CS 1000-B Introduction to Microcomputers and Applications  
Fall 2019

1. Course Information

Class Meeting Time and Place:  
TR, 3:30-4:45 PM, Nevins Hall 2115

Credit Hours: 3

Office Hours:  
MW: 10:00 a.m. – 1:00 p.m.  
TR: 10:30 a.m. – 12:30 p.m.  
Or by Appointment

Prerequisite:  
None

Department of Computer Science, College of Science and Mathematics, Valdosta State University

2. Instructor Information

Instructor:  Dr. Lin Chen  
Office: Room 2205, Nevins Hall  
Email: lichen@valdosta.edu  
Phone: 229.333.7596

3. Course Description:

Computing technology and concepts, applications of personal computers. Topics include hardware and software terminology, word processing, spreadsheets, e-mail, the Internet, the microcomputer’s operating system and its use, ethics, and current trends in the use of computers. A hands-on laboratory is integrated with the course.

Text Book

1. Valdosta State University Bookstore.  
2. https://mypages.valdosta.edu/lichen/cs1000/Student_Registration_Handout_chen53674.pdf

Software and Tools Used to Support Class

- Pearson MyLab https://www.pearsonmylabandmastering.com/northamerica/myitlab/
- E-mail
- Internet Browser
- Microsoft Office
- Windows 10
- BlazeVIEW
- A flash drive of 1 gigabyte or larger to store your class documents

Course Format
All course materials will be located on-line within your MyITLab account folder.

Each activity folder is divided by chapters and contains content based on the following subjects, Windows 10, Word, Excel, PowerPoint. The instructor will enable each activity folder throughout the progress of the course within the semester.

<table>
<thead>
<tr>
<th>Textbook</th>
<th>MyLab</th>
<th>CS1000</th>
<th>Save for Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective-Based Question</td>
<td>Simulation Training</td>
<td>In-Class Practice</td>
<td>No</td>
</tr>
<tr>
<td>Hands-on Exercise</td>
<td>Simulation Exam</td>
<td>Exercise</td>
<td>No</td>
</tr>
<tr>
<td>Mid-Level Exercise</td>
<td>Grader Homework</td>
<td>Homework</td>
<td>No</td>
</tr>
<tr>
<td>Grader Assessment</td>
<td>Others</td>
<td>Exams</td>
<td>No</td>
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</tbody>
</table>

Hands-On Exercise: The Simulation Trainings will be completed in class under the guide of the instructor, which have unlimited number of attempts. The Simulation Exams will be counted as the course exercises. You have 3 attempts for each exercise. No late simulation exercises will be accepted. Any simulation exercise accepted after 11:59PM of the due date will receive a grade of 0.

Homework: The homeworks have 1 attempt to complete the entire homework. Any homework accepted after 11:59PM will receive a 20% deduction and must be turned within 3 days of the due date with the permission of the instructor.

Exams: All exams will be taken in-class. There will be absolutely NO TALKING allowed during the event of an exam. Talking during the exam will result in a notification. You may be asked to leave the class and receive a grade of 0 for that exam.

CS Tutoring Center
The Department of Computer Science offers free tutoring service at NH 2060. The Tutoring Center is open Monday - Thursday 12:00 noon – 7:00pm, and Friday 10:00 am – 12:00pm. No appointment is needed.

4. Course Objectives
As part of this course, students
- will be introduced to manage the Windows 10 environment, organize files and folders using Windows 10 features and tools.
- will learn how to access, edit and send the mails from Outlook
- will be introduced to apply skills common across the Microsoft Office suite to create and format documents and edit content in Office 2016 applications.
• will develop a document using features of Microsoft Word.
• will create and format a basic Excel worksheet.
• will plan, create, navigate, and print a basic presentation.

Learning Outcomes:
Upon successful completion of this course, students will be able to
• Use presentation software to integrate text, pictures, audio and videos to create presentations.
• Use word processing software to create, edit and format documents and reports.
• Use electronic spreadsheet to perform data calculations and analysis, create and format tables, reports and charts.
• Integrate end-user office applications skills and knowledge in problem solving.

5. Homeworks, Exercises, and Exams
The homeworks, exercises, exams will be released to Pearson MyLab IT system (https://www.pearsonmylabandmastering.com/northamerica/myitlab/).

Late Work/Make-Up/Missed Test Policy
Late submission of homeworks will cause a penalty of 20% for each late day unless a permission is given by the instructor before the due date.
No make up for exercises.
Exams missed can be made up with the consent of the instructor with proper prior notification, proper documentation. Without acceptable documentation, will cause a score of zero for the missed exams.

6. Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Exercises</td>
<td>20%</td>
</tr>
<tr>
<td>Homeworks</td>
<td>40%</td>
</tr>
<tr>
<td>Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Overall</td>
<td>100%</td>
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</tbody>
</table>

Grading Scale: The grading scale is consistent with the university policy and is as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>90-100%</th>
<th>80-89%</th>
<th>70-79%</th>
<th>60-69%</th>
<th>Below 60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>

7. Tentative Schedule of Activities
• Week 1, Windows 10
• Week 2, Web Browsers and Outlook
• Week 3, Microsoft Office 2016 Common Features
• Week 4-7, Microsoft Word 2016
• Week 8-11, Microsoft Excel 2016
• Week 12-15, Microsoft PowerPoint 2016
Exams
Four exams for section Windows 10, Word, Excel, PowerPoint respectively.

Student Opinion of Instruction survey (SOI)
At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the https://www.valdosta.edu/academics/academic-affairs/sois/.

8. Classroom Policy

8.1. ADA Service (Request for Accommodations):
Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU’s Access Office at https://www.valdosta.edu/student/disability/ or email: access@valdosta.edu.

8.2. Title IX Statement
Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Social Equity, titleix@valdosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31698, 229-333-5463.

8.3. Attendance, participation, and/or tardiness
- Attendance is required. Students having more than four absences will be taken off 5% points at the end of the semester.
- A student who misses or does not participate in more than 20% of the scheduled course or course activities could be subject to receiving a failing grade in the course.
- Missing 20 minutes of class time will be counted as absence, including late show up or early leave; missing less than 20 minutes of class time will be counted as tardy, two tardy will be counted one absence.
- Students participating in authorized activities as an official representative of the University (i.e., athletic events, delegate to regional or national meetings or
conferences, participation in university-sponsored performances) are automatically excused by the university: these students will not receive academic penalties and in consultation with the instructor of record, will be given reasonable opportunities to complete homeworks and exams or given compensatory homeworks if needed. The student is responsible for all material presented in class and for all announcements and homeworks. When possible, students are expected to complete these homeworks before their absences.

- Students with Military Obligations that require their absence from class may seek an exemption from the class attendance policy.

**VSU Absence Regulations**

[http://catalog.valdosta.edu/undergraduate/academic-affairs/](http://catalog.valdosta.edu/undergraduate/academic-affairs/)

### 8.4. Academic Integrity

We have zero tolerance on plagiarism and cheating. The instructor reserves the right to compare works using both automated and manual methods. Students must be able to defend overly-similar work. Cheating and plagiarism can result in F grade in the course. **In case of plagiarism, all involved works will receive zero.** Usually after the first offense, individuals will receive a warning with a failing grade (zero) for the submissions. A second offense will lead to a failing grade for the class, as well as other disciplinary actions.

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to Turnitin, a tool within BlazeVIEW. For more information on the use of Turnitin at VSU see Turnitin for Students at [https://www.valdosta.edu/academics/academic-affairs/turnitin-for-students.php](https://www.valdosta.edu/academics/academic-affairs/turnitin-for-students.php).

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The following list is merely illustrative and is not intended to be exhaustive.

- **PLAGIARISM.** Plagiarism is presenting another person’s work as one’s own. It includes paraphrasing or summarizing the works of another person without acknowledgement, including submitting another student’s work as one’s own.

- **CHEATING.** This involves giving or receiving unauthorized assistance before, during or after an examination. You are expected to protect your work. If two students or more submit similar work, both will suffer penalties for cheating by getting a grade of zero point on that homework or exam. If there is a second offense, the student will receive an F in the course and be reported to the department.

- **UNAUTHORIZED COLLABORATION.** Submission for academic credit for a work, product or a part thereof, represented as being one’s own effort that has been developed in substantial collaboration with or without assistance from another person or source is a violation.

- **FALSIFICATION.** It is a violation to misrepresent material or fabricate information in an academic exercise or homework.

