Catalog Description:
A study of the uses of computers and their effects on society. Text processing, spreadsheets, databases, and Web programming. Does not count for computer science credits toward a minor, or a BS or a BA in computer science.

Prerequisite or co-requisite: none

“Do you know the difference between education and experience?

Education is when you read the fine print. Experience is what you get when you don't.”

— Pete Seeger

TIME: Section .751 12:00p.m. - 01:40p.m. M-F ELA 311

INSTRUCTOR: Becky Reichenau

OFFICE: Comal #210A

OFFICE HOURS: (tentative)
M-Th 03:45 p.m. - 05:00 p.m.

Others by appointment.
(Appointments need not be made during regularly scheduled office hours.)

NOTE: There will also be CS Department lab assistants available in MCS 590 & in DERR 236 during regularly scheduled lab times.

PHONE: 245-3409 (Computer Science Department – Comal 211)

E-MAIL: br02@txstate.edu
(You can expect a reply to your e-mail if you provide the correct reply e-mail address; however, do not depend on responses at night or over the weekend.)

E-MAIL notifications related to this class will be regularly sent to your Texas State e-mail account. If you do not check it on a regular basis, forward your Texas State e-mail to an e-mail account that you do check on a regular basis.

WEB PAGE: http://www.cs.txstate.edu/~br02/  (I will only use TRACS for group e-mails.)

MATERIALS:

- Web-based lecture outlines will be available.
  - These are outlines, NOT complete notes.
  - These outlines are designed to supplement, NOT replace class notes you should be taking during lecture.
  - I strongly suggest you print out the lecture outlines and take notes on these printouts during and after lecture.
For those of you who desire additional support in mastering the course material, consider the tutorials from lynda.com:

*Note:* I suggest you review some of the free screen recordings before deciding to subscribe.

- **Internet/Web-Related Software**
  - Web Browsing via Firefox
  - Filezilla (file transfer software)

- **MS-Office 2016 (Word, Excel, PowerPoint)**

**GRADING POLICY:** (assumes all averages are based on a 100-point scale)

Course Average = (0.60 * Average of 3 Exams) + (0.40 * Daily Assignments/Quizzes)

*Note:* You are required to show your Texas State student (photo) ID to your instructor on exam days. A driver’s license is not adequate. Exam scores will be recorded as zeros until your Texas State student ID is presented.

Major exams will be announced at least 3 days in advance. Actual dates for exams other than the final may be adjusted to benefit the students.

No cell phones, recording/storage retrieval devices, time keeping devices such as watches, Fitbits (or their equivalent) or calculators are allowed during quizzes or exams. A grade of zero will be recorded when any such device is determined to be in a student’s possession during a quiz or major exam. Students are required to remove all head coverings during quizzes or exams.

**Final Exam Schedule:**

C.S.1308.751  02:00 p.m. - 04:30 p.m.  Thursday, August 9

Final exams will be administered only on the day and at the time indicated in the university exam schedule. No exceptions for any reason. Make sure your family and friends are aware of this policy.

**GRADING SCALE:**

Determination of letter grade in the course : 

<table>
<thead>
<tr>
<th>semester average</th>
<th>grade</th>
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<tr>
<td>&gt;= 89</td>
<td>A</td>
</tr>
<tr>
<td>79 &lt;= average &lt; 89</td>
<td>B</td>
</tr>
<tr>
<td>69 &lt;= average &lt; 79</td>
<td>C</td>
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<tr>
<td>59 &lt;= average &lt; 69</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 59</td>
<td>F or U (depending on the circumstance)</td>
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**ACADEMIC OFFENSES:**

All assignments submitted for a grade should reflect the work of the individual student unless otherwise established in writing by your instructor. Violations will be dealt with according to Academic Procedures and Policies as outlined in the Texas State Student Handbook. Go to [http://www.dos.txstate.edu/handbook.html](http://www.dos.txstate.edu/handbook.html), and click on Academic Honor Code to review Academic Offenses and the Penalties for Academic Dishonesty that those procedures listed below may have been updated without your instructor’s express knowledge.

