Syllabus
CSE 005 01, Summer 2020

Designation:

CSE 005 Introduction to Computer Applications

Catalog Description:

CSE005 is a project-based course which presents the use of computers to control information flow: data collection, management, analysis, and presentation. Basic programming skills, selection of appropriate computer-based tools and languages, and data security will be covered. Emphasis is placed on computer knowledge necessary for non-CSE majors to successfully use and manage data and information.

Textbooks and Other Required Materials:

1) June Jamrich Parsons. New Perspectives on Computer Concepts 2018, Comprehensive. ISBN: 978-1-30-595149-5, 20th edition
2) Steven M. Freund, Mary Z. Last, Philip J. Pratt, Susan L. Sebok and Misty E. Vermaat. Shelly Cashman Series Microsoft Office 365 & Office 2016: Intermediate. ISBN: 978-1-30-587038-3, 1st edition
3) Top Hat subscription and supported response device (browser/smartphone app/SMS capable device)
4) Windows/Mac computer (Chromebooks are NOT sufficient) and flash drive (highly recommended for backup of lab/project work)

Course Objectives/Student Learning Outcomes:

A) Introduction to Management Information Systems (MIS) and Computer Information Literacy
   1) Name and describe the typical digital computer components and their functions.
   2) Describe the common computer applications and related social and ethical problems/impacts.
   3) Learn fundamental operation and concepts of word processing, spreadsheet, and/or database software applications.
   4) Understand the difference between information and knowledge.
   5) Understand the links among information centers and the access points available through technology and reference sources.
   6) Understand the basic structure of electronic databases and the strategies used to access them.

B) Design and program using discrete problem-solving steps
   1) Analyze and relate the basics of programming to information systems.
   2) Arrange and compare each of the phases of the system life cycle.
   3) Appraise algorithm design and logic diagrams.
   4) Construct and design projects using structured programming techniques.
   5) Differentiate between the various decision techniques.
   6) Examine basic debugging techniques.

Course Policies:

Class/Lab Schedule: CSE005 is a 4-credit course, which includes 4 hours of lecture, 12 hours of lab, and various assignments each week. You should plan on spending at least 6~8 hours outside of lecture and lab on reading, studying, projects, and assignments.

Student Responsibilities: Please be sensitive to the learning environment. It is assumed that every student is attending lectures to learn; therefore, anything which distracts any student from learning is not appropriate zoom behavior (for example, conversing during lecture with unmuted microphone, turning on the video when not allowed, inappropriate chat comments, etc.).

In attempting to keep with a business-like, professional atmosphere, any behavior which would be considered inappropriate in a business setting will be addressed during lecture.

Use of Student Work: Assignments or Projects submitted by students may be used as examples for future students for educational or academic purposes. Names will be removed as possible. You may specifically request to not participate.

Lab/Project Assignments: In-Lab and Project assignments will indicate your ability to apply the knowledge learned in lecture or may present an opportunity to expand on that knowledge. These assignments will be completed at various times during the week REMOTELY using your OWN COMPUTER. Points will be deducted for any formatting, spelling, or typographical errors.

Lab assignments will be posted at the beginning of a scheduled day during the week and will be due at the end of the same day. Project assignments will be posted at the beginning of the week and will due at the end of that week. Detailed assignment schedule will be posted on CatCourses by the first week of classes.

Lab and project assignments WILL REQUIRE A WINDOWS/MAC COMPUTER and cannot be completed using a Chromebook. The lab session will be used by the TA to briefly explain the assignment and provide any assistance.

To be given more time to finish a lab you must request for an extension BEFORE the day the assignment is posted on CatCourses with a valid justification. Requests will be considered on a case by case basis.

You are expected to save all work that you do in the lab on your flash drive – including group work!

In-Class or Homework Assignments: In-Class and Homework assignments are assigned to reinforce lessons learned in class and lab. In-Class and Homework assignments will be assigned as needed. LATE ASSIGNMENTS WILL NOT BE ACCEPTED without prior authorization. In-Class assignments need to be completed during lecture (using Top Hat). Missing lecture will result in missing the opportunity to submit and obtain the grade for the in-class assignment. There are no provisions for alternate In-Class assignments for students who miss lectures.

Assignment Submission: Each assignment (In-Class, Homework, or Lab/Project) will have details about how to turn them in.

For assignments that are to be turned in via CatCourses, they will be considered late if they are not turned in by the CatCourses cut-off time (as indicated by the Due date). If you need assistance or are having problems submitting your assignments, you must alert the Instructor/TA before the assignment cut-off time.

Assignment will NOT BE ACCEPTED IF THEY ARE TURNED IN THE WRONG WAY. For example, e-mailing the Instructor/TA your assignment instead of submitting it through CatCourses.

Exams: Exams are to be completed using your computer with the aid of Respondus LockDown browser during the specified date and time. Exams cannot be made up if missed or you start late unless you obtain prior authorization with verified justification.

