

# Laptop Syllabus – Fall 2009 (Sections 002 - 055)

## General Information

E115 is a one-hour, credit only course that seeks to teach you how to use the computing environment available to you in the NC State College of Engineering and how to use your own computer within the context of this environment. The results of your time spent in E115 will be only as good as the effort you put into it. It is your responsibility to come to every class, read assigned materials, complete assignments on time, check your email frequently for class information and updates and treat your instructor and fellow students with professional respect at all times. If you put in time outside of class practicing skills learned in class and in lab, you will find the material easier to master.

Your E115 instructor(s) will strive to meet you where you are with respect to computer skills. We work to be accessible for help and will maintain a professional environment in and outside of the classroom.

From time to time, information as reflected by this syllabus may change. Students will be notified in class and via email.

## Student Learning Outcomes

Upon satisfactory completion of the course, students will:

- Maintain and operate their laptop computer
- Complete course assignments using the EOS file system
- Identify central tenets of professional and ethical use of computers
- Send and receive email and use other campus computing services
- Use spreadsheets to solve engineering problems
- Identify Human Computer Interface rules and how they may affect engineering problem solving

## Textbook

Online textbook available for free: <http://www.eos.ncsu.edu/e115/>  
Guide to EOS and Unity Computing, Dr. Ellen McDaniel, 2008-2009. (Optional)

## Grading

<u>Type</u>	<u>Percent</u>
Attendance	10%
In-Class Exercises	25%
Homework	20%
Project	15%
Final Exam	30%

E115 is a credit only course. To receive credit for the course, students must complete a project AND earn an average grade of at least 75%.

**Schedule**

<u>Date</u>	<u>Topic</u>	<u>Details</u>
Week 1 ____ / ____	Introduction to E115	<ul style="list-style-type: none"> <li>• NCSU Computing Accounts</li> <li>• Ethics and Professionalism</li> <li>• Nomad Wireless</li> <li>• Email/SPAM</li> <li>• Backups</li> <li>• Antivirus/Spyware</li> <li>• Operating System Updates</li> <li>• Printing</li> <li>• Submitting</li> </ul>
Week 2 ____ / ____	Remote Access & Networking	<ul style="list-style-type: none"> <li>• Network File Space Access</li> <li>• Application Access</li> <li>• Networks</li> </ul>
Week 3 ____ / ____	Introduction to the NCSU File System	<ul style="list-style-type: none"> <li>• Understanding file hierarchy</li> <li>• What constitutes a file?</li> <li>• Basic file manipulation commands</li> </ul>
Week 4 ____ / ____	Using the NCSU File System	<ul style="list-style-type: none"> <li>• File manipulation commands (cont.)</li> <li>• Network File System Backups</li> </ul>
Week 5 ____ / ____	Computer Hardware	<ul style="list-style-type: none"> <li>• Anatomy of a Computer</li> <li>• Device Drivers</li> </ul>
Week 6 ____ / ____	Excel Spreadsheets	<ul style="list-style-type: none"> <li>• Spreadsheet Layout</li> <li>• Formatting</li> <li>• Basic Formulas</li> <li>• Concept of a Variable</li> </ul>
Week 7 ____ / ____	Excel Spreadsheets (cont.)	<ul style="list-style-type: none"> <li>• Organization of Data</li> <li>• Conditional Logic</li> <li>• Graphing</li> </ul>
Week 8 ____ / ____	Web Page Development	<ul style="list-style-type: none"> <li>• Preparing NCSU file space</li> <li>• Basic XHTML Tags</li> </ul>
Week 9 ____ / ____	Web Page Development (cont.)	<ul style="list-style-type: none"> <li>• Visual Styling of web pages</li> </ul>
Week 10 ____ / ____	In Class Project Work Day	
Week 11 ____ / ____	Review	
<b>Week 12</b> ____ / ____	<b>Final Exam</b>	

There will be no class the following weeks: 9/7 – 9/11 (Labor Day), 10/5 – 10/9 (Fall Break) and 11/23 – 11/27 (Thanksgiving).