**Academic Honesty Statement**

Learning and teaching take place best in an atmosphere of intellectual freedom and openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education.
ACADEMIC OFFENSES

Students found guilty of academic dishonesty, which includes, but is not limited to, cheating on an examination or other academic work to be submitted, plagiarism, collusion, or abuse of resource materials, are subject to disciplinary action.

DEFINITIONS

02.01 “Academic work” means the preparation of an essay, thesis, report, problem, assignment or other project submitted for purposes of grade determination.

02.02 “Violation of the Honor Code” includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials.

a. In general, but not limited to cheating, “Cheating” means engaging in any of the following activities:

1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, or programs, or from any electronic device or equipment.
2) Using, during a test, printed, audio, or electronic materials not authorized by the person giving the test.
3) Collaborating, without authorization, with another person during an examination or in preparing academic work.
4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an unadministered test or other academic products (i.e., study guides, etc.).
5) Substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work.
6) Bribing or coercing another person to obtain an unadministered test or obtain information about an unadministered test or other academic products.
7) Purchasing or otherwise acquiring and submitting as one's own work any research paper or other assignment prepared by another individual or by a firm. This section does not apply to the word-processing of the rough or final versions of an assignment by a professional service.
8) Submitting the same essay, thesis, report, or other project, without substantial revision or expansion of the work, in an attempt to obtain credit for work submitted in another course.
9) Falsifying data.

b. In general, but not limited to plagiarism, “Plagiarism” means the appropriation of another’s work and the inadequately or inappropriately acknowledged incorporation of that work in one’s own written, oral, visual, or original performative work that is offered for credit.

c. In general, but not limited to collusion, “Collusion” means the unauthorized collaboration with another person in preparing any work offered for credit.

d. In general, but not limited to abuse of resource materials, “Abuse of resource materials” means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course content.

02.03 Following are definitions of persons, with their titles and responsibilities, with jurisdiction over the Honor Code:

a. “Faculty member” means an instructor with the responsibility for teaching a particular academic course, regardless of that person’s academic rank, e.g. associate professor, senior lecturer, lecturer, graduate teaching assistant, or lab assistant.

b. “Student” means any person enrolled in a course, whether a full-time or part-time student, whether for credit or audit, and whether in residence, or by extension or any form of distance education.
c. “Honor Code Council” means a group made up of a minimum of fourteen trained faculty members, two from each college, except the University College and The Graduate College. The Council will include fourteen trained students representing at least five colleges. The Faculty Senate will appoint the faculty representatives to serve three-year renewable terms (with possible reappointment) with two appointees designated as chair and vice chair. On an annual basis, the Associated Student Government (Senate and House) will appoint the student representatives, with approval by the vice president for Student Affairs. The orientation session for the Council will cover the Honor Code policy thoroughly, as well as procedural process. Every member will sign a confidentiality agreement and provide their contact information to the Associate Vice President for Academic Affairs Office for contact purposes.

d. The “Hearing Committee” means a group of representatives from the Honor Code Council that must include an equal number of faculty, excluding the chair or vice chair, and students with a minimum of three each to hear an appeal. A total of seven committee members must attend the hearing with the chair or vice chair serving as the hearing officer and not voting as a member of the Committee. The hearing will follow Roberts Rules of Order. The student appealing the Honor Code violation has the right to waive the requirement to have seven committee members.

02.04 “Academic penalty” means one or more of the following sanctions that the student may receive for academic honesty violations:

a. A requirement to perform additional academic work not required of other students in the course.

b. A reduction to any level of the grade in the course, on an examination, or on other academic work affected by violation of the Honor Code.

c. A requirement to withdraw from the course with a grade of "F" or a "W".

