



LAND ACKNOWLEDGEMENT

The School of Computer Science at the University of Windsor sits on the Traditional Territory of the Three Fires Confederacy of First Nations. We acknowledge that this is the beginning of our journey to understanding the Significance of the history of the Peoples of the Ojibway, the Odawa, and the Pottawatomie.

INSTRUCTOR:

Professor D. Mayo M.B.

E-mail: dmayo@uwindsor.ca
Office Location: Online
Office Hours: Monday 9:00 AM – 11:00 AM EST

Welcome to the course! This credit course is designed for study at a distance/online from the University of Windsor campus and is to be completed within a single 12-week semester. Students and employees today should be prepared to work in an on-line environment. This includes basic computer skills and e-mail skills. You should log in to the Learning Management System, known as Brightspace, on a regular basis. Here is where you will find the course syllabus, course outline, announcements, assignments, discussion groups, lessons, and many on-line resources. This web site also has additional information and will be updated continually throughout the semester. This course also uses the same textbook as the course taught on campus, keeping you in line with the classroom learner.

This semester you will be learning about approximately 60 years of computing and computers, and how they are applied today. As you begin reading through the required course textbook, following the lessons, and completing the assignments, you should maintain a good understanding of the material presented.

I am sure you will enjoy this course and find that what you've learned will be very useful in your future.

Professor D. Mayo
Course Instructor

*The course outline that is available after the end of second week of semester will be deemed correct and official. *

Note: Only email originating from a valid University of Windsor student account will be accepted from students wishing to contact the instructor. Please include your full name, student ID and related course section in your correspondence. Do not spam with multiple or lengthy emails. Should you not receive timely feedback to your inquiries reach out during office hours directly, or in the event of no response contact the CS office at csinfo@uwindsor.ca for support to access the instructor.

TEACHING ASSISTANT(S):

Please refer to Brightspace for the TA/GA contact information and updated office hours.

The teaching assistant(s) will be holding regular weekly office hours dedicated to help students. It is highly recommended that you take advantage of this resource by seeking interactive assistance towards understanding the course materials and guidance for completing the homework. Graders are also accessible to review your graded work and help make corrections or fix grading errors.

If you are facing difficulties in the course, please contact the instructor or the teaching assistant(s). You are expected to spend sufficient time to complete all the readings and the assigned work.

If you are not able to get hold of the teaching assistant(s) during posted office hours, or do not get timely response from them, please report the matter promptly to the course instructor with the situation details.

If you identify an exceptional assistant who goes above and beyond, please inform the instructor, and consider nominating the person for related university/faculty awards for their commitment.

The School of Computer Science provides free tutoring services.
Undergraduate Students https://tutor.myweb.cs.uwindsor.ca/
MAC Students https://mactutor.myweb.cs.uwindsor.ca/

PRE-REQUISITES:

ACADEMIC: None.

COMPUTER: Your computer must meet these requirements:

- You will need a personal computer (desktop or laptop) with access to the Internet (use of a company computer may prevent you from fulfilling the course requirements). Students with Chromebooks may have difficulties in meeting the requirements for the class (not recommended).
- The computer must use the Windows operating system or the MAC operating system.
- Installed on your computer must be the following software programs:
 - Google Chrome or Mozilla Firefox are the recommended web browsers.
 - Microsoft Office 365 software. This is available to students from the University.
- If you want to print any of the online course materials, you will need access to a printer.

No student is allowed to take a course more than two times without permission from the Dean.

LECTURES/LABS:

See Lessons in Brightspace. No labs.

COURSE DESCRIPTION*:

Introduction to the concepts of operation of a computer system, including hardware and software. Development of conceptual understanding of word processors, databases, spreadsheets, etc., and practical experience with their use. Networking concepts and data communication concepts will be introduced. The Internet will be introduced with students having access to internet resources. Management information systems including the systems development life cycle will be discussed. Fundamental concepts of algorithm development and programming will be introduced. Hands-on experience with microcomputers as well as a distributed-computing environment will be involved. In addition to lecture time, laboratory/tutorial time may be scheduled as required. (May not be used to fulfill the major requirements of any major or joint major in Computer Science.) (Prerequisite: none)

**This description is from the official senate-approved calendar*

(source: <https://ctl2.uwindsor.ca/cuma/public/courses/pdf/b8e5151e-246b-494c-a358-a8668a0e2d9a>)

LEARNING OUTCOMES:

At the end of the course, the successful student will know and be able to:

- Describe the components of a computerized system and the interactions between these components in supporting end-users.
- Describe the capabilities of the Internet and computerized networks, and use them effectively to find, send, and receive information.
- Use a productivity suite of applications, including presentation tools, database tools, spreadsheet tools, and word processing tools.
- Create objects in one application and then link or embed them in a second application to manage and complete projects.
- Appropriately use and apply productivity software to demonstrate their knowledge and skills for the purpose of effectively managing and completing projects.

