

Comp-129 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 MATERIALS

1. SIMnet Access code from McGraw Hill: ISBN: 9781266196775

Students are provided electronic versions of the required textbooks through the SIMnet accounts.

2. Software: Office 365 (Word, Excel, PowerPoint) **Full Version**

Google Chrome

Office 365 MUST be installed on your computer. You can't 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 computer issues 732-224-2849 or helpdesk@brookdalecc.edu

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

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

GRADING STANDARD:**Grade Calculation**

Activity	Max Pts.
Concepts Tests (5 @ 50 points each)	250
Word Test	100
Excel Test	100
Homework assignments (13 @ 30 points each)	390
Ethics Paper	100
Ethics Group Presentation	50
Post Test (10 pts)	10
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:

Office 365 textbook chapters (Microsoft Office 365: A Skills Approach)

Microsoft PowerPoint
Microsoft Word
Microsoft Excel

Concepts textbook chapters (Computing Essentials 2023):

Chapter 2 The Internet
Chapter 5 The System Unit
Chapter 7 Secondary Storage
Chapter 8 Communications and Networks
Chapter 9 Privacy, Security, and Ethics

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 with the permission of the instructor 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.

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.).

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:

Academic Tutors are available in Lah 103 Open Lab and online.

<https://www.brookdalecc.edu/academic-institutes-and-departments/stem-institute-2/computer-science/computer-science-lab/>

John Magliacane – jmagliacane@brookdalecc.edu

Brookdale Librarian Assistance

<http://libguides.brookdalecc.edu/COMP129>

Make an appointment. <https://libcal.brookdalecc.edu/appointments>