Course Outline and Syllabus

Course: EECS 1520 3.0   **Term:** Winter 2024 **Sections:** M, N, O, P, Q
Course Webpage: **eclass.yorku.ca/course/view.php?id=112764**

An introduction to the use of computers focusing on concepts of computer technology and organization (hardware and software) and the use of applications such as spreadsheets and information retrieval tools for problem solving. This course is designed for students who are not engineering or computer science majors. Students who plan to major in engineering or computer science are advised to take LE/EECS 1011 3.00, LE/EECS 1012 3.00, or LE/EECS 1015 3.00, respectively.

Course Credit Exclusions: LE/CSE 1520 3.00, AK/AS/SC/CSE 1520 3.00. **Note:** This course is not open to any student who has passed or is taking LE/EECS 1020 3.00, LE/CSE 1020 3.00, AK/AS/SC/CSE 1020 3.00, LE/EECS 1021 3.00, LE/EECS 1022 3.00.

Course Coordinator: Hui Wang (hui.wang@yorku.ca)

Sec	Lecture Time and location	Instructor	Email	Office hours
M	MW 13:00-14:30 LAS B	Onoise Gerald Kio	ogkio@yorku.ca	posted on eClass
N	T 19:00-22:00 LAS A	Onoise Gerald Kio	ogkio@yorku.ca	posted on eClass
O	MW 11:30-13:00 SLH D (Mon) VH B (Wed)	Hui Wang	hui.wang@yorku.ca	posted on eClass
P	MW 17:30-19:00 VH A (Mon) ACW 206 (Wed)	Reza Soltani	rts@cse.yorku.ca	posted on eClass
Q	MWF 14:30-15:30 VH B (Mon, Wed), LAS A (Fri)	Elli Gkouti	gkoutiel@yorku.ca	posted on eClass

Main Topics

Theory
1. Introduction and history of computing
2. Digital data representation (e.g., numbers, text, images)
3. Computer organization (e.g., gates and circuits, CPU, memory, storage)
4. System administration (e.g., operating systems, file systems)
5. WWW and webpages

Practice
1. Spreadsheet design and creation
2. Document design and creation
3. Presentation design and creation
4. Image manipulation
5. Audio manipulation
6. Webpage design and creation

Learning Objectives for the Course

By the end of the course, the students will be able to:

- Create a spreadsheet workbook to calculate, model, and/or visualize data
- Demonstrate the ability to edit digital images using freely available tools
- Describe how information is stored digitally in a computer, risks and counter measures
- Identify computer hardware/software components and their purposes
- Describe computer networking devices and their roles, threats and counter measures

Recommended (but not required) Course Text

- *Computer Science Illuminated* by Nell Dale and John Lewis (5th edition and later)
- *Understanding the Digital World: What You Need to Know about Computers, the Internet, Privacy, and Security* by Brian W. Kernighan
- *D is for Digital: What a well-informed person should know about computers and communications* by Brian W. Kernighan

Note that "Understanding the Digital World" is the 2nd edition of "D is for Digital". There is little difference between them. Additional readings may be assigned or recommended during the course.

Assessments and Evaluation[1]

The final grade of the course will be based on the assessment items below, using the weights indicated. **No "extra credit" assignments will be provided**. In order to be fair and consistent with regards to the entire class, individual grades are not negotiable. Furthermore, marks for assignments and tests will not be "rounded" or "bell-curved".

Assessment items	Tentative due dates (exact date on eClass)	Weight, %
8 Assignments	Jan - Apr	28%
2 Tests (in-person, closed book,)	Test 1: week 7 Test 2: week 11	32%
Final exam (in-person, closed)	Scheduled by university	40%

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[1] Subject to minor adjustments if necessary due to lecture progress

Note that there are 8 assignments each is due at 23:00 on the due date (**deadlines will not be extended**, plan ahead). In calculating your grades, we omit the one in which your grade is the worst. Also, there are 2 tests; you will write them in class.

