Syllabus

Course Code: COMP129   **Title:** Information Technology

Institute: STEM   **Department:** Computer Science

Course Description: This course is a rigorous introduction to computer science and computer applications. This course emphasizes common computer/technology skills and helps students access, process, and present information. This course contains a component that helps the student to recognize, analyze, and assess ethical issues and situations in computer science.

Prerequisites: READ-095 is recommended

Corequisites:

Prerequisites or corequisites:

Credits: 3   **Lecture Hours:** 3   **Lab/Studio Hours:** 0

Required Textbook/Materials:

SIMnet Access Code
McGraw Hill
ISBN: 9781266196775
Students are provided electronic versions of the required textbooks through the SIMnet accounts.

Software: Office 365 (Word, Excel, PowerPoint) Full Version
                  Google Chrome

Office 365 MUST be installed on your computer. You cannot use the Online Version on your Brookdale Account. Download Free Office 365 (Word, PowerPoint, Excel) Full Version at
https://www.brookdalecc.edu/oit/ms-office-home-use/

Chromebooks cannot be used for this course.

You can access Office 365 remotely at view.brookdalecc.edu

Contact Help Desk for MS Office issues: 732-224-2849 or helpdesk@brookdalecc.edu

Additional Time Requirements: You should expect to spend at least five hours doing coursework outside of class periods each week (in a fifteen-week semester). Coursework includes homework, reading, viewing, test/quiz preparation, etc.

For information on Brookdale's policy on credit hour requirements, and student work outside of class, refer to Academic Credit Hour Policy.

Additional Support/Labs:

See https://www.brookdalecc.edu/academic-tutoring/

Computer Science Academic Tutors are available in the LAH 103 Computer Science Lab and via Zoom to assist students with course content. Please visit the Computer Science Lab web page for information regarding their scheduled availability.

Course Learning Outcomes:

Upon completion of this course, students will be able to:
- ✓ Gain an understanding of computer concepts, ethics and terminology
- ✓ Acquire the ability to use a computer to effectively process and present information
- ✓ Develop effective search strategies and evaluate information from websites
- ✓ Collaborate using technological tools

Course Content:

Please see the syllabus addendum for additional information about the course content, how the content is organized, and when in the semester specific content is covered.

Department Policies:

Testing: You are allowed to take each test only **one** time. There are **no retests**. If you have a valid reason for not taking a test when scheduled, a makeup test may be taken at a later date, with the permission of the instructor. The makeup test must be taken within ten days, including Saturdays and Sundays, and will be graded for full credit; if not taken within ten days, a grade of zero will be assigned to the missed test.

Late assignments: Assignments are to be submitted on a timely basis. The instructor will assign due dates. At the instructor's discretion, the grade for any assignment submitted after its due date may be reduced or set to zero.

Attendance: Attendance is required every week for in-person and remote live classes. More than three unexcused absences may result in a failing grade.

Syllabus Addendum: Individual instructors may include additional requirements to this syllabus in the syllabus addendum (e.g., due dates, how assignments are submitted, class rules, etc.).

ACADEMIC INTEGRITY VIOLATIONS

The instructor of the course has the authority to give you a course grade of **F** if you submit the work of another person in a manner that represents the work as your own, or if you knowingly allow your work to be submitted by another person without the instructor's authorization. All documents submitted for course assignments must be maintained in your own cloud storage account or on your own portable storage device.

Carefully read the department's Academic Integrity Statement available in Canvas. Please be sure to discuss any academic integrity questions or concerns with your instructor.

Grading Standard:

Your final grade in the course is determined by the mapping on the right that specifies the letter grade earned based on the numeric average score on applicable homework, tests, quizzes, etc. Please see the syllabus addendum for details of what coursework is graded and how the numeric average is calculated.

Numeric Average	Final Grade
94 – 100	A
90 – 93	A-
87 – 89	B+
84 – 86	B
80 – 83	B-
75 – 79	C+
70 – 74	C
60 – 69	D
Below 60	F

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our college values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:
- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the Student Handbook and Catalog.

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

- Monmouth Medical Center Psychiatric Emergency Services at **(732) 923-6999**
- 2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at **888-222-2228** or visit the website at https://www.2ndfloor.org/

Faculty Counselors:

- Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.