02.05 “Disciplinary penalty” means any penalty a student may receive in a student disciplinary matter pursuant to [The Official Texas State Code of Student Conduct](https://www.tamu.edu/student-affairs/student-conduct/).

### Procedures in Cases of Academic Dishonesty

03.01 The following procedures are outlined in [Attachment II](#).

03.02 When a faculty member reasonably suspects that a student under the faculty member’s supervision has violated the Honor Code, the faculty member will follow these procedures. The faculty member’s proceedings are informal and are not adversarial. The student or faculty member may consult with the Honor Code Council chair regarding the matter or with the associate vice president for Academic Affairs on policy and procedural concerns.

a. Within a reasonable timeframe, the faculty member will contact the student orally or in writing to schedule a meeting to discuss the matter, with other communication arranged for exceptional circumstances. In the case of an online or distance learning course, the faculty may conduct all processes through electronic meetings. The faculty member will explain to the student both the suspected code violation and the evidence that supports the suspicion that the violation occurred. The faculty member may rely on documents, written statements, or other evidence. If the faculty member relies on such evidence, the faculty member must provide the student with copies.

1) After conferring with the student, the faculty member will give the student three business days to respond to the suspected code violation. The student may respond in writing or in person, and may present evidence and witnesses, in a manner determined by the student. However, neither the faculty member nor the student may have legal representation at any meeting. This is an informal process and not an adversarial legal process and any recommendation does not imply a legal finding.

2) If the student fails to respond within three business days, the faculty member may proceed to determine the matter as provided below.
b. The faculty member will consider the evidence and the student’s response and determine whether the student violated the Honor Code. The student will then receive notification of the determination and any resulting academic penalty. The faculty member will also advise the student of the option to accept or reject either the faculty member’s determination or the academic penalty.

1) If the faculty member is convinced the student violated the Honor Code, the faculty member may assess an academic penalty as defined in Section 02.04.
2) In addition to an academic penalty, a faculty member may recommend additional disciplinary action to the dean of Students.
3) Upon a determination of a suspected violation, the faculty member should fill out the Honor Code Review Form (see Attachment III), and shall also:

   (a) note his or her determination and any academic penalty;
   (b) give the student an opportunity to indicate the student’s acceptance or rejection of the faculty member’s decision;
   (c) sign and date the form, and
   (d) immediately deliver the form (electronically preferred) and copies of any evidence to the AVPAA and the student.

03.03 The Council chair will convene a hearing if the student rejects the faculty member’s determination and penalty. Students with previous violations of the Honor Code or a first violation that is egregious in nature (as determined by the Honor Code Council) may be referred to the Dean of Students Office for a disciplinary review.

a. Once the chair is notified that the student rejects the faculty’s determination, the chair will make every effort to schedule the hearing within ten business days. The chair will make exceptions on a case-by-case basis for extenuating circumstances. In the case of an online course or any other distance learning course, all processes may occur through electronic meetings.

b. Prior to the hearing, the Council chair will give the student and faculty member at least five business days’ notice of the reported code violation, make available the supporting evidence, and provide the hearing’s date, time, and place. The student will have the opportunity to respond to the code violation and evidence during the hearing. In addition, the student is allowed to provide evidence to refute the allegation. The student should provide copies of any evidence at least three days prior to the hearing. If there is a “no-show” by the student, the hearing will be held without the student present.

c. When the Hearing Committee reviews an academic penalty, it will ask the faculty member to submit, in writing, the documentation and evidence that supports the suspected offense. The Hearing Committee may request additional materials from either party. The Hearing Committee will consider all materials submitted and make its recommendation as provided in Section 02.04. The committee makes two assessments, whether to find the student guilty of academic dishonesty and whether to uphold the sanction. A tie vote confirms the faculty member’s determination. If there are multiple students challenging the same findings, the Committee will hear each student’s evidence separately and will vote on the evidence separately.

d. After conducting its review, the Hearing Committee will submit its recommendation to the student, faculty member, and the dean of the college where the alleged violation occurred.

e. The Hearing Committee may refer the matter to the Dean of Student’s Office for a disciplinary review.

