

IS 101 Introduction to Computer Based Systems

Course Syllabus for Spring 2016

University of Maryland Baltimore County (UMBC)
Department of Information Technology
1000 Hilltop Circle, Baltimore MD 21250
ITE (Information Technology Engineering) Building 4th Floor

Instructor: Willie E. Billingslea

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Office Location: ITE Building 4th Floor Room 407. Will provide update in class

Office Hours: Thursdays 3:30 pm - 4:30 pm and 7:00 pm - 8:00 pm. Additional appointments times provided on per request basis.

Lecture: Thursdays 4:30 pm - 7:00 PM, ITE Building Room 102

Online Course Information:

blackboard.umbc.edu

(Students need to check Blackboard every day for announcements and course materiel)

Textbooks:

Digital Planet: Tomorrow's Technology and You 10th Edition 2011, by Beekman and Beekman, Prentice Hall, NJ.
ISBN -13: 978-0-13-209125-1; ISBN-10: 0-13-209125-9 (available at the UMBC bookstore now).

Course Description:

This course provides and an overview of computer information systems. It introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and in other segments of society. The basic concepts regarding the fundamentals of computer problem solving and programming are discussed and demonstrated. There are no prerequisites for this course. It is an introductory, fundamental course and serves as a foundation for an IS-related career. You should keep in mind that most careers today have an Information Technology component and a solid understanding of those concepts will help navigate the various areas which a basic understanding of technology is required for career growth and longevity.

Course Objective:

This class introduce you to the fundamentals of Information Systems and specifically computer use and its purposes.

By the conclusion of this course the successful student should be able to:

1. Identify the major developments in computer hardware and software.
2. Describe the characteristics, functions, and limitations of processors, storage media and peripherals.
3. Describe the difference between developing computer programs and using software packages.
4. Analyze the reasons for using important computer languages and software packages given their characteristics and limitations.

5. Discuss the complexity of global communication and the effect of computers in the international community.
6. Analyze the emergence of Cyber Security and the risks association with the digital age.
7. Evaluate computer systems that satisfy given constraints.
8. Discuss feasibility of Artificial Intelligence.
9. Discuss how technology impacts our personal perspectives today and how it may impact you in the future.

Instructional Methods and the Classroom Experience:

Each week will primarily consist of lecture and Homework (Textbook). Lecture sessions will be aided by slide presentations and discussions. Subsequently, your participation is encouraged during the lecture. Each lecture will focus on the material in the textbook and discussions of those items and how they relate to what is occurring in the technology fields today. This will include current technology based news and events and the trends that will influence the technology of tomorrow. Students are encouraged to bring their own news and or topics for discussion during these times. Please try to make sure that they are related to the lecture and textbook materials that are scheduled for that session. The time allotted (20 – 30 minutes) to these discussions will vary depending on the level of participation and relevance to the lecture.

Note regarding work ethic on Homework Assignment. The real world requires that you work well within and outside of team environment's students are welcome to work and assist each other as needed. However, you are responsible for submitting your own individual work to blackboard.

While the lectures are slated to run from 4:30 pm to 7:00 pm, we will have opportunities for multiple 5 – 10 minute breaks to give students the opportunity to stretch, make calls check email and use the restrooms. So please try to refrain from those activities during lecture.

Course Requirements

- Students are expected to complete all reading assignments from the textbook in advance of each lecture (for example, if Chapter 3 will be discussed this week, you should have read Chapter 3 from the text book at the beginning of the week). A detailed schedule of class material is presented later in the syllabus
- The course requirements consist of three in-class in-semester exams, one final exam, homework assignments, and one term paper.
- Students also should come to class with printouts of the lecture material provided on the Blackboard page. Printouts of the lecture material will not be provided except for the syllabus.
- Students should check the Announcements, Course Slides, Course Documents, and Assignments sections on a daily basis for updates on the course and posting of new documents.

There will be in-class discussions and material covered in lectures that will not be available in the textbook or Blackboard. You will be responsible for that material in the quizzes and the final exam. Attendance will also be taken each class.

