

**COURSE SYLLABUS**  
**COLLEGE OF BUSINESS**  
**FALL SEMESTER, 2014**



**CS 135-01**

**COMPUTER SKILLS FOR PROBLEM SOLVING**

<b>INSTRUCTOR:</b>	Jason Watson, Ph.D., Assistant Professor Department of Computer Science and Information Systems
<b>OFFICE HOURS:</b>	Monday: 1:00 p.m. – 3:00 p.m. Wednesday: 8:00 a.m. – 10:00 a.m. Thursday: 9:30 a.m. – 12:30 p.m. Additional hours by appointment.
<b>OFFICE LOCATION:</b>	Keller Hall, 2 <sup>nd</sup> Floor, Office #248
<b>OFFICE TELEPHONE:</b>	256-765-4689 (please leave message)
<b>E-MAIL</b>	Canvas CS 135-01 Course Inbox (preferred) jwatson5@una.edu
<b>FAX:</b>	256-765-4811 (CSIS Department Office)
<b>CLASS LOCATION:</b>	Keller Hall, Computer Lab Room 233
<b>COURSE TIME:</b>	Monday/Wednesday/Friday 10:00 a.m. – 10:50 a.m.
<b>COURSE DESCRIPTION:</b>	Using personal computers as effective problem-solving tools, this course will enhance analytical thinking and abstraction skills. Topics include problem specification, problem-solving techniques, and the interpretation of results to problems from scientific, business, and social domains. Students will utilize productivity software, the Internet, and programming principles to foster an understanding of the impact of computing technology on society and culture. Upon completion, all students will develop an original, dynamic, multipaged web portfolio suitable for

publishing on the Web.

**SECTION NUMBER:** 01 (13993)

**CREDIT HOURS:** 3

**PREREQUISITE:** No pre-requisite

**COURSE DELIVERY METHOD:** Traditional Classroom

**COURSE OBJECTIVES:**

You will be able to:

1. Students will be capable of utilizing application software as an aide to problem solving and effective communication. (COB Goal 2)
2. Students will demonstrate an understanding of the fundamental concepts of algorithmic problem solving and inquiry. (COB Goal 2)
3. Students will describe how computing technology may be utilized for personal and commercial benefit. (COB Goal 2)
4. Students will explain the risks associated with the widespread use of the Internet and computing. (COB Goal 2)
5. Demonstrate the ability to effectively use and manage basic application technology. (COB Goal 2)

**TOPICS COVERED:**

- The student can use computing tools and techniques to create digital artifacts.
- The student can use computing technology to investigate and answer questions.
- The student can use computing to facilitate exploration and the discovery of connections in information.
- The student can appropriately connect problems and potential algorithmic solutions.
- The student can employ appropriate mathematical and logical concepts in problem solving.
- The student can connect the concerns of cybersecurity and privacy with the Internet and systems built on it.
- The student can connect computing within economic, social, and cultural contexts.

## **COURSE EVALUATION PROCESS (Grade Components):**

Assignments.....	40%
Exams (2) .....	40%
Comprehensive final exam .....	20%

A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=Below 60%.

\* total available points may be adjusted based on class progress at the discretion of the instructor

## **REQUIRED TEXTBOOK, SOFTWARE, AND SUPPLIES:**

Fluency with Information Technology: Skills, Concepts, and Capabilities, 5<sup>th</sup> Edition  
ISBN-10: 0132828936, ISBN-13: 9780132828932

Blown to Bits: Your Life, Liberty, and Happiness After the Digital Explosion, 1<sup>st</sup> Edition  
ISBN-10: 0137135599, ISBN-13: 978-0137135592 (available free on the class web page)

UNA Mane card with funds, Internet access, active UNA email account

## **IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:**

UNA Technical Support:

- Canvas Support: Please click the 'Report a Problem' link from the Help menu within Canvas. If you cannot log-in to Canvas, then please e-mail [canvas@una.edu](mailto:canvas@una.edu) (from your UNA portal e-mail if possible).
- Canvas FAQ: <http://www.una.edu/distance/help/canvas.html>.
- UNAPortal FAQ: [www.una.edu/faq/](http://www.una.edu/faq/)
- LIVE@EDU (Email) FAQ--contains information about setting up UNA email on your mobile device: [www.una.edu/compcenter/live/](http://www.una.edu/compcenter/live/)
- UNA Information Technology Services Support: [helpdesk@una.edu](mailto:helpdesk@una.edu) (from your UNA portal e-mail if possible)

## **ACADEMIC HONESTY—UNIVERSITY POLICY**

Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System

for disposition (see “Academic Honesty” in the Academic Procedures and Requirements section of the University Catalog for more information).

