

SYLLABUS

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: - None

Prerequisites or Corequisites: - None

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

REQUIRED TEXTBOOK MATERIALS

Brookdale Bookstore bundled package contains:

- 1) **1 customized book** (ISBN -1323787143) that includes chapters from:
 - Skills for Success Microsoft Office 2016 Volume 1 (Townsend) Pearson- Prentice Hall
 - Visualizing Technology 6th Edition (Geoghan) Pearson- Prentice Hall
 - Technology in Action 13th Edition (Evans) Pearson- Prentice Hall
 - Your Office (Kinser) Pearson- Prentice Hall
- 2) myitlab Software Access Code –Each person needs their own account

Storage: A portable secondary storage media (i.e., USB Flash Drive)

Software: Office 2016 (Word, Excel, PowerPoint, Access), MyITLab 2016
Computers are available for use at the Computer Science open lab LAH 103.

MyITlab Tech Support - 800-677-6337 or <https://support.pearson.com/getsupport/s/>

MyITlab system requirements - <http://www.pearsonmylabandmastering.com/northamerica/myitlab/system-requirements-office-2016/index.html>

ADDITIONAL TIME REQUIREMENTS: For information on Brookdale's policy on credit hour requirements and outside class student work refer to [Academic Credit Hour Policy](#).

The Computer Science Main Lab is available for your use. Hours of operation are posted at the LAH 103 door and at the Computer Science department web site:

<https://www.brookdalecc.edu/stem-institute/computer-science/computer-science-lab/>

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 web sites
- Collaborate using technological tools

GRADING STANDARD:

Grade Calculation

Activity	Max Pts.	Percentage of Grade
Chapter 3 Test	50	Tests - 35%
Chapter 7 Test	50	
Chapter 10 Test	50	
Word Test	100	
Excel Test	100	
Ethics Paper	100	Ethics - 15%
Ethics Team PowerPoint	50	
HW Office Assignments	300	Homework -39%
HW Chap 3,7,10 Ques	90	
In Class Assign	50	In Class – 11%
In Class Projects	60	
Total	1000	
Final Grade (Divide Total by 10)		

<u>AVERAGE</u>	<u>FINAL GRADE</u>
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

COURSE CONTENT:

Visualizing Technology textbook chapters:

- Chapter 3 File Management
- Chapter 7 The Internet
- Chapter 10 Security and Privacy

Technology in Action textbook chapter:

- Technology in Focus – Information Technology Ethics

Skills for Success Office 2016 textbook chapters:

- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Microsoft Access

DEPARTMENT POLICIES:

Testing: Students will be allowed to take each test only **one** time. There are **no retests**. If a student has a valid excused absence on the day of the test, the test may be taken in LAH 103 Open Lab with the permission of the instructor. The exam must be taken within 10 days and will be graded for full credit. Saturdays and Sundays count as days when calculating the 10 day limit. If not taken within the 10 days, a grade of zero will be assigned to the test. A valid Brookdale ID is required to take the test in LAH 103.

Late assignments: Assignments are to be submitted on a timely basis. The instructor will assign due dates.

Attendance: Attendance is required every week. More than three absences will result in a failing grade.

Addendums: Individual Instructors may add additional requirements to this syllabus in written form (such as assignment due dates, cover sheets, class behavior, etc.).

Independent study: This option is available for students who think they may satisfy the course requirements without the benefit of the classroom experience. All course requirements apply with the exception of attendance. The student may begin a course of independent study after attending class for the first 2 meetings and signing an Independent Study Contract with the instructor. Granting independent study is at the complete discretion of the instructor, and may also be revoked at any time by the instructor.

ACADEMIC VIOLATION: The instructor of the course has the authority to give a course grade of **F** if the student submits the work of another person in a manner that represents the work as one's own, or knowingly permits one's work to be submitted by another person without the instructor's authorization. All computer work must be on your own portable storage device. **Our software is checking for violations.**

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:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC 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 Disabilities 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.

ADDITIONAL SUPPORT/LABS:

See the Tutoring Center for information <https://www.brookdalecc.edu/academic-tutoring/tutoring-center/>.

MENTAL HEALTH:

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

Addendum

HW 1 POWERPOINT PRESENTATION OF STUDENT (30 pts.) Using PowerPoint 2016

	Pts.	Required Tasks
	3	Quality of presentation
	3	Minimum of 6 slides (Title, Personal Info, Education, Likes, Dislikes, Future Plans)
	3	Footer with Slide Numbers and Your Name
	3	Photo on one slide
	3	Include a slide with a 2 content layout
	3	Use Notes Pane for additional information to 1 slide. Print as a Notes Page.
	3	Follow 6 x 6 Rule (6 lines or less and 6 words or less per line)
	3	Use Indented Bullets (2 nd Level) Use TAB key on at least 1 slide
	3	Slide Transition
	3	Print as Handouts 6 Slides per page and save file on flash drive. Submit to instructor as instructed.

ETHICS PAPER (100 Pts.)