Read How to Avoid Plagiarism at VSU: [https://libguides.valdosta.edu/plagiarism](https://libguides.valdosta.edu/plagiarism)

VSU’s Academic Honesty Policies and Procedures: [https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php](https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php)
8.5. Classroom demeanor or conduct

- **Food and Drinking:** No Food and Drinking in the classroom.
- **Computer:** all computers in the classroom are for study purpose only. Do not use them to play game and watch movie.
- **Cell phones:** Mute your cell phone before entering classroom. Do NOT use cell phones in class. If you have an emergency call, please leave classroom to answer your phone call.
- **Headphones:** Headphones are not permitted to be used during lectures, labs, quizzes, or exams to allow the student to listen to music.
- **Talking:** Part of your education is asking questions and taking part in classroom debates. However, all conversation is to be directed to the instructor and specifically allowed by him. Do not start your own side conversations with other students as they are disruptive to the class.
- **Violating class policies will cause to be asked to leave classroom and be counted as absence.**

**Student Code of Conduct** is available in the Student Handbook: https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php

8.6. Communication

- The email will be replied within one business days except for special cases.
- All VSU-related correspondence will be conducted via VSU email addresses. Grades should only be discussed in a face-to-face manner or within a password-protected environment such as BlazeVIEW.

8.7. Withdrawal Policy (5 “W” Policy):


Effective Fall 2010, all undergraduate students are limited to five course withdrawal (“W”) grades for their entire enrollment at Valdosta State University. Once a student has accumulated five “W” grades, all subsequent withdrawals (whether initiated by the student in BANNER or initiated by the instructor on the proof roll) will be recorded as “WF.” The grade of “WF” is calculated as an “F” for GPA purposes. To get more details about this policy, students are strongly recommended to check the following link: https://www.valdosta.edu/academics/academic-affairs/advising/withdrawal-policy.php

9. Additional Information

9.1. Brief Syllabus Statement

The VSU community is committed to and cares about all students. If you or someone you know at VSU feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide, supportive services are available and effective. For immediate help contact the University Police at 229-259-5555 who will contact appropriate resources for support. More information and local resources are located at https://www.valdosta.edu/student/student-services/counseling-center/.

9.2. Basic Mental Health Syllabus Statement

As a student, you may experience a range of challenges that can interfere with learning, such as strained or violent relationships, death and loss, increased anxiety, substance use, feeling
down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. VSU services are available and treatment does work. You can learn more about confidential mental health services available on campus at: https://www.valdosta.edu/student/student-services/counseling-center/. 24 hour emergency help is also available through the University Police at 229-259-5555 who will contact on-call counselors or appropriate resources for support.

9.3. Signs and Resources Syllabus Statement
The VSU community is committed to and cares about all students. Recognizing the signs and symptoms of mental health problems can help you or others to consider seeking care that can help. These are some signs that may be reason for concern:
1. Feeling hopelessness, worthlessness, depressed, angry or guilty
2. Withdrawal from friends, family and activities that used to be fun
3. Changes in eating or sleeping patterns
4. Feeling tired or exhausted all of the time
5. Trouble concentrating, thinking, remembering or making decisions
6. Restlessness, irritability, agitation or anxious movements or behaviors
7. Neglect of personal care
8. Reckless or impulsive behaviors (e.g., drinking or using drugs excessively or being unsafe in other ways)
9. Persistent physical symptoms (e.g., headaches, digestive problems or chronic pain) that do not respond to routine treatment
10. Thoughts about death or suicide*

Treatment for mental health problems is effective. More information and resources are located at The Counseling Center website at: https://www.valdosta.edu/student/student-services/counseling-center/. 24 hour emergency help is also available through the University Police at 229-259-5555 who will contact on-call counselors or appropriate resources for support.

9.4. Personal Investment Syllabus Statement
Diminished mental health, including significant stress, mood changes, excessive worry, or problems with eating and/or sleeping can interfere with optimal academic performance. The source of symptoms might be strictly related to your course work; if so, please speak with me. However, problems with relationships, family worries, loss, or a personal struggle or crisis can also contribute to decreased academic performance. VSU provides mental health services to support the academic success of students. The Counseling Center offers free, confidential services to help you manage personal challenges.

In the event I suspect you need additional support, I will express my concerns and the reasons for them, and remind you of campus resources (e.g., Counseling Services, Dean of Students, etc.) that might be helpful to you. It is not my intention to know the details of what might be bothering you, but simply to let you know I am concerned and that help, if needed, is available. Getting help is a smart and courageous thing to do -- for yourself and for those who care about you.

9.5. BIT Team Syllabus Statement
If you, or someone you know, needs support, is distressed, or exhibits concerning behavior, help by making a referral to the BIT Team. The VSU BIT Team's purpose is to promote a
safe and productive learning, living, and working environment by addressing the needs of students. As your professor, I may contact the BIT Team to seek support for you. I encourage you to fill out a referral if you or a classmate are in need of help. There are several ways to contact the BIT Team:

1) For more information about the BIT Team at http://www.valdosta.edu/administration/finance-admin/police/b.i.t.-behavioral-intervention-team.php;

2) Email your concern to vsubit@valdosta.edu; or