Academic Dishonesty Statement:

a. Each student in this course is expected to abide by the University of California, Merced's Academic Honesty Policy. Any work submitted by a student in this course for academic credit will be the student's own work.

b. You are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. You can give "consulting" help to or receive "consulting" help from such students. However, this permissible cooperation should never involve one student having possession of a copy of all or part of work done by someone else, in the form of an e mail, an e mail attachment file, a diskette, or a hard copy. Should copying occur, both the student who copied work from another student and the student who gave material to be copied will both automatically receive a zero for the assignment. Penalty for violation of this Policy can also be extended to include failure of the course and University disciplinary action.
c. During examinations, you must do your own work. Talking or discussion is not permitted during the examinations, nor may you compare papers, copy from others, or collaborate in any way. Any collaborative behavior during the examinations will result in failure of the exam, and may lead to failure of the course and University disciplinary action.

Disability Statement:

Accommodations for Students with Disabilities: The University of California Merced is committed to ensuring equal academic opportunities and inclusion for students with disabilities based on the principles of independent living, accessible universal design and diversity. I am available to discuss appropriate academic accommodations that may be required for student with disabilities. Requests for academic accommodations are to be made during the first three weeks of the semester, except for unusual circumstances. Students are encouraged to register with Disability Services Center to verify their eligibility for appropriate accommodations.

Topics:

Systems Analysis, Computer Hardware and Software, Operating Systems, Networking, the Internet, E-mail, Digital Media, Programming, Microsoft Office Applications

Class/laboratory Schedule:

Lecture: MW 10:00-11:50am, via Zoom (recordings will be made available);
Lab: See class schedule at

Midterm/Final Exam Schedule:

This schedule is subject to change, but is tentatively set as follows:

- Exam 1: 09-JULY, R 3:00-4:00pm, via Respondus LockDown browser
- Exam 2: 28-JULY, T 3:00-4:00pm, via Respondus LockDown browser
- Final Exams: 13-AUG, R 3:00-6:00pm, via Respondus LockDown browser

Assessment/Grading Policy:

In-Class Assignments	10%
Textbook Assignments	10%
Lab Assignments	35%
Projects	20%
Exams 1, 2	7.5% each
Final Exam	10%

Coordinator:

Santosh Chandrasekhar

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Contact Information:

My email: schandrasekhar@ucmerced.edu
I will try to answer your emails within 48 hours. However, I may not be able to answer emails after 5:00 p.m. or during weekends/holidays. Please plan accordingly.

TA's email: zhe5@ucmerced.edu

Office Hours:

Instructor: By appointment and conducted via Zoom.
TA: Lab sessions will be used as office hours and conducted via Zoom.

Course Calendar:

Course calendar is **subject to change**, but is tentatively set as follows. All green items will require the use of "Shelly Cashman Series Microsoft Office 365 & Office 2016: Intermediate" book.

Week	**Lecture**		**Textbook Assignment due (M)**	**Lab1 (M/W)**	**Lab2 (T/R)**
	M	**W**	Posted each M at 11:59pm and due the following M at 11:59pm	2 assignments posted/week. First assignment posted on M at 12:00am and due the same day at 11:59pm. Second assignment posted on W at 12:00am and due the same day at 11:59pm.	1 assignment posted/week on M at 12:00am, and due on F at 11:59pm.
1 (6/21 – 6/27)	01 - Class Intro / Module Introduction	02 - Module 1: Digital Content		*No lab*	*No lab*
2 (6/28 – 7/4)	03 - Module 1: Digital Content (cont.). **Use of Top Hat starts.**	04 - Module 1: Digital Content (cont.), Module 9: Information Systems	Module 1	Course Success Overview, Digital Media	Project milestone 0
3 (7/5 – 7/11)	05 - Module 9: Information Systems (cont.)	06 - Module 2: Digital Devices	Module 9	Microsoft PowerPoint Module 6, Review for Exam 1	Project milestone 1, **Exam 1 (R)**
4 (7/12 – 7/18)	07 - Module 2: Digital Devices (cont.)	08 - Module 2: Digital Devices (cont.)	Module 2	Working with DFDs, Microsoft Word Module 5	Project milestone 2
5 (7/19 – 7/25)	09 - Module 2: Digital Devices (cont.), Module 3: Networks	10 - Module 3: Networks (cont.), Module 4: The Web	Module 3	Working With HTML, Microsoft Excel Module 4	Project milestone 3
6 (7/26 – 8/1)	11 - Module 4: The Web (cont.)	12 - Module 6: Software	Module 4	Review for Exam 2, Microsoft Word Module 6	Project milestone 4, **Exam 2 (T)**
7 (8/2 – 8/8)	13 - Module 6: Software (cont.)	14 - Module 11: Programming	Module 6	Programming	Project milestone 5
8 (8/9 – 8/15)	15 - Module 11: Programming (cont.)	16 - Module 10: Databases	Module 11	Review for Final Exam	Project milestone 6 and final project submission, **Final Exam (R)**