Note: Students are strongly encouraged in participating in the course development and update process. Please feel free to make recommendations for changes of the Learning Outcomes, Course Description, and Course Topics to the instructor or the program chair.

REQUIRED TEXTBOOK:

This course requires the following textbook:

- *Computing Essentials 2023, Making IT Work for You*
ISBN: 978-1-265-26321-8.
OR E-Book ISBN: 978-1-265-84157-7
- *Campus Bookstore:* <https://www.uwindsor.ca/bookstore/>
- *Leddy Library:* <https://leddy.uwindsor.ca/>

COURSE EVALUATION:

Assessment of students taking COMP1047-91 consists of various components. They will be weighted as follows in the calculation of the final grade. ***All assignments must be submitted in Brightspace (or a grade of zero will be given) and in the format required (file type).*** Other file formats will not be accepted and will receive a mark of zero.

There will be eight (8) individual assignments and two (2) online examinations.

Completed individual assignments must be handed in Brightspace on the day on which they are due or within the “grace” period. As this is an online course which is open 24 hours a day, 7 days a week there should be no excuse except for hospitalization (more than 2 days) or a death in the family. There will be a 48-hour grace period for late assignments due to submission problems. The “grace” period is not a time to start the assignment, but for submission problems. Medical exemptions must use the **UWindsor Student Medical Certificate** found in the Course Overview. Any documentation must be submitted directly to the instructor, or the IT Program Secretary, School of Computer Science (LT 5114).

Assignments not submitted in Brightspace will be assigned a grade of zero. You will only get 1 attempt to submit.

Please be careful when submitting assignments and be sure your assignment is complete.

Assignment #	Activity Description	%
1	Introduction	5%
2	Software	10%
3	Spreadsheet Software	15%
4	Presentation Software	5%
5	Hardware	5%
6	Number Systems	10%
7	Digital Sound/Graphics	10%
8	Information Systems	10%
Total Assignment:		70%
Mid-term Exam	Check Brightspace QUIZZES	15%
Final Exam	Check Brightspace QUIZZES	15%
Total Exam:		30%

The mid-term examination must be taken on the day provided and within the time frame provided. The exam will be done online using Brightspace. If the mid-term examination is missed a mark of zero will be given. Medical exemptions must use the **UWindsor Student Medical Certificate** found in the Course Overview. Any documentation must be submitted directly to the instructor, or the IT Program Secretary, School of Computer Science (LT 5114).

Please check BRIGHTSPACE to confirm the date and time of your mid-term exam.

The final examination must be taken on the day provided and within the time frame provided. The exam will be done online using Brightspace. If the final exam is missed for valid medical or emergency reason (proof needed), the student is allowed to write a makeup final exam on the alternate exam date provided by the Registrar’s office, otherwise a mark of zero will be given. Medical exemptions must use the **UWindsor Student Medical Certificate** found in the Course Overview. Any documentation must be submitted directly to the instructor, or the IT Program Secretary, School of Computer Science (LT 5114).

Please check the UWINSITE STUDENT to confirm the date and time of your final exam.

You must be available to write the exams on the dates and times provided, no exceptions.

**COURSE
SCHEDULE:**

Topics

Lesson 1: *Computing Essentials 2023, Making IT Work for You* – Chapter 1, Chapter 2

Lesson 2: *Computing Essentials 2023, Making IT Work for You* – Chapter 3

Lesson 3: *Spreadsheet and Presentation Software* – Chapter 3

Lesson 4: *Computing Essentials 2023, Making IT Work for You* – Chapter 4

Lesson 5: *Computing Essentials 2023, Making IT Work for You* – Chapter 5

Lesson 6: *Computing Essentials 2023, Making IT Work for You* – Chapter 6, Chapter 7

Lesson 7: Mid-term Examination

Lesson 8: *Computing Essentials 2023, Making IT Work for You* – Chapter 8

Lesson 9: *Computing Essentials 2023, Making IT Work for You* – Chapter 9, Chapter 10

Lesson 10: *Computing Essentials 2023, Making IT Work for You* – Chapter 12

Lesson 11: *Computing Essentials 2023, Making IT Work for You* – Chapter 11

Lesson 12: *Computing Essentials 2023, Making IT Work for You* – Chapter 13

(The instructor reserves the right to change the outline to accommodate student pace and understanding of the subject matter.)