## **STUDENTS WITH DISABILITIES—UNIVERSITY POLICY**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services. Complete guidelines and requirements for documentation can be found on the DSS web pages at <http://www.una.edu/disability-support>.

## **INFORMATION TECHNOLOGY ACCEPTABLE USE—UNIVERSITY POLICY**

This acceptable use statement governs the use of computers, networks, and other information technologies at the University of North Alabama. This statement applies to all students and employees of the University, and to all other persons who may legally or illegally use or attempt to use a computer resource owned by the University, and/or is connected by any means to the campus computing network. As a user of these resources, you are responsible for reading and understanding this document. To view the entire Information Technologies Acceptable Use Statement, please see <http://www.una.edu/its/una-it-policy.html>.

## **EMAIL DROP PROCEDURE—UNIVERSITY POLICY**

Process to Drop Courses by E-mail (Preferred): Any student wishing to drop a class may logon to their secure UNA email account and send an email to their instructor of record and a copy of the email to the Registrar's Office at registrar@una.edu. This will be valid for online courses as well as regular courses. The email MUST come from the student's UNA Portal account. The Registrar's Office will officially drop a student from the course after receiving a response from the instructor which includes permission to drop and their grade of W, WP, or WF. In the email, be sure that you include your full name, UNA ID number, course section and 5 digit course registration code.

## **COMMUNICATION EXPECTATIONS—COLLEGE OF BUSINESS POLICY**

Communication Methods...

- Anytime you need to communicate with your professor, please use the Canvas Inbox (top right of page). Please allow up to 48 hours for a reply. Correspondence received on Fridays and university holidays will not be addressed until the next regularly scheduled business day at UNA.
- Please post your questions about the course on the “HELP! I have a question” discussion board. For the discussion title, use your question. Always check this board before e-mailing or creating a new question post on the board. If you know the answer to a question, please feel free to post the answer. I will address the questions on this board as well.
- You may also call or drop by the office during regularly scheduled office hours. If these times do not work for you, please contact me for an appointment.

#### Communication Expectations...

- Don't use profanity. You do not need to use profanity simply to communicate a difference of opinion or point of view. Choosing to do so, speaks volumes about your character, lack of professionalism and, yes, education. When it comes to business e-mail, the words you choose and how you choose to use them can be directly correlated to how you run your business, what you feel is important (or not), what you will be like to work with as well as your level of professionalism.
- Be mindful of your tone. Unlike face-to-face meetings or even phone calls, those who read your messages don't have the benefit of your pitch, tone, inflection, or other non-verbal cues. As a result, you need to be careful about your tone. Sarcasm is especially dangerous. If something gets “lost in translation,” you risk offending the other party. The more matter-of-fact you can be, the better.
- Ensure that criticism provided in feedback or discussion is constructive. Online communication tools offer the opportunity to provide feedback and support discussion, both of which should be constructive. It is not an appropriate medium for personalizing negative (reactive, rather than constructive) criticism. Chances are, you will simply offend the other person, and they will miss your point. Remember, online messages live forever. They are easily forwarded.
- Don't reply in anger. In the heat of the moment, I have written some brilliant replies. I have said things in writing that I would never have the guts to say face-to-face. This is precisely why you should never ever fire off any online message in anger. They almost never serve their purpose or your long-term interests. They burn up relationships faster than just about anything you can do. If it makes you feel better, go ahead and write the message, then delete it. Usually a day or two afterwards you'll not only understand but also appreciate the wisdom of restraint.

#### **GENERAL POLICIES AND PROCEDURES:**

Come to class on time. Arriving late and/or leaving early are both disruptive to your fellow students and to the instructor. Be considerate of your fellow students and your instructor.

Silence all pagers, cell phones, electronic/watch alarms, laptop computer sounds, etc.

CSIS POLICY: Whenever a student's cumulative absences for any reason - excused or unexcused - exceed the equivalent of three weeks of scheduled classes and activities

(one week in each four-week session or two weeks in the eight week summer term), no credit may be earned for the course at the discretion of the professor.

Makeup policy:

Exams:

You must inform your instructor prior to an exam if you have a valid reason to miss (even if your absence is announced by a University official). If the instructor determines that you have a valid excuse for missing the exam, a makeup exam will be scheduled within one week of the missed exam. If you do not contact your instructor within one week of the missed exam, your absence will be recorded as unexcused and you will receive a zero for the exam.

Assignments:

No makeups will be offered for the assignments portion of your grade.

Grading:

If you feel there is an error in the grading of your assignments, you must bring them to the instructor's attention within one week after the assignment was graded and returned.