Missed assignment: You won't lose any mark if you missed one assignment -- in calculating your grades we omit the one in which your grade is the worst. This is done automatically. No need to notify the instructors. Note that there are no accommodation on assignments and no make up assignments.

Missed tests: If you miss a test due to any reason beyond your control (such as illness, accident, religion, loss of family member, etc.), you should upload in eClass a properly completed Special Consideration Form. Please note there is a deadline to upload such forms and the deadline depends on the date of the original assessment – normally one week of that date. Check the deadline in eClass. Also note that for medical and non-medical reasons, we reserve the right to ask for supporting document. Upon approval, the weight of the missed test will be transferred to your final exam (i.e., your grade in the missing test will be calculated based on your grade on the final exam). Also, it is deemed very unusual that one missed both the two tests. That is, normally only one missed test can be transferred. If missed two tests for extraordinary cases, students need to go through petition process via your home department.

Missed final exam: The Department of Electrical Engineering and Computer Science has determined that Deferred Examinations for the department's courses will be held during the last two days of the exam period of the same term. Students who are unable to write their final exam at the original schedule for any reasons beyond their control –such as illness, family emergencies, or religious observance, etc.— may formally request to write a 1st deferred exam. Students should send an email to *eecs-ug@yorku.ca* as soon as they can with a supporting documents to request a deferred on the last two days of the exam period. If the request is approved, the student should write the deferred exam during one of the last two days of the final exam period of the same term as determined by the department.
If a student is unable to write the approved 1st deferred exam due to any reasons beyond their control, they can submit a 2nd request to participate in another deferred exam. You will need to petition for the 2nd deferred exam. The 2nd deferred exams are scheduled during the exam period of the following term. Note that any deferred exam beyond the 1st one may be designed by a different course director. However, the exam once written will be sent to the original course director to be possibly adjusted and graded at their discretion. Requests for writing the 2nd deferred exams should also be sent to *eecs-ug@yorku.ca* with supporting documents.
Any questions or special requests on deferred exams should be directed to *eecs-ug@yorku.ca* as well. The deadline to request a deferred exam is 5 business days after the final exam.
Please note that requests for deferred standing must be submitted within certain timelines. For religious observance, the deadline is 21 days before the exam date. For illness and other reasons, the deadline for submitting the request is as soon as possible and no later than 5 business days after the exam date. Any petition, such as writing a 2nd deferred exam or missing a deadline, should be submitted immediately. Note that petitions may not be successful.
You can find more details on the following webpage.
https://us5.campaign-archive.com/?u=31bb3e6e869bcb85031d2506b&id=d2b59d5b0b

Grading: The final grade for the course is obtained by combining the scores of the assessments and converting this total to a letter grade according to the following table. Final course grades may be adjusted to conform to Department or Faculty grades distribution profiles.

≥ 90	≥ 80	≥ 75	≥ 70	≥ 65	≥ 60	≥ 55	≥ 50	≥ 40	< 40
A+	A	B+	B	C+	C	D+	D	E	F

Email Policies

- Unless it's a personal matter, you should NOT use email for posing your questions or comments. Use the **discussion forum** on eClass instead.
- When emailing us, only use your York email account. We may not see/reply your email if it's sent via other accounts (such as Yahoo, Hotmail, Gmail, etc.)
- Include "EECS1520" and a brief indication of the topic in the subject line. In addition, include your formal name, Passport York username, and student number in the body of your email. This is necessary to access your course materials. Also include any additional information that is pertinent to the topic of your email.
- For questions regarding course material and concepts, email your **course instructor**. We highly encourage you to ask questions in lecture, during office hours, and use the eClass discussion forum, before emailing the course instructor.
- For all administrative matters (e.g., missing a test) you should follow the corresponding links in the eClass page within the deadlines. Email to the **course coordinator** should be used as a last resort, only for circumstances that are not already facilitated in eClass. For academic integrity and administrative fairness, we should not make any exception--beyond the policies stated in this document-- if you miss a test or an assignment deadline.
- Due to large class size, it may take 2-5 days for the instructors to reply emails.
- To save yourself time, do not ask a question the answer to which is in the Course Outline and Syllabus or in the forum. Search these documents instead.
- For guides on writing professional emails, **read this**.
- **Email messages not complying with these guidelines may not be answered**.
- **Note that it is considered very unprofessional to send instructors 'chat-message-like' emails, where there are no salutations and no sign-offs.   Such emails may not be answered.**