03.04 The dean of the college where the violation occurred will be provided with all evidentiary materials from the Council chair. The dean has ten business days to review and make a decision. After receiving the dean’s decision, the student or faculty member has five business days to file an appeal to the provost.

03.05 As provided in the Rules and Regulations of the Board of Regents, The Texas State University System (Chapter I, Section 5.36), the vice president for Academic Affairs (provost) or a designee will hear
appeals of academic decisions and will reach a decision within ten business days, with the understanding that additional time may be required to obtain information or counsel pertinent to the decision. Grounds for appeal are limited to allegations that:

a. proper due process procedures were not followed. However, deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless they caused significant prejudice to the student;

b. the penalties assessed are not commensurate with the code violation committed; or

c. the university has violated a right guaranteed to the student by the Constitution or laws of the United States or the State of Texas.

03.06 The provost and vice president for Academic Affairs will render a final decision on the appeal within a reasonable time and will inform all parties of the decision.

NOTE: If any portion of this UPPS conflicts with the Regent’s Rules and Regulations, the latter will prevail.

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COURSE FORMAT:
M-F Lectures (1 hr. 40 min.) / MWF Laboratory (50 min.)
Your lab instructor will be available to assist with assignments based on material covered in lecture. Lecture assignments are to be turned in to your lecture instructor and will be evaluated by a student grader if one can be identified. (In the event that a student grader cannot be found for lecture sections, assigned homework will not be graded.)

COURSE CONTENT: In C.S.1308, you will receive hands-on experience with several software applications, such as a word processor, a spreadsheet application, a database application, a presentation graphics program, plus software designed for web browsing and file transfer.

This is a beginning class with no required prerequisites. Even so, some of you will be familiar with most (or all) of the material from previous experience. Others will have seen little or none of what is covered. Due to the extreme variation in backgrounds of students taking this class, some will find the pace of the course painfully slow while others will have difficulty maintaining the pace. Regardless of your knowledge base, time must be allotted for this course. The precise amount of time required for each assignment will vary for each of you; therefore, it cannot be predicted in advance. However, in addition to your scheduled lab time, some of you may need to set aside as much as two or more hours per day to work on lecture assignments and/or to practice on computer concepts introduced in lecture. If this time is not available to you or your time is limited, you may have trouble completing your assigned work. Do not let yourself fall behind. Many parts of the course are cumulative. Stay current! Read related material in the lecture notes. Practice concepts after they are demonstrated in the lecture section. If possible, start your homework the day it is assigned.

ABSENCE POLICY: Any assignments missed due to absence will result in a grade of zero for the assignment unless your instructor approves a DOCUMENTED excuse. Bring the excuse (an original, not a copy) TO YOUR INSTRUCTOR'S OFFICE Comal 210A; OR leave the excuse (an original, not a copy), along with any missing assignments AND a written explanation, with the secretary of the Computer Science Department Comal 211. Each time you turn in an assignment to Comal 211, it is highly recommended that you send an e-mail to your instructor as well. DO NOT turn in an excuse and/or missed assignment/s during class. DO NOT turn in an excuse and/or missed assignments under your instructor’s office door.

Note: If you want the original documentation returned to you, you must specify that in writing. If no clear indication of your wishes is indicated, the documentation may be destroyed.

NO QUIZZES OR EXAMS MAY BE MADE UP. Unless special arrangements are made with the instructor, when an exam is missed due to an excused absence, the grade earned on the comprehensive final exam will count twice, once as the final exam score and again in place of the missed exam.
Recall that no cell phones, recording/storage retrieval devices, time keeping devices such as watches, Fitbits (or their equivalent) or calculators will be allowed during quizzes or exams. A grade of zero will be recorded when any such device is determined to be in a student’s possession during a quiz or major exam. Students are required to remove all head coverings during quizzes or exams.

