



CMPT 109-47
Introduction to Computer Applications
Being Fluent with Information Technology

General information

LEC online
LAB online

*All lectures, discussions, assignments, and
exams will be conducted completely online.*

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Office Hours: Monday 2:15-3:15pm, 4:15-5:15pm Wednesday 10:30-11:30pm or by appointment
Every effort is made during the office hours to have skype connection available.

Catalog Description

An introduction to the skills, concepts, and capabilities necessary to effectively use information technology across the curriculum, through computer applications. Not for mathematics major elective credit or computer science major elective credit. Meets Gen Ed 2002–Computer Science. Meets the 1983 General Education Requirement (GER)–Mathematics, Computer Science.

Purpose of the course

You wake in the morning, stroll to your computer and start downloading the pictures you took at the concert the night before. Once the download has started, you visit Amazon.com and search for the book that you heard about last night over drinks. Since it is only \$10, you decide to buy it and enter your credit card number. When the picture download completes, you check your E-mail. You then write a quick E-mail to your sister to brag about last night's concert and attach a picture of your brother playing air guitar. You get up and realize that you forgot to copy your presentation onto your USB stick – you need that at work today. You copy it to your USB stick and also copy it directly to the WEBDAV server at the office. As you walk out of the front door and head toward your car, you pull out your smart phone and check the weather forecast. As you settle into the seat of your car, your sister sends to a text message to let you know that the picture of your brother is hilarious.

Information technology is ubiquitous. We all use it everyday and take it for granted, but how does it work? How is information represented? How do we know that our credit card transactions are secure? These and other questions will be addressed in this course.

Instructional Objectives

At the end of the course, you should be able to

- demonstrate ability to
 - o to use productivity software
 - o use computers and network applications
 - o stay informed on computer security issues such as computer fraud, viruses, copyright violations
 - o discuss and analyze the limitations of information technology
 - o discuss the social implications of computing technology, such as its impact on human communication, commerce, and entertainment
 - o describe simple steps used in computer processing (algorithm development)
- design simple computing based solutions and test solutions

Class Materials

Textbook:

June Parsons & Dan Oja, “New Perspectives on Computer Concepts 2013: Introductory”, Cengage Learning, 2013

The book is available through the campus bookstore and the through various other vendors. Note that significant differences exist between this and older editions and formats. The instructor does not assume any liability in these circumstances and you are responsible in identifying the correct material in the book.

There is also plenty of other information sources that will help you understand better the course. A list of them will be provided and maintained on **Blackboard**. Feel free to email me additions to it.

Computer

You will need access to a computer to watch video lectures, complete assignments and projects. This computer will need to have a video camera and microphone for virtual office hours and submitting some assignments. If you don't have your own computer, you may want to use external storage media such as a memory stick to store your work.

Software to Support Online Learning

For virtual office hours, you will need to use skype (<http://www.skype.com>), and to do screen captures when troubleshooting problems remotely (or for submitting some assignments) you will need to use jing (<http://www.techsmith.com/jing.html>). You are expected to learn how to use these software tools on your own, using the available resources provided on these web sites.

Evaluation

Assignments (40% points): Eight homework assignments will be provided. They will cover the topics from the learning units and are to be solved individually by each student. They are due on Friday night by the end of the day. There is no penalty for late submission but n support will be provided beyond Friday and no assignment will be accepted the following Monday at 8am. Do not expect responses to emails or skype calls over the weekend, after the deadline.

Discussion Forum Post Topics (20% points). Approximately 10 of such postings (1 initial + 3 replies for each) will accompany the learning units). The initial postings are expected to be done by Thursday night and

the replies by Tuesday night. Please wait until after Thursday night to post replies. No late submissions are accepted. Each posting will be graded both on content and structure.

Written Examinations (15% points): There will be one online final examination. Details will be provided later. Expect the exam to take place in the first days of the finals period.

Project 1– Data Manipulation and Reporting (10% pts) Details will be provided in a separate document.

Project 2– Webography (15% pts) Details will be provided in a separate document.

Grading

No curve will be used in assigning the grades. Instead, here is how the grades will be determined:

Total	90%-100%	75%-89.9%	60%-74.9%	50%-59.9%	50%<
Grade	A	B	C	D	F

The splits between plus, full grade and minus will be done proportional to the intervals. However, if your average is 950 or more, you are assured of A. In addition, not completing the project will trigger a grade of F.

Schedule of Topics

Please refer to a separate document on the schedule.

Important notes

Students with disabilities are protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. According to these laws, “no otherwise qualified person with a disability shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of any public entity.” Reasonable accommodations are available for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, please visit the Disability Resource Center (DRC). All accommodations must be approved through the DRC (Webster Hall, Room 100, ext. 5431).

Academic Honesty

“Academic dishonesty is any attempt by a student to submit 1) work completed by another person without proper citation or 2) to give improper aid to another student in the completion of an assignment, such as plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise, that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.” (Montclair State University Student Code of Conduct II.A. – as revised in August 2012).

Cheating and plagiarism will not be tolerated. Copying work from other students, presenting work not done by you as your own, or otherwise misrepresenting your work will result in penalties including a failing grade for the respective task. University regulations related to this topic will be strictly enforced. For full regulations on this, please consult the MSU Code of Conduct.

Homework assignments and examinations are intended to be solved individually. It should be pointed out that in case of duplicate submissions, all the students involved would be penalized in equal measure. Allowing other people to copy your solutions is considered academic dishonesty. Group work for the term paper/project is allowed only through agreement with the instructor.

Challenging the Course

- ❑ Students have the option to **challenge the course**. By challenging the course, a student declares that s/he already masters the material presented in the course.
- ❑ In order to challenge the course, a student must take and pass the **challenge examination**. This examination is administered *by request only* during the first weeks of the semester. In order to take the challenge exam, a student must pay a non-refundable *exam fee* of \$100.
- ❑ If the student passes the challenge exam, s/he will be excused from the General Education Computer Science requirement. Course fees already paid will be refunded by the registrar.
- ❑ In order to take the challenge exam, you must contact the Department of Computer Science, Professor Dr. Ángel Gutiérrez at (973) 655-5161, email gutierrez@montclair.edu for more information.