CSC 199   COURSE SYLLABUS

DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS
COLLEGE OF BUSINESS AND PUBLIC AFFAIRS
MURRAY STATE UNIVERSITY

I.   COURSE: **CSC 199**
        Title: *Introduction to Information Technology*
        Credit: 3 Semester Hours

II.   CATALOG DESCRIPTION: This introductory computing course is designed for students pursuing any program of study. It is intended to provide the student with knowledge about computing in general and personal computing in particular. In addition to general concepts about computing in our technological society, the student will acquire competency with the disk operating system (DOS) and its file management system, word processing software, and electronic spreadsheet software. Corequisite: MAT 117, 120, or appropriate Math ACT score (ACT Math score of at least 20). (Special situations may be allowed with instructor consent).

III.   PURPOSE: To introduce the student to fundamental information about computers and computing and how this progressive technology affects and improves our lives. In addition, the student will be instructed in the use of and gain competency with personal productivity software including Word processing, spreadsheet, database, and presentation software, as well as the use of web browsers, file management and searching the internet.

III.   COURSE OBJECTIVE: At the successful completion of this course, the student should have a general understanding of computing and its uses and be able to manage files on the computer,use personal productivity software (word processing, spreadsheets, database and presentation software) , and search the internet for information to enhance the remainder of their university careers. The student should also have developed sufficient knowledge to make informed decisions on the selection of a personal computer and be able to use that product effectively without supervision.

III.   COURSE CONTENT: Refer to "Tentative Chronological Schedule" - p. 6

IV.   INSTRUCTIONAL ACTIVITIES: Instructional methodology will include lecture and discussion of literacy concepts. A software program on CD will allow students to review and quiz themselves over these concepts. Application concepts will be presented by lecture, demonstration and instructor-supervised activities. Approximately 25% of the time will be allocated for concepts and 75% allocated for applications. Each student is responsible for scanning his/her diskette before each class.

V.   FIELD AND CLINICAL EXPERIENCES: N/A

VIII.   RESOURCES: Microsoft Office Professional Software (Office 2000), IBM and compatible microcomputers, microcomputer projector, chalkboard, and handouts. Students will have access to software and equipment in both the Microcomputer Teaching Center and the Microcomputer Study Laboratories. The Microcomputer Teaching and Study Laboratories on the second floor of the north Business Building will be used extensively by students to complete laboratory exercises.

IV.   GRADING PROCEDURES:

        A.   Composition of grade:
             1.   Applications Component:
                          Applications Assignments and/or unannounced quizzes 15%
                       There will be **NO** credit given for **late homework**. Assignments are due at the

beginning of class. The lowest two assignment grades will be dropped so if sickness prevents you from turning in an assignment on time then that will be one of your dropped grades.

Term Project 15%

> NOTE: **In order to receive a passing grade from the course you must complete and turn in the research project within the specified time frame**.

Four (4) Applications Tests 40%
(Each test has a 50-minute time limit)

2. Concepts Component:
Three (3) Concepts Tests 30%
TOTAL...100%

B. Makeup Tests: You are strongly discouraged from missing a test. Should circumstances prevent your taking a test at the scheduled time, your absence must be a documented excused absence, and the test MUST be arranged with your instructor. Unexcused missed examinations will be assigned a score of zero.

C. Applications Test Procedures: Your Applications Tests will be administered via an electronic testing program. If for some reason the network is down for a test, a backup testing using diskettes will be used.

D. Grading Scale A numerical score will be computed based upon the above weights (X.A.1) and a letter grade assigned according to the following scale:

90 - 100% = A   60 - 69 = D
80 - 89   = B   0 - 59 = E (also if the term project is not completed)
70 - 79   = C

E. Record and Verification of Grades: You should maintain a record of your grades and retain all assignments returned to you until after posting of final grades. You will be provided the opportunity to verify your grades against the instructor's records. If there is a discrepancy the instructor will require your graded assignments to appropriately resolve the discrepancy.

F. Additional/Outside Work: NO ADDITIONAL WORK WILL BE ACCEPTED FOR "EXTRA CREDIT" OR "GRADE IMPROVEMENT." THERE ARE NO EXCEPTIONS.

G. ANY STUDENT GUILTY OF ACADEMIC DISHONESTY WILL BE PUNISHED SWIFTLY AND SEVERELY. (Refer to the statement on academic dishonesty published in the MSU undergraduate bulletin and the College of Business & Public Affairs Policy posted in the classrooms throughout the Business Building). This includes leaving electronic files on lab computers which then can be used by other students.

XI. ATTENDANCE POLICY: This course adheres to the policy published in the MSU Undergraduate Bulletin.

XII. TEXTS AND REFERENCES: (ALL REQUIRED)

Exploring Microsoft Office 2000 Professional, Volume I – Revised Edition by Grauer & Barber & Computers: Tools for an Information Age,Brief Edition 7 by Capron. Prentice Hall, Explore IT CD.(two books & access code for tutorial/testing software shrink wrapped together.)

At least three (3) **NEW**, 3.5 inch, high density, PC compatible diskettes with blank labels will be needed.

XIII.   PREREQUISITES: introductory word processing skills
Corequisites: MAT 117, 120, or appropriate math ACT score (ACT Math score of at least 20). Corequisites may be waived with instructor consent.

XIVII. POLICY ON COPYRIGHTED SOFTWARE: The College of Business and Public Affairs and the Murray State University policy on copyrighted microcomputer software is:

> Such software will not be illegally copied; no member of the faculty, staff, or student body will illegally make copies of copyrighted microcomputer software.

Copyrighted microcomputer software is protected by federal law, and illegally copying such software would be a violation of federal law. In addition, removal of computer software constitutes theft of university property, regardless of the physical value of the diskettes, manuals, etc.

All students of the University community are expected to follow this College Policy and to adhere to federal law. Any one who is found illegally duplicating or removing software will be subject to University action and will be assigned a failing grade. Any student found loading software on lab equipment or modifying existing microcomputer configurations will be banned from using the College of Business and Public Affairs microcomputer facilities.

XV.   OTHER:
        A.   Students requiring special assistance due to a disability should inform the instructor as soon as possible.
        B.   Virus Protection Policy:
                Each student is responsible for scanning his/her diskette before each class.
        C.   Each Lab instructor may have a Lab syllabus also which details activities in the lab portion of the course.

XVI.   ACADEMIC HONESTY:
        Cheating, plagiarism (submitting another person's materials as one's own), or doing work for another person which will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged materials as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.