This paper must be prepared as a single document using Microsoft Word 2016 and submitted through myitlab. You will select your topic from the following grid:

If your last name starts with the following letters, you will write your paper on the topic in the associated row.

Last Name Starts With	Topic
A-D	The Internet of Things
E-H	Augmented Reality and Its' Usage
I-L	Autonomous Vehicles – Pros and Cons
M-P	Human Microchips – Pros and Cons
Q-T	Biometric Use in Society
U-Z	Online Identity Theft

	Pts.	Required Tasks
	10	Cover Page with Title, Name, Section and Date (Use Page Break)
	10	1 Footnote
	10	Footer with Your Name and Automatic Page Numbers
	10	1 st Line Indented .5 in all paragraphs
	20	3 to 5 Full Pages for the body of the paper (Normal Margins, Font Size 12, Double-Spaced)
	10	2 Automated Citations
	10	Minimum of 2 Sources in Automated Bibliography Page (excluding course textbook) Use MLA Format
	20	Quality of Term Paper (Spell and Grammar Check)

Team PowerPoint Presentation - 50 pts.

As a team, create a PowerPoint presentation collaboratively through Office 365/One Drive using the required tasks below about one of the following topics:

1. E-Waste
2. Employers and Your Privacy over Social Media
3. Health Risks and Technology
4. Geolocation Devices/Apps
5. Illegal Downloading
6. The Right to be Forgotten

Pts.	Required Tasks
10	Use 6 x 6 Rule (6 lines or less + 6 words or less per line)
10	Minimum of 2 slides per person plus the title slide with Title and team's full names
10	Add Speaker Notes with the person's full name who created the slide and additional info on all slides. The notes should not repeat what is on the slide bullets
10	Print all slides as notes page and hand in to the teacher for grading
10	Quality of Team Presentation – (prepared, rehearsed, do not read word for word from slide, each person must present)

Decide who will be responsible for the following tasks:

1. Who will be the team leader to assure all tasks are completed
2. Which people will create which slides
3. Who will put together the slide show
4. Who will present which slides

HW6 Using Word - Create a Jobs Table 30 pts.

Pts.	Required Tasks
4	Create a Table with 6 columns and 4 Rows
10	Find 3 jobs related to your major/interest within the metropolitan area. Type in the Job Titles, Company Names, Salaries (must be included), Locations, Job Requirements, Source
4	Add a Table Style and use Orientation Landscape
4	Select the Entire Table and apply "All Borders" to all the boxes
4	Add Shading to the Top Row and Center the titles in the Top Row
4	Align Right the Salary Amounts

Example

Job Title	Company	Salary Range	Location	Job Requirements	Source Website/address
		\$65,000 - \$70,000			
		\$90,000 - \$100,000			
		\$25,000 - \$29,000			

In Class Word Project - Create Your Resume 30 pts.

Open Word and create a resume. Fill in your information.

6 pts.	Name and Contact Information
6 pts.	Job/opportunity you are seeking
6 pts.	Education – Major, Expected Graduation Date, GPA, Important Courses
6 pts.	5-10 Bulleted Skills or work experiences with skills (Include computer skills)
6 pts.	Should look professional. Do spell check, grammar check

Wk	Custom Book (Skills for Success) (Your Office) 2 Tests – 100 pts. Each	In Class Work	HW Office Assignments 10 at 30 pts. each	Visualizing Technology Concepts Tests 3 Tests - 50 pts. Each	Concepts HW 30 pts. each	Team PowerPoint Presentation and Class Projects	Due Dates
1	PPT Chap 1		HW1 (In Syllabus)	Ethics			
2	Myitlab Registration Word Chap 1		HW2 (in myitlab)	Intro Presentations Office 365/One Drive		Team PPT Topics - E-Waste, Employers and Privacy over Social Media, Health Risks and Technology, Geolocation Devices/Apps, Illegal Downloading, The Right to be Forgotten 50 pts.	
3	Word Chap 2		HW3	Chap 3 File Management	Chap3 30 pts		
4	Word Chap 3		HW4	Chap 3 File Manage Review			
5	Word Chap 4 Creating a Resume		HW5	Test Chap 3 File Management (50 pts.)		Word Class Project –Resume (30 pts.)	
6	Word Practice Test		HW6 (Jobs Table)	LinkedIn		Work on Team PPT in Class	
7	Word Test (100 pts.)		Ethics Paper (100 pts)	Chap 7 Internet	Chap7 30 pts		
8	Excel Chap 1	10 pts	HW7	Chap 7 Internet Review			
9	Excel Chap 2	10 pts	HW8	Test Chap 7 Internet (50 pts.)		Work on Team PPT in Class	
10	Excel Chap 6 (vlookup only)					Excel Class Project-Grade Calc (30 pts.) Finalize Team PPT in Class	
11	Excel Chap 3	10 pts	HW9			Team PPT presentations	
12	Excel Chap 4	10 pts	HW10	Chap 10 Security	Chap10 30 pts		
13	Excel Practice Test			Chap 10 Security Review			
14	Access Chap 1	10 pts		Test Chap 10 Security (50 pts.)			
15	Excel Test (100 pts.)						

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.