Grading:

15 points - Class attendance and participation
15 points - Written Term Paper
15 points - Homework Assignments
25 points - Three Graded Exams on Lecture Material
30 points - Final Exam

Class Attendance and Participation:

Class attendance will be taken at the beginning of every class. You will lose 5 points from your attendance grade for each missed class. If you arrive after the attendance is taken, it is your responsibility to ensure that you see the instructor to get credit for attending that session. If you wait until after the lecture session to reach out to the instructor you will be counted as absent in the class. Do not record your fellow students as present if they are in absent. It is the student's responsibility to contact the Instructor to discuss any absences or missed course work. Except for extenuating circumstances, which are decided on by the instructor regular and punctual attendance is expected of all students.

Please contact the instructor to discuss any absences especially those that are the result of: an emergency (illness, death in the family, accident), religious holiday, or participation in official UMBC functions.

Participation grade is determined on the overall contribution of the student in class. Participation can be in the form of asking questions, bringing relevant news and research material for discussion during lectures, and commenting on lecture material. Students who do not participate discussions or engage activities not related to the lecture can lose up to 50% of their attendance & participation grade.

The participation grade will be decided upon by the instructor and is not negotiable at the end of the semester. Participate often and productively.

Term Paper Information:

This semester you will be required to write one term paper that is 8 - 10 pages in length (not including a title page). Choose a topic of your liking. The topic can be regarding hardware, software or the Internet. Then, give a brief history of your topic, its current applications, and its projected future. Please be sure to not focus on general concepts. Try to focus on a technology or series of technologies in order to avoid generalizations. If you require clarification, please contact the instructor to work through any concerns. You have flexibility in how many pages each of the sections should have, but the total may not exceed 10 pages. The information for the report should come from current issues of common computer books, periodicals or journals, magazines, news articles or online material dealing with computers. Please review the following requirements for the written report:

Weight: The will count for 15 points of your overall grade.

Page limits: Your paper **must not exceed 10 pages** excluding the title page. If it exceeds 10 pages, your grade will be based on the first 10 pages.

Format: One inch margins, double-spaced, on 8.5x11 inch paper, fonts no smaller or larger than 10 points in Times New Roman font style. This paper should include several different font sizes and styles (e.g., bold, italic) to demonstrate the use of this functionality. Gratuitous use of alternative fonts and formatting is not encouraged. Page numbers must appear on every page following the cover page (the first page after the cover page should be page number one). The cover page must include a title, your name, the due date for the assignment, an email address where you can be contacted, and at least one relevant graphic.

References should be stated as footnotes on each corresponding page in American Psychology Association (APA) format. More information on this format can be found at: <http://owl.english.purdue.edu/owl/resource/560/01>

Proofread your work: Please proofread your work for spelling, grammar and typing errors prior to submission.

Giving appropriate credit: Be sure to give appropriate credit whenever citing or quoting existing work. Include appropriate references. If you have used references from an online source, you must also list them. For this report, source material should be cited as a footnote within the report. This means you need to integrate them into your paper (as part of the 10 pages) as footnotes.

The main goal of this paper is to allow the students to conduct research based on peer-reviewed literature. Work that is reviewed by experts in that subject area prior to publishing is highly reliable. Many of the popular reference site such as Wikipedia and howstuffworks.com are not considered peer-reviewed since they are not rigorously evaluated by experts in their respective fields. Therefore, such non-peer-reviewed sites should not be used as references in the paper. It is best to use material that is reviewed or is put through an editorial process. This includes but is not limited to articles from magazines or periodicals. Blogs, twitter postings etc...are not considered peer-reviewed and should be avoided for this paper. For additional assistance in this please visit the UMBC library for guidance on how to identify and access peer-review material.

Term Paper Topic Due Date: 4:30 pm February 25, 2016

Term Paper Periodicals and References: 4:30 pm March 31, 2016

Term Paper Completion and Due Date: 4:30 pm May 12, 2016

A printed copy of the paper must be turned in to the instructor at the beginning of class along with a digital copy of the completed paper uploaded to the "Assignment" section on Blackboard

If both copies are not delivered on time, the paper will be counted as "incomplete". 20 points per day will be deducted from the total possible points for the paper until the paper is completed or there are no longer any points to deduct.

It is possible and encouraged to turn in papers before the due date.