ATTENDANCE POLICY: Although attendance is only required on exam days, class attendance is highly recommended; and you will be held responsible for material covered in the lectures. Some of the material covered in lectures may not be readily available elsewhere. You are responsible for obtaining assignments and notes from fellow classmates for any days missed. Obtain the names and phone numbers of several classmates in the event that you are forced to miss a day of class. Daily attendance quizzes will be given over material covered in lecture that day. You must be in attendance for the entire lecture to receive credit.

If you come to class, plan on staying for the entire time unless you inform the instructor in advance that you will be leaving early.

Except where permission is specifically granted, all electronic devices, including computers, cell phones, recording devices, pagers, etc. should be kept out of sight and turned off; or, in the case of cell phones, on vibrate during lecture. Watching someone constantly reading/sending e-mail, checking a Facebook account, tweeting, texting or checking their phone for messages is distracting at best, so do not do it! If you are expecting a ‘contact’ that might fall under the ‘emergency’ category, set your phone, pager, etc. to vibrate, and let your instructor know in advance that you might have to leave the classroom in order to deal with a possible ‘situation’.

Lecture Homework Assignments

LATE POLICY: Assignments should be placed on the central desk AT THE BEGINNING of class on the day they are due. This does not mean fifteen minutes, ten minutes or even five minutes into the lecture. This means at the beginning. Regardless of the deadline set, there will always be people who want it extended. Now that the deadline for full credit has been established, please respect this deadline, and plan accordingly.

ANY assignments submitted after the time class is scheduled to begin are considered late. Such assignments may be turned in any time BEFORE class is dismissed on the due date but will receive a 20% penalty unless accompanied by proper documentation. Unless accompanied by proper documentation, only assignments turned in while class is in session in DERR234 will be accepted. (This policy is NOT designed for students who fail to attend the lecture. Repeat ‘offenders’ will not be allowed to take advantage of this ‘extension’.) Turning in work early is discouraged; however, if it is necessary to do so, bring the assignment, with a note of explanation attached, to the secretary of the Computer Science Department in Comal 211. Remember to have the secretary initial each assignment plus note the date and time that each assignment was turned in, or NO credit will be assigned. (Again, this policy is NOT designed for students who fail to attend the lecture, and the work of repeat ‘offenders’ will no longer be accepted early.) Three strikes (early and/or late), and you’re out!

NO CREDIT WILL BE GIVEN TO ASSIGNMENTS PLACED UNDER THE OFFICE DOOR OF YOUR INSTRUCTOR OR TO ASSIGNMENTS ATTACHED OUTSIDE THE OFFICE DOOR OF YOUR INSTRUCTOR VIA TAPE, TACKS, ETC.

NO OTHER "LATE" ASSIGNMENTS WILL BE ACCEPTED!!!

ALLOW FOR NATURAL DISASTERS! The computer system used may ‘go down,’’ the printer queues may be ‘backed up’ on the day an assignment is due, lab printers might be malfunctioning, the bus might be running late, flash drives may have been left ‘somewhere,’’ etc. These types of events do NOT excuse late work.

GRADED ASSIGNMENTS will typically be returned within three to four days. Check each class meeting for the return of graded assignments. In order to protect your privacy and the privacy of others, graded assignments that are not picked up on the day they were returned in the classroom will be moved to your instructor’s office where they can be retrieved during office hours.
GRADE DISPUTES must be handled in my office and must be discussed within two days of the return of the graded homework. (This means within two days from the date the assignment is returned. It does NOT mean two days from the date you pick up the returned assignment.) Each time an assignment is returned, a message will be sent to your Texas State e-mail account indicating the date of the return and the deadline by which to dispute the grade. This deadline is firm; therefore, be sure to check your Texas State e-mail account on a regular basis! This is a Computer Science class. E-mail is the best way to communicate with you outside of class time. You may show me a problem related to your grade at the front desk in the classroom after a lecture; however, for complete discussion and possible resolution, you must come by the office where all records are readily available. Come prepared with the graded assignment in hand, and be able to access the electronic version of your work from my office.