Course Announcements on eClass

Course announcements will be posted on eClass in the "Course Announcements" forum. By default, all enrolled students should receive an email notifying them of a new announcement. Regardless, it is the responsibility of each student to be aware of all course announcements that are made, so check the forum regularly.

Discussion Forum Code of Conduct

- Students are encouraged to participate in the online eClass forum to ask or comment on questions relating to course concepts.
- Check to see if your question has already been posted. You are expected to search the forums, but you do not have to read each post. If your question has not already been asked, create a new post.
- Use a clear, informative subject line ("Please Help!" is **not** informative). Try to be as specific as possible.

- Post comments appropriate to the particular discussion. Off-topic posts may be moved or deleted.
- Post only material relevant to the course. Other posts will be deleted.
- Be respectful. Posts containing personal insults, attacks, intimidation, or profanity will be deleted. Remember, TAs and instructors read forum posts too.
- Any post that appears to violate this code of conduct may be edited, moved, or deleted at the discretion of the moderators. If a post also gives indication of violating the **Senate Policy on Academic Honesty** or the **York University Student Code of Conduct**, further action will be taken.

Copyrights

Images and materials presented in lectures are subject to Canadian copyright law. Lectures are the intellectual property of the professor. Course materials are the intellectual property of the associated author(s). Neither lectures nor other course materials may be distributed without explicit written permission from the professor or author.

Academic Honesty

Students are expected to do their own work and to act with integrity. Looking at someone else's work during a test, talking during a test, using aids not permitted (such as a phone, calculator, smart watch) during a test, plagiarism, not reporting cheating by someone else, and impersonation are all examples of academically dishonest behaviour.

We take matters related to academic dishonesty seriously and we take measures to detect irregularities during all assessments. For example, network traffic may be logged, video surveillance could be in place, and multiple versions may be used. Also, various technological means may be used to ensure academic integrity.

Students are expected to read and understand the **Senate Policy on Academic Honesty**. If you have any questions about the policy or would like to report a violation, please speak with your instructor.

Additional Information

Academic Integrity: There is an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students' research and writing skills, and cope with University life. Students are expected to review the materials on the **Academic Integrity website**.

Access/Disability: York University is committed to principles of respect, inclusion and equality of all persons with disabilities across campus. The University provides services for students with disabilities (including physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Students in need of these services are asked to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs. Please note that registering with disabilities services and discussing your needs with your professors is necessary to avoid any impediment to receiving the necessary academic accommodations to meet your needs.

Additional information is available at the following websites:

- **Student Accessibility Services**
- **York Accessibility Hub**

Religious Observance Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community, and providing reasonable accommodations for observances of special significance to adherents. Should any of the dates for an in-class test, examination, or lab pose such a conflict for you, Complete a Special Consideration Form within the designated deadlines in eClass. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online.

Student Conduct in Academic Situations: Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and other academic settings, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. The policy and procedures governing disruptive and/or harassing behaviour by students in academic situations is available **online**.

Last Word:

"..., this course is demanding in terms of time, and should not be added to an already heavy load.", quoted from the EECS Calendar. Also, although slides and many other resources are available online; not actively engaging in lectures, assignments, discussion forum, or office hours could negatively impact your grade. Note that you could go to office hours of any of the course's instructors, no matter which section you are enrolled in.