**Note: Students are advised that the schedule and topics described above are tentative and that the material and/or depth and order of presentation are subject to change at the discretion of the instructor and student pace.*

This course assumes the student will allocate a significant amount of independent study and time spent on reading and researching materials as needed. You are strongly encouraged to ensure sufficient time needed to succeed in this course.

IMPORTANT DATES:

FALL 2024

September 5 – First day of classes

September 18 – Last day for late registration and change of courses

October 3 – Financial Drop Date

October 12 - 20 – Reading Week

October 14 – Thanksgiving Day: University Closed

November 13 – Last Day to Voluntarily Withdraw

December 4 – Last day of classes

December 7 - 18 – Final Exam Period

December 19 – Alternate Exam Day

RESOURCES:

The course website is on <https://brightspace.uwindsor.ca/>
Please check it frequently for announcements and other useful information.

GRADING:

A numeric grade on a scale of 0 to 100 will be assigned (rounded integer).

Passing grade:

A minimum grade of 50% is required to pass this course (70% for grad courses). Your individual program may have higher requirements to maintain good standing; please consult your program requirements and plan accordingly. If you are registered in a course and do not attend or participate or write any evaluations will be assigned a grade of NR (No report). You must withdraw from the course if you do not wish to attend it; not showing up does not constitute withdrawal and will impact your academic record.

Voluntary withdrawal (dropping the course):

You may drop a course within the first 2 weeks add/drop period (1 week in case of 6-week courses) without it showing up on your academic record. Please check with the Registrar's office calendar on the important dates for withdrawing voluntarily from a course after the add/drop period should you feel you need to withdraw. It is strongly recommended that you seek academic advice from your instructor or an academic advisor prior to withdrawing from courses.

Absences due to medical or other extenuating circumstances:

Medical leaves, illness, death (in the family), and other difficult circumstances as determined in bylaw 54 are at times unavoidable and would interrupt your academic career. You must report any issues to the instructor as soon as possible prior to considering any academic accommodations. The instructor reserves the right to determine if an accommodation is merited and the nature of the accommodation related to the course evaluation. All requests for alternate considerations on medical grounds or other difficult matters must be made in writing (email) to the instructor along with supporting documents prior to the end of the course. No alternate accommodations will be considered after the end of the course.

Makeup and missed assessment policy:

If you miss a test, assignment, or other assessment in the course you will receive a zero mark for the missed work. If you wish to have alternate considerations due to a valid reason (as per senate bylaw 54) you must inform the instructor in writing (email) as soon as possible, preferably before the assessment, and not later than seven calendar days. Considerations for any make-up or late submissions will be done on a case-by-case basis on compassionate grounds while maintaining fairness as much as possible. No alternate considerations will be given to any missed assessment if the instructor is not informed within seven calendar days after its due date. The instructor will refuse any unsubstantiated and late requests.

Grade appeal:

Informal reviews and appeals of the marks for assignments, midterm, exams and/or projects will be considered only if requested within 10 days after the release of the corresponding grades. After the 10-day period students will have to submit a formal appeal if they wish within 6 weeks. See Senate Bylaws 54 (Undergraduate Students) and Senate Bylaws 55 (Graduate Students) for more details on appealing about grades.

Other Notes:

1.A. Undergraduate Students: (Please review Bylaw 54) The last seven calendar days prior to, and including, the last day of classes are free from any procedures for which a mark will be assigned. (Extensions on compassionate grounds are excluded). (In the case six weeks courses, the last three calendar days before the start of the examination period are free from any assessment procedures).

1.B. Unannounced quizzes/graded activities will not exceed 5% of the final grade.

1.C. Participation marks in online courses will not exceed 20% of the final grade.

2. The final exam schedule is announced by the Registrar's office, normally after the add/drop period, and students are expected to be available for the entire exam period and not make any prior travel plans, vacations, or other commitments until after the exam dates are announced. No alternate exams accommodations will be made on those grounds.

