Instructor:
Name: Dr. Yufen “Lisa” Tan
Office address: 0050 Science Engineering Library (SCLB)
Office hours: Monday between 2:00pm and 2:30pm, Monday between 5:00pm and 5:30pm
Phone: 313-577-2561
Email: lisatan@wayne.edu

Course Description:
This new Introduction to Computer Science class offers a real-world approach to learn and apply important computer concepts and Microsoft Office 2016 skills. In the computer based CSC 1000 class, there will be short overview of the class at the beginning of class but no formal lectures. Instead, you will use electronic materials and powerful and easy-to-use training software that simulate Microsoft Office 2016 applications (Word, Excel, PowerPoint), and computer concepts, such as hardware and software, peripheral (input and output) devices, digital security, ethics, privacy, virus protection, networking technology, Internet, e-mail, digital image, audio and cloud technologies, and much more, allowing you to demonstrate your knowledge in a hands-on environment.

Credit Hours:
3 Credit Hours

Prerequisite:
Attend the first is required

Co-requisites:
None

Text(s) Book:
Shelly Cashman Discovering Computers & MS Office 365 & Office 2016: A Fundamental Combined Approach
Computer programs:

Course contents:

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Date</th>
<th>Assignment ( In Lab )</th>
<th>Due Date</th>
<th>Assignment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sept. 4</td>
<td>Labor Day (Holiday)</td>
<td>No Class</td>
<td>No Class</td>
</tr>
<tr>
<td>2</td>
<td>Sept. 11</td>
<td>Class policies, Module 1 (must attend)</td>
<td>Oct. 9 (12:00 PM)</td>
<td>Go through Essential Concepts and Skills in SAM if needed (Early Assessment starts on Sept. 13)</td>
</tr>
<tr>
<td>3</td>
<td>Sept. 18</td>
<td>Module 2</td>
<td>Oct. 9 (12:00 PM)</td>
<td>Finish SAM 1 on Introducing Today's Technologies (Withdraw starts on Sept 28)</td>
</tr>
<tr>
<td>4</td>
<td>Sept. 25</td>
<td>Module 3</td>
<td>Oct. 9 (12:00 PM)</td>
<td>SAM 3 on Computers and Mobile Devices</td>
</tr>
<tr>
<td>5</td>
<td>Oct. 2</td>
<td>Module 4</td>
<td>Oct. 9 (12:00 PM)</td>
<td>Test (SAM 1 - SAM 3)</td>
</tr>
<tr>
<td>6</td>
<td>Oct. 9</td>
<td>Test 1 (Module 1 - Module 4)</td>
<td>see syllabus</td>
<td>Test (SAM 1 - SAM 3)</td>
</tr>
<tr>
<td>7</td>
<td>Oct. 16</td>
<td>Module 5</td>
<td>Oct. 30 (12:00 PM)</td>
<td>Finish SAM 4 on Programs and Apps (Early Assessment ends on Oct.17)</td>
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<tr>
<td>8</td>
<td>Oct. 23</td>
<td>Module 6</td>
<td>Oct. 30 (12:00 PM)</td>
<td>Finish SAM 5 on Digital Security, Ethics, and Privacy</td>
</tr>
<tr>
<td>9</td>
<td>Oct. 30</td>
<td>Test 2 (Module 5 and Module 6)</td>
<td>see syllabus</td>
<td>Test (SAM 4 - SAM 5)</td>
</tr>
<tr>
<td>10</td>
<td>Nov. 6</td>
<td>Module 7</td>
<td>Dec. 11 (12:00 PM)</td>
<td>Finish SAM 6 on Advance Microsoft Word - Part 1 (Withdraw ends on Nov. 12)</td>
</tr>
<tr>
<td>11</td>
<td>Nov. 13</td>
<td>Module 8</td>
<td>Dec. 11 (12:00 PM)</td>
<td>Finish SAM 7 on Advance Microsoft Word - Part 2</td>
</tr>
<tr>
<td>12</td>
<td>Nov. 20</td>
<td>Module 9</td>
<td>Dec. 11 (12:00 PM)</td>
<td>Finish SAM 8 on Advanced PowerPoint</td>
</tr>
<tr>
<td>13</td>
<td>Nov. 27</td>
<td>Module 10</td>
<td>Dec. 11 (12:00 PM)</td>
<td>Finish SAM 9 on Advanced Microsoft Excel - Part 1</td>
</tr>
<tr>
<td>14</td>
<td>Dec. 4</td>
<td>Module 11</td>
<td>Dec. 11 (12:00 PM)</td>
<td>Finish SAM 10 on Advanced Microsoft Excel - Part 2</td>
</tr>
<tr>
<td>15</td>
<td>Dec. 11</td>
<td>Test 3 (Module 7 - Module 11)</td>
<td>see syllabus</td>
<td>Test (SAM 6 - SAM 10) and University Survey</td>
</tr>
</tbody>
</table>

* If you finish early, you need to notify your instructor (in person)
* For the lab assignments, you need to come during the class time
* Due dates will NOT be extended further!! (advice: don't leave a module until its last day)

Laboratory:
There will be 10 lab assignments cover the above topics. The goal is to illustrate the concepts discussed in the read sections and to give students the opportunity to observe the tasks and practice the tasks.

