, the user interface, data files, design artifacts, and/or documentation.
- Working with another student on an assignment and submitting it as individual work.
- Giving someone else your program or design so they can “see” how the program should be written.
- Soliciting, or giving, coding assignments from current or previous semesters.
- Soliciting assistance from outside sources (e.g. online bulletin boards).

When in doubt about the permissibility of any action – Consult your instructor.

You should receive help with care – even from tutors and lab assistants. Avoid becoming dependent on others for assistance. Utilize other resources such as programming manuals.

You should give assistance with care – you may be subject to, and liable, for cheating. Also, when you help too much, the other student is deprived of a valuable learning experience.

Most importantly, PROTECT YOUR INTELLECTUAL PROPERTY! Do not leave printouts or disks behind, or leave programs on the lab computer’s hard drives. You are responsible for the security of your assignments.