3. No forms of assessment shall be scheduled or made-due on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.

SPTS:

The Student Perceptions of Teaching (SPTs) forms will be administered in the last two weeks of classes for courses 12-24 weeks in duration, in the last week of classes for courses 6-11 weeks in duration, or in the last two days of classes for courses of 5 or fewer weeks in duration. Students should be provided with up to 15 minutes at the beginning of a class to complete the SPTs online. [Senate Policy](#)

SUPPORT CONTACTS:

The School of Computer Science has a team of support staff and access to student academic advisors to assist you through any inquiries you may have about our courses and programs. Please use one of the following emails:

For CompSci undergraduate programs and advising, including IT certificate: csinfo@uwindsor.ca

For CS Tutors (free tutoring support for all CS undergrad courses): <http://tutor.cs.uwindsor.ca/>

For Computer Science Society: <https://css.uwindsor.ca/>

For CompSci graduate programs (MSc, MSc-AI stream, and PhD): csgradinfo@uwindsor.ca

For CompSci professional graduate programs (MAC/MAC-AI stream): macprogram@uwindsor.ca

For the office of the Director of the School of Computer Science: csdir@uwindsor.ca

For CompSci technical support: <https://help.cs.uwindsor.ca/>

For International Student Centre: <https://www.uwindsor.ca/international-student-centre/>

For Student Accessibility Services: <https://www.uwindsor.ca/studentaccessibility/>

For other general inquiries: <https://ask.uwindsor.ca/>

For student counselling services (ext. 4616): <https://www.uwindsor.ca/studentcounselling/>

For student health services (ext. 7002): <https://www.uwindsor.ca/studenthealthservices/>

For student Peer Support Centre (ext. 4551): <https://www.uwindsor.ca/studentexperience/wellness/>

For USci Faculty of Science student support network: <https://www.uwindsor.ca/science/usci/>

[Good2Talk](#) provides free, 24/7 single-session professional counselling and referral by phone to post-secondary students in Ontario. Services are provided in English and French, with translation services available in 100+ languages.

- Call: 1-866-925-5454 (reach professional counsellors)
- Text: GOOD2TALKON to 686868 (reach trained volunteers)

**STUDENT
ACCOMMODATIONS:**

Students with disability:

Students who require academic accommodations in this course due to a documented disability must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with SAS, you must present your Letter of Accommodation and discuss your needs with the course instructor as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to SAS are available on their website:

- <http://www.uwindsor.ca/studentaccessibility/>

Exam conflicts:

If you have a conflict with two exams at the same time, you will need to talk to both instructors and ask which one is willing to move your exam to a different day or time.

If you have a conflict with examinations due to the following reasons, view the [Office of Registrar Alternative Final Exam Policy](#):

- Conflict with religious conviction during the regularly scheduled time slot.
- Three or more final examinations in a 24-hour period.

Religious Observances:

Requests for accommodation of specific religious or spiritual observance must be presented to the instructor no later than 2 weeks prior to the conflict in question (in the case of final examinations within two weeks of the release of the examination schedule). In extenuating circumstances, this deadline may be extended. If the dates are not known well in advance because they are linked to other conditions, requests should be submitted as soon as possible in advance of the required observance. Timely requests will prevent difficulties in arranging constructive accommodations.

[religious_accommodation_for_students.01mar2013.web_ver.pdf \(uwindsor.ca\)](#)

**PRIVACY AND
COPYRIGHTS:**

Content confidentiality:

Lectures, examinations, quizzes, assignments, and projects given in this course are protected by copyright. Reproduction or dissemination of examinations or the contents or format of examinations/quizzes in any manner whatsoever (e.g., sharing content with other students or websites), without the express permission of the instructor, is strictly prohibited. Students who violate this rule or engage in any other form of academic dishonesty will be subject to disciplinary action under [Senate Bylaw 31](#): Student Affairs and Integrity.

Recording of lectures:

Lectures and discussions can be recorded by requesting explicit permission from the instructor. Students planning to do so shall send a request (via email is sufficient) before the lecture is delivered. Students, however, are not allowed to post or share any recorded material to any other individual or party outside of this course.

See [Senate Policy on recording lectures](#).