## **Attendance & Late Work**

Attendance in this, and every other first year course, is mandatory. All students must remain for the entire class to receive credit. Assignments may be given and completed in class. Excused absences are allowed as per NC State Academic Policy on Attendance Regulations. Documentation for excused absences must be received within one week of the absence and/or the student's return to class. Except by arrangement with the instructor, homework that was due on the day of an absence must be turned-in on the first day back to class. Any in-class assignments missed due to an excused absence will be accepted within a one-week period from when the assignment was missed. These assignments will be assessed no penalty if turned-in within this period. Otherwise, no make-ups will be allowed.

Work is considered late after class has begun on the date it is due. Late work will be accepted within 10 days of the original due date, at a reduced grade of 10% per day. The only exception would be in accordance with the excused absence policy stated above. After 10 days past the due date, an assignment will not be accepted.

Further information regarding University excused absences may be found at:  
[http://www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.4.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.4.php)

## **Disability Accommodations**

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with Disability Services for Students at 1900 Student Health Center, Campus Box 7509, 515-7653. For more information on NC State's policy on working with students with disabilities, please see:  
[http://www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.28.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.28.php)

## **Academic Integrity**

Engineering is a well-respected profession. As a beginning engineer, you are expected to behave in a professional manner. North Carolina State University takes very seriously Academic Integrity and has outlined appropriate codes of student conduct, which may be found at: [http://www.ncsu.edu/policies/student\\_services/student\\_conduct/POL445.00.1.htm](http://www.ncsu.edu/policies/student_services/student_conduct/POL445.00.1.htm)

All work that you turn in for grading must be an independent and individual creation by you. Any attempt to gain an unfair advantage in grading, whether for yourself or another student, is a breach of academic integrity and will be reported to the Office of Student Conduct. Your signature on each test or assignment means you neither gave nor received unauthorized aid on that test or assignment.

Many cases of cheating occur because students wait too late to begin an assignment and are forced to find alternative means to turn an assignment in on time. You are always better off turning in an assignment late or not at all than cheating to meet the deadline.

Penalties for cheating can be as severe as suspension from the university. Students who are found cheating on an assignment or test will receive a grade of -100% (negative 100 percent) for that assignment or test. In addition, the cheating incident will be reported to the Office of Student Conduct and the incident will be recorded on your student record. Turning in an assignment that was completed in part or in whole by another student or previous student is cheating!

## **Examples of Cheating**

Some examples of behaviors that constitute cheating are as follows.

- It is cheating to give any student access to any of your work, which you completed, for class assignments. Your campus account is for your use alone.
- It is cheating to use another person's work, either an assignment or a test, and claim that it is your own. In all cases, you are expected to complete an assignment on your own.
- It is cheating to attempt to interfere with other students' use of computing facilities or to circumvent system security.

- It is cheating to mail copies of your work to another student, to use ftp to get another student's work, or to put your work out for others to obtain via the World Wide Web or other bulletin board type services.
- It is cheating to give another student access to your directories and/or the password to your account.
- It is cheating for you and another student to work on the same file to turn in for an assignment. You may not work in conjunction with other students on the EOS system or on home computing system files to be ported to EOS.

### Protecting Yourself

You can protect yourself from having your work and ideas stolen.

- Do not leave your papers out when you are away from your workstation.
- Ensure you have fully logged out of WolfCall when you finish using a university owned Windows based PC.
- Ensure you have fully logged out of any campus workstation when you are away from the workstation.
- Do not dispose of important papers related to your assignment in trash cans or recycle bins at the computing center until after the graded assignment has been returned.
- Do not give out your password or leave yourself logged on.
- Make sure your own personal computer is password protected.
- Consider saving files on a USB thumb drive and keeping that drive with you or put away in case you allow others to use your personal computer. This will keep them from finding work on your personal computer.
- Do not give other users access to your directories and do not mail copies of your work to others.
- Keep copies of your final and intermediate work for all assignments until after you receive your grade.
- Keep your graded assignments until after you receive your final grade in the course.