Due to the part-time availability of the instructor drafts are not reviewed prior to the due date. However, specific content questions regarding the paper will be answered via email throughout the semester at any time. **If papers are submitted as completed (electronic and printed copies) prior to the due date they are considered completed and no additional updates, revisions or copies (printed or electronic) will be accepted.**

Homework Assignments:

Homework Assignments will be completed by each student and uploaded to Blackboard. Grade and total value of the assignment are based on the completion of each assignment. The total value of all homework assignments will be 15 points of your grade.

In-Semester Exams:

There will be three in-semester exams during the first half of three classes

Exam 1 – February 25th

Exam 2 – March 31st

Exam 3 – April 28th

These exams will cover material covered during lecture, material covered in textbook and some material covered in the lab assignments. These exams will be about 60-80 minutes long and will focus on material covered since the previous exam. You are encouraged to study the lecture material and textbook on a daily basis rather than waiting until the last week before the exam.

Final:

There will be a semi-cumulative final exam in the lecture room on **Thursday, May 12th, 4:30-7:00 PM**. This exam will cover a number of selected chapters from throughout the semester and will have higher weight towards the later chapters. *This exam will also be online*. More details on this final exam (covered chapters, number of questions, etc.) will be given toward the end of the semester

Grading Standards:

The IS Department requires a reasonable distribution of letter grades in all of its courses. Weighted grades will be curved in this class. For those students taking the course Pass/Fail, a minimum of 70% of the course points must be earned in order to receive a "Pass". There is no way prior to the end of the semester of knowing what numeric cut-offs will be for each grade. With respect to final letter grades, the University's Undergraduate Catalog (page 31 2000-2002 rev.) states that, "**A**, indicates superior achievement; **B**, good performance; **C**, adequate performance; **D**, minimal performance; **F**, failure..." In accordance with the published University grading policy, it is important to understand that **final letter grades reflect academic achievement and performance; grades do not reflect effort**. The IS Department expects a reasonable distribution of letter grades in all of its courses. In this course, about 20-30% of the students are expected to receive an A and 35-50% of the students are expected to receive a B.

Class Policies on Academic Integrity:

Cheating in any form is not tolerated under any circumstance in accordance with the UMBC Academic Regulations. Any form of plagiarism, receiving inappropriate help in assignments or examinations, and providing inaccurate information concerning an excuse is treated as cheating, and it is the instructor's responsibility to take the actions to the fullest extent of the regulations against the student violating the academic integrity rules.

Statement on Academic Conduct:

By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty and integrity. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty and they are wrong. Academic misconduct will result in disciplinary action that may include failure of the course, suspension or dismissal. Full policies on academic integrity should be available in the UMBC Student Handbook, Faculty Handbook, or the UMBC Policies section of the UMBC Directory.

Acts of Academic Misconduct are defined as the following:

Cheating: Knowingly using or attempting to use unauthorized material, information, or study aids in any academic exercise.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism: Knowingly representing the words or ideas of another as one's own in any academic exercise, including works of art and computer-generated information/images.

To read the full policy on academic integrity, consult the UMBC Student Handbook, Faculty Handbook, or the UMBC Policies section of the UMBC Directory.

Scholastic Misconduct

Scholastic misconduct is defined broadly as including, but not limited to: a) cheating on examinations or assignments; b) plagiarizing; c) working with another student on an assignment designated as an individual assignment; d) submitting the same paper or substantially similar papers to meet the requirements of more than one course without the consent of all instructors concerned; e) interfering with another student's work; or f) any other misrepresentation of your work. Please note that the appropriate authorities in the department and the university will handle scholastic misconduct.

We will use SafeAssign via Blackboard as a tool to avoid misconduct in this class. For this purpose, you will need to turn in an electronic version of your assignment to this service (alongside a paper copy in some cases).

Due Dates:

All assignments are to be turned in by the due date. Late work will not be accepted.

Extra Credit:

No Extra Credit will be offered for this course

Assignment Re-Grade Requests:

Any graded assignment or exam may be submitted for a re-grade within one week of receiving the graded assignment. You must return it with a written statement as to why you believe the assignment in question deserved a different grade. This statement should be supported by references to the lecture notes, textbook, or other material from class. Please note that the entire assignment will be re-graded and the final grade may be raised or lowered as a result of the process.