**SAFETY, ACADEMIC
INTEGRITY, AND
NON-ACADEMIC
MISCONDUCT:**

Equity, Diversity, and Inclusiveness (EDI)

This course, along with all its components such as lab sections are, without question, safe places for students of all races, genders, sexes, ages, sexual orientations, religions, disabilities, and socioeconomic statuses. Disrespectful attitude, sarcastic comments, offensive language, or language that could be translated as offensive and/or marginalize anyone are unacceptable. Immediate actions will be taken by the instructor to protect the safety and comfort of the students. An ethnically rich and diverse multi-cultural world should be celebrated in the classroom. The instructor, too, must treat every student equally and with the respect and compassion that all students deserve. Furthermore, UWindsor is committed to combating sexual misconduct. All members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the [Sexual Misconduct Response & Prevention Office](#) so that the victim may be provided appropriate resources and support options.

- <https://www.uwindsor.ca/sexual-assault/>
- For police/ambulance emergency call 911 (in Canada)
- For campus police call 519-253-3000 ext. 4444 for emergency, and 1234 for non-emergency issues.

Academic Integrity

Please refer to: <https://www.uwindsor.ca/academic-integrity/>

As defined in the University of Windsor's [Student Code of Conduct](#), plagiarism is the act of copying, reproducing or paraphrasing significant portions of one's own work, or someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement, representing these as new or as one's own.

Tips and resources to help you prevent plagiarism:

https://www.uwindsor.ca/academic-integrity/sites/uwindsor.ca/academic-integrity/files/tips_for_preventing_plagiarism.pdf

The instructor will put a great deal of effort into helping students to understand and learn the material in the course. However, the instructor will not tolerate any form of cheating. The instructor will report any suspicion of academic integrity to the Director of the School of Computer Science. If sufficient evidence is available, the Director will begin a formal process according to the University Senate Bylaws which will lead to more review, a strict punishment if convicted, and a note on your permanent student record.

The following behaviours will be regarded as cheating:

- *Copying assignments or quizzes or presenting someone else's work as your own.*
- *Allowing another student to copy an assignment/project from you and present it as their own work; protect your own work and never share it with anyone!*
- *Copying from another student or any other unauthorized source during a test or exam.*
- *Falsifying your identity during the exam or having someone else assist or complete your assessment.*
- *Referring to notes, textbooks, and any unauthorized sources during a test or exam (unless otherwise stated).*
- *Speaking or communicating without permission during a test or exam.*
- *Not sitting at the pre-assigned seat during a test or exam.*
- *Communicating with another student in any way during a test or exam.*
- *Having unauthorized access to the exam/test paper prior to the exam/test.*
- *Explicitly asking a proctor for the answer to a question during an exam/test.*
- *Modifying answers after they have been marked.*
- *Any other behaviour which attempts unfairly to give you some advantage over other students during the grade-assessment process.*
- *Refusing to obey the instructions of the officer in charge of an examination.*

The list given above is not exhaustive. More examples are given in Appendix A, [Senate Bylaws 31](#) – Complete guidelines and procedures on the sanctions imposed by the university are also listed in Table A.1 of the [Senate Bylaws 31](#)

In this course any assessment that is deemed plagiarized or in violation of the academic integrity policy will NOT BE GRADED and receive a grade of ZERO unless a different ruling is provided by the adjudication committee formally reviewing the case.

Examples of sanctioning include: (from Table A.1 in Appendix A of Bylaw 31)

For first offence: mark reduction up to zero, censure 6-12 months; and for subsequent offence: suspension 4-24 months, censure up until graduation.

Plagiarism detection software:

Plagiarism-detection software *SafeAssign* will be used for all student assignments in this course. You will be advised how to submit your assignments. Note that students' assignments that are submitted to the plagiarism-detection software become part of the institutional database. This assists in protecting your intellectual property. However, you also have the right to request that your assignment(s) not be run through the student assignments database. If you choose to do so, that request must be communicated to the course instructor in writing at the beginning of the course. The instructor reserves the right to choose another plagiarism detection software and students would be notified of this once it is put in use.

Use of Generative AI (Artificial Intelligence) tools is prohibited:

In this course, use of any generative AI system (including, but not limited to ChatGPT, Claude, Jenni, Github Co-pilot, DaLL-E, and Midjourney) is considered an unauthorized aid that may provide an unearned advantage, and therefore may not be used in the creation of work submitted for grades or as part of any assignment in this class. Use of generative AI systems in graded assignments for this course is considered academic misconduct and may be subject to discipline under Bylaw 31: Academic Integrity.