**KEEP all** graded lecture assignments (especially the electronic copies) until you have received a grade in the course you are willing to live with. This will help argue your case in the event of a grade discrepancy. You will need proof of your work in both an electronic and a graded paper form. *(Without the ability to access the electronic copy of your work from your instructor’s office at the time of your grade dispute, the grade on record stands as is.)*

COMPUTER LABS across campus may not provide the same level of assistance. Your instructor and the C.S.1308 lab instructors are your best resources; but, of course, we are not always available. You can expect the lab assistants in those labs supported by the Computer Science Department (MCSS90 and DERR236) to be able to answer some of your questions, but keep in mind that C.S.1308 is a non-majors class with which many of them are unfamiliar. If there are any other problems in one of our Computer Science Department labs, provide me with the date/time that the problem occurred along with the lab instructor/assistant’s name. (They should be wearing a nametag …if they aren't, ask their name.) We need to try to work out a solution as soon as possible.

Lab assistants in other general access computer laboratories across campus (e.g. labs supported by ITS -- Information Technology Services) are not required to be familiar with C.S.1308 assignments. Therefore, you can only expect them to make sure the computer used and the software needed is working properly. They *might* be able to offer further assistance, but do not expect more of them.

The following is a partial list of these general access computer laboratories (and Computer Science Dept Labs):

- MCS 590 / CS Dept Lab
- DERR 236 / CS Dept Lab (classroom)
- DERR 231 / CS Dept Lab (CS tutoring)
- DERR 114
- McCoy 338
- Library
- ASB 2nd Level, South Wing
- Ag 301
- Jowers 201

**DROP POLICY:** (Refer to the Academic Calendar).
- Automatic “W” deadline and last day to drop a class ends 11:59 p.m. Friday, July 27.
- Last opportunity to withdraw from the University ends 11:59 p.m. Thursday, August 2.
- Students who withdraw from the University after the automatic “W” date will be assigned a "W" or an "F" / "U" based on class performance up to that point in the semester. A "W" will be assigned only if the class average is passing on the day the withdrawal procedure is officially completed.

**Note:** Contact the Registrar’s Office as to the proper procedure to follow in order to successfully complete the drop/withdrawal process. If you decide to withdraw from the University after the automatic “W” date previously mentioned, be sure to check with your instructor prior to completing the withdrawal procedure in order to verify whether you will be assigned a “W”, “F” or “U”. Contact the Registrar if you have any further questions.
It is your responsibility to make sure the drop/withdrawal process is complete. Do not come to me later and say that you "thought" you had dropped but the process did not "go through" expecting me to change a grade of ‘F’ or ‘U’ to a ‘W’. Be sure to check your revised schedule to make sure the course dropped is no longer listed.

**ADA Compliance:** Students with special needs as documented by the Office of Disability Services who require accommodations should identify themselves to the instructor as soon as possible but no later than the 12th class meeting in a long session and no later than the 4th class meeting during a regular summer session. Students with special needs who have not already done so will be required to contact the Office of Disability Services in order to establish accommodations. Every effort will be made to secure the necessary accommodations to facilitate students with special needs/disabilities in order to enhance their performance in the classroom.

**UNCLAIMED WORK:** With the exception of final exams, any graded in-class work, programs, quizzes, and regular exams that are not picked up on or before the last day of class will be shredded before the next academic session begins. Therefore, if you want to claim any of the above, you will need to do so during semester office hours on or before the last day of class.

**Printing Related Course Materials**

- Course Outline & Lecture Outlines (as they are made available)