Requesting for More Information:

The instructor is always willing to clarify what is required for a deliverable or why you received a particular grade. If you are unsure of what is required for a deliverable, it is your responsibility to ask for more information. If you are unsure why you received a particular grade, please ask for clarification.

Cell Phones, Beepers, and Other Devices:

All cell phones and beepers must either be turned **off** during class (not "vibrate" mode). If you must make a call, please leave the classroom. If you disrupt the class, you may be asked to leave the classroom.

Computer Viruses:

You must make sure there are no viruses in the files or on the disks you give to the instructor. If there are any viruses, the assignment will not be graded and you will receive a 0 as a grade for that assignment.

Missing Exams:

If you miss an exam/quiz, you will receive a zero for that assignment. Make-up quizzes and exams are not given except for extenuating circumstances stated in the corresponding UMBC policy, such as conflicts, serious illness, etc. If an exam or a quiz is missed, the student has to make the instructor aware of the special circumstance ahead of the exam or the quiz. Written and unquestionable proof of the extenuating circumstances must be presented to be eligible for a make-up. Make-up quizzes and exams will be different from the exams/quizzes they are substituting.

Inclement Weather:

Any work or test due on a class date that has been canceled due to inclement weather will be due the next class meeting.

Class Evaluations:

This semester, UMBC Information Systems Department Class evaluations will be filled out online. You are strongly encouraged to fill out the instructor evaluations online at the end of the semester and will be notified accordingly.

Course Schedule

| Lecture Date | Topic | Assignment(s) | Due Date |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------|
| | | Text Book | |
| 1/28 | Chapter 1: Exploring Our Digital Planet | Chapter 1: Answer Review Questions 1 thru 5 | 2/4 |
| 2/4 | Chapter 2: Hardware Basics: Inside the Box | Chapter 2: Answer Review Questions 6 thru 10 | 2/11 |
| 2/11 | Chapter 3: Hardware Basics: Peripherals | Chapter 3: Answer Review Questions 1 thru 5 | 2/18 |
| 2/18 | Chapter 4: Software Basics: The Ghost in the Machine | Chapter 4: Answer Review Questions 6 thru 10 | 2/25 |
| 2/25 | Chapter 5: Productivity Applications | Exam 1 – Chapters 1 – 4 (Delivered at beginning of lecture) | 3/3 |
| | | Chapter 5: Answer Review Questions 1 thru 5 | |
| | | Term Paper: Topic Due | |
| 3/3 | Chapter 6: Graphics, Digital Media and Multimedia | Chapter 6: Answer Review Questions 6 thru 10 | 3/10 |
| 3/10 | Chapter 7: Database Applications and Privacy Implications Chapter 8: Networking and Digital Communication | Chapter 7: Answer Review Questions 1 thru 5 Chapter 8: Answer Review Questions 6 thru 10 | 3/24 |
| 3/17 | Spring Break - No Lecture | | |
| 3/24 | Chapter 9: The Evolving Internet | Chapter 9: Answer Review Questions 1 thru 5 | 3/31 |
| 3/31 | Chapter 10: Computers at Work, School and Home | Exam 2 – Chapters 5 – 8 (Delivered at beginning of lecture) | 4/7 |
| | | Chapter 10: Answer Review Questions 6 thru 10 | |
| | | Term Paper: Periodicals and References Due | |
| 4/7 | Chapter 11: Computer Security and Risks | Chapter 11: Answer Review Questions 1 thru 5 | 4/14 |
| 4/14 | Chapter 12: Information Systems in Business | Chapter 12: Answer Review Questions 6 thru 10 | 4/21 |
| 4/21 | Chapter 13: E-Commerce and E-Business: The Evolving Internet Economy | Chapter 13: Answer Review Questions 1 thru 5 | 4/28 |
| 4/28 | Chapter 14: Systems Design and Development | Exam 3 – Chapters 9 – 12 (Delivered at beginning of lecture) | 5/5 |
| | | Chapter 14: Answer Review Questions 6 thru 10 | |
| 5/5 | Chapter 15: Is Artificial Intelligence real | Chapter 15: Answer Review Questions 1 thru 5 | 5/12 |
| 5/12 | Final Exam and Term Paper Due (Printed Copy turned in to Instructor, Electronic Copy uploaded to Blackboard Before Final Exam. | | |