There is one lab section:
Section 001 – 050 SEL 02:30 PM – 5:00 PM

Course Learning Objectives:
Upon successful completion of this class, the student will be able to:

1. Define basic components of the computer system, both in terms of its hardware and software parts
2. Understand the inner workings of the computer system such as OS operation systems including Window OS, Linux OS, Apple OS
3. Understand basic networking concepts

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4. Use Microsoft Office 2016 applications, such as Word, Excel, PowerPoint
5. Use Internet applications, such as Internet Explorer, Outlook, Web based e-mail client
6. Use WSU library catalog
7. Use other WSU resources, such as Academica, Blackboard, Webmail, people directory
8. Understand Today’s Technologies, such as Cloud computing, mobile device and applications, common communication tools and applications, as well as digital security, ethics and privacy.

**Assessment:**

Midterm Exam 1 (20 Points)  20%
Midterm Exam 2 (20 Points)  20%
Final Exam (20 Points)  20%
Attendance (10 Points)  10%
Labs (30 Points)  30%

**Grading Scale:**

The grades for the course will be based upon the percentages given below

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92%</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 89%</td>
</tr>
<tr>
<td>B</td>
<td>83 - 87%</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82%</td>
</tr>
<tr>
<td>C+</td>
<td>78 - 79%</td>
</tr>
<tr>
<td>C</td>
<td>73 - 77%</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72%</td>
</tr>
<tr>
<td>D+</td>
<td>68 - 69%</td>
</tr>
<tr>
<td>D</td>
<td>63 - 67%</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62%</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59%</td>
</tr>
</tbody>
</table>

**Grading Policies:**

1. Students MUST print or screenshot the final summary training screen verifying its completion. If training does not save on the SAM server, you may need to turn in the printout. Always keep copies for your records. If other problems arise, the instructor MUST be notified immediately -- while a problem is occurring and before a student leaves the lab. No concessions will be given to students who claim they completed something, if these requirements are not met.
2. Assignments MUST be completed by the specified deadline. Any work that is completed after the deadline will not be graded under any circumstances. It would be helpful for you to complete your work on time and not wait until the last minute to complete your assignments.
3. All tests are open-notes. Students may use 2 sheets of paper (front and back) of handwritten notes. Students try to access anything outside of the test window itself (e.g. use a cell phone or notes, open another window, communicate with another student, etc.) will receive a 0 on that test -- repeated offenders will lose the privilege to access course materials, receive an F for the course and a note in their permanent record. Tests are
based on the textbook readings, videos, and any other materials posted under "Modules" on the blackboard. If you have any questions about the concepts covered in the textbook, please see the instructor.

4. If you miss a test due to a valid and documented reason, you need to contact the instructor ASAP but no later than the day the test is given. The instructor will arrange for a test make-up, provided the student meets a burden of proof. The make-up test has to be scheduled no later than two weeks after the original test date. NO FURTHER CONCESSION WILL BE GRANTED. If you miss a test, it is YOUR responsibility to notify the instructor.

**Religious Holidays:**

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

**Student Disabilities Services:**

- If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located in the Adamany Undergraduate Library. The SDS telephone number is 313-577-1851 or 313-202-4216 (Videophone use only). Once your accommodation is in place, someone can meet with you privately to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

- Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student’s accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.

**Academic Dishonesty - Plagiarism and Cheating:**

Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (http://www.doso.wayne.edu/student-conduct-services.html). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.

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*CSC 1000 001*
• **Cheating:** Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student’s test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a "cheat sheet" during an exam.

• **Fabrication:** Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.

• **Plagiarism:** To take and use another’s words or ideas as one’s own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.

• **Other** forms of academic misbehavior include, but are not limited to: (a) unauthorized use of resources, or any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.

**Course Drops and Withdrawals:** In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Pipeline. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: [http://reg.wayne.edu/pdf-policies/students.pdf](http://reg.wayne.edu/pdf-policies/students.pdf)

**Student services:**

- The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit [www.success.wayne.edu](http://www.success.wayne.edu) for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).

- The Writing Center is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit [http://clasweb.clas.wayne.edu/writing](http://clasweb.clas.wayne.edu/writing) to obtain information on tutors, appointments, and the type of help they can provide.

**Class recordings:**

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student’s personal instructional use. Such recordings are not intended for a wider public.
audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

Other issues

• Foods and drinks are not allowed during the lecture or lab hours.
• Cell phones and other two-way communication devices: Students are expected to turn off their devices or turn them to the silent mode when they come to the lecture or to the lab. If a device is used in any way in the lab, you will receive a verbal warning first and then you will be asked to leave immediately.