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UC Davis

Syllabus for ECS 15: Introduction to Computer Applications

Instructor: Jane Doe

Catalog Description:

ECS 15 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:

- © Parsons, June Jamrich. Oja, Dan. New Perspectives Computer Concepts 2014. Comprehensive. ISBN: 9781285096926
- © Microsoft Office 2010: Advanced Concepts and Techniques ISBN:9781439078549
- USB
- Turning Point Technologies Clicker

Course Objectives/Student Learning Outcomes:

- A. Introduction to 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.
- A) 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.

Academic Dishonesty Statement:

- a) Each student in this course is expected to abide by the University of California, Davis'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

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"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 Davis 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 students with disabilities. Requests for academic accommodations are to be made during the first week of the quarter, except for unusual circumstances. Students are encouraged to register with the Disability Services Center to verify their eligibility for appropriate accommodations.

Topics:

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

Class/Laboratory Schedule:

CSE5 is a 4-credit course, which includes 2 hours of lecture, 6 hours of lab, and various assignments each week.

Midterm/Final Exam Schedule:

- Exam 1 - Monday, October 6, 2014
- Exam 2 - Monday, November 10, 2014
- Final - Thursday, December 18, 2014

TOEP document error:
The midterm/final exam schedule does not match the course calendar.

Course Calendar:

Week	Lesson	Lab 1	Lab 2
1	Course Introduction	No Lab	Microsoft Word Ch 5
	Ch 1: Digital Basics	Microsoft PowerPoint Ch 4	Research Project
2	Ch 10: Systems Analysis	Working with DFDs	Research Project
	Ch 2: Computer	Review for	Research Project

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	Hardware	Midterm 1	
3	Midterm 1	GIS	Research Project
	Ch 3/8: Software & Media	Digital Media	Research Project
4	Ch 4: Operating Systems	Microsoft Excel Ch 4	Research Project
5	Ch 5: LANs and WANs	Review for Exam 2	Research Project
6	Midterm 2	Working with HTML	Research Project
	Ch 6: Internet	No Lab	Research Project
7	Ch 11: Databases	Microsoft Access Ch 4	Research Project
	Ch 12: Programming	Research Project	No Lab
8	No Class: Veteran's Day	No lab	Research Project
	Ch 12 Cont.: Programming	Research Project	No Lab
9	Midterm 3	No Lab	Research Project
	Ch 7: The Web and E-mail	No Lab	No Lab
10	Ch 7: The Web and E-mail	Programming	Research Project
	Ch 9: Computer Industry	Review for Final	Computers in your Field
Finals	Final 6:00- 8:00pm		

Professional Component:

Student Responsibilities:

Please be sensitive to the learning environment. It is assumed that every student is attending class to learn; therefore, anything which distracts any student from learning is not appropriate classroom behavior (for example, cellphones, conversing during lecture, checking e-mail or Facebook, Internet use not related to current class topics).

In attempting to keep with a business-like, professional atmosphere, any behavior which would be considered inappropriate in a business setting will be addressed in class (talking during lecture, feet on chairs, pencil in mouth, etc.)

Academic Honesty:

Students are encouraged to work together but must turn in original work. Work, tests, or quizzes copied from others will receive a zero. Plagiarism is a serious form of academic dishonesty. Purposefully

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presenting others' ideas, words, or creative product as your own, or failing to credit these sources, is plagiarism and will result in a zero grade.

Assessment/Grading Policy:

In-Lab Assignments:

In-Lab assignments will indicate your ability to apply the knowledge learned in lecture. These assignments will be completed in the lab during your lab hours. Points will be deducted for any formatting, spelling, or typographical errors. Assignments will be due at the end of the lab session, unless you are allotted more time.

In-Lab assignments can only be completed in the lab and cannot be completed at home. Role will be taken at the beginning of each lab session by your TA. If you are late, leave early, or are not present, you will be deducted points accordingly or not given credit.

In order to be given more time to finish a lab you must:

- 1) Be at lab on time
- 2) Have worked the entire lab on your assignment
- 3) Ask the lab instructor for extra time and have them indicate this on the role sheet

Save all work that you do onto your USB – including group work!

In-Class or Homework Assignments:

In-class or homework assignments are assigned to reinforce lessons learned in class and lab. In-class or homework assignments will be assigned as needed. As with lab assignments, points will be deducted for any formatting, spelling, or typographical errors. Late assignments will not be accepted.

Each assignment (in-class, homework, or lab) will have details about how to turn them in.

For assignments that are to be completed in class, they will be considered late if they are not on the front desk of the lecture room by the end of the class period. Assignments will need to have a header with the student's name, date, assignment details, and the lab section listed.

For assignments that are to be turned in via softcopy, they will be considered late if they are not turned in by the Canvas deadline. If you need assistance or are having problems submitting your assignments, you must alert the instructor before the assignment cut-off time.

Assignments will not be accepted if they are turned in in the wrong way (for example, e-mailing the instructor your assignment instead of submitting it through Canvas or turning in an assignment in hardcopy when it should be submitted through Canvas).

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Grading:

Assignments- In-Class

Assingments- Lab

Midterm 1

Midterm 2

Midterm 3

Final (Comprehensive)

Projects

Contact Information:

Jane Doe

jdoe@ucdavis.edu

Office Hours:

Mondays, 6:00-7:20 pm, 9:20-10:00 pm

Room: Surge III 1352