William Paterson University of New Jersey
College of Science and Health
Department of Computer Science

CS 2010-080 (Computer & Information Technology) Course Syllabus
Winter 2022

1. **COURSE:**
    CS 2010-080 Computer & Information Technology
    Credits: 3

2. **DEPARTMENT SECRETARY:**
    Saddarra Wertz
    Office: SCIE 5021 Phone: (973) 720-2649 Email: WertzS@wpunj.edu

3. **COURSE SCHEDULE:**
    Semester Offered: Winter 2022
    Meeting Location: Online, ASYN

4. **FACULTY:**
    Dr. Kiho Lim
    Assistant Professor of Computer Science
    Office: SCIE 5009 Email: limk2@wpunj.edu
    Office Hours: Online meeting can be arranged by appointment.

5. **TEXT BOOKS AND OTHER COURSE MATERIALS:**
    Required Text book:

    Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach, 1st Edition

    Cengage Learning, 2017.

    ISBN-10: 1-305-87180-4
    ISBN-13: 978-1-305-87180-9

    Course Materials (Lecture Notes, Projects, Assignments, etc.):
    Go to the course web site (Blackboard Course Management System): http://bb.wpunj.edu.

    Suggested Readings:

    (1) Michael J. Quinn, Pearson eText for Ethics for the Information Age -- Access Card, 8th Edition, Pearson, Copyright 2020
    (2) Sandra Cableand Steven M. Freund, Shelly Cashman Series® Microsoft® Office 365® & Office 2019 Advanced, Cengage Learning, Copyright 2020

(3) MindTap for The New Perspectives Collection Microsoft Office 365 & Office 2016, 1st Edition, Cengage Learning, Copyright 2018
(4) IC3 Certification Guide Using Microsoft Windows 10 & Microsoft Office 2016, Cengage Learning, Copyright 2018

6.   <u>**COURSE OBJECTIVES**</u>**:**

Designed to present an overview of computers, computer science and use of computers, and the impact of computers on society. The course familiarizes students with hands-on experience and various types of applications. Popular software packages are used to introduce spreadsheets and word processing concept and applications. Intensive on-line sessions are conducted in specific packages (MS Windows) for operating systems and GUI, latest version of Microsoft Word for word processing, Excel for spreadsheets, PowerPoint for presentations, and Access for database application. Course Prerequisites: None.

7.   <u>**STUDENT LEARNING OUTCOME**</u>**:**

Upon completion of the course, students will be able to:

1. Utilize computer applications including word process, spreadsheet, and presentation software for school and work-related activities.
2. Utilize the Web to locate information and evaluate its value.
3. Understand the basic vocabulary of computing.
4. Understand the hardware and software that constitute a computing system.
5. Participate in discussions on the social impact of computers.
6. Understand the process and tools of software development.
7. Gain a general understanding of the various fields of computer science such as databases, languages, software engineering, artificial intelligence, computer networks, etc.

Through classroom participation and discussions and various homework, papers and projects, the course also reinforces the following students learning outcomes of the university:

a) Effectively express themselves in written and oral form.
b) Demonstrate the ability to think   critically.
c) Locate and use information.
d) Demonstrate the ability to integrate knowledge and ideas in a coherent and meaningful manner.

8. **TOPICAL OUTLINE OF THE COURSE CONTENT (tentative):**

Computer Concepts Topics: (Dec. 13 - Dec. 17)

* Using Technology to Change the World
* Looking at Computers: Understanding the Parts
* Using the Internet: Making the Most of the Web's Resources
* Application Software: Programs That Let You Work and Play
* System Software: The Operating System, Utility Programs, and File Management
* Understanding and Assessing Hardware: Evaluating Your System
* Networking: Connecting Computing Devices • Digital Devices and Media: Managing a Digital Lifestyle
* Securing Your System: Protecting Your Digital Data and Devices
* Behind the Scenes: Software Programming
* Behind the Scenes: Databases and Information Systems
* Behind the Scenes: Networking and Security in the Business World
* Behind the Scenes: How the Internet Works

Microsoft Office Topics:

Windows Basics (Dec. 20 - Dec. 14)

Lab: Software: Applications (WP, spreadsheets, games, DBMS, presentation packages, databases);

Word (Dec. 27 - Dec. 31)
Word Session 1a: Editing Docs, Spell/Grammar checking, Menus, Show/Hide mode, Help
Word Session 1b: Business Letters, Formatting, Resumes
Word Session 2a: Webbing, Linking, & Wizards
Word Session 2b: Reports, Layout, Tables, Styles
Word Session 3: Newsletter, Graphics, Ads., & DTP
Word Session 4: Mail Merging

Spreadsheets (Jan. 3 - Jan. 7)
Spreadsheets, Modeling and Presentation Graphics
Excel Session 1: Introduction to Formulas & Formats
Excel Session 2: Building Decisions & Logic
Excel Session 3: Graphing & Charting Fundamentals
Excel Session 4: Review of Excel, Spreadsheets, & Graphics Presentation Graphics &

PowerPoint (PPT) (Jan. 10 - Jan. 14)
PPT Session 1: Presentation Basics
PPT Session 2: Contents, Formatting, & Animation

PPT Session 3: Graphics, Resources, the Web

Access (Jan. 17 - Jan. 20)
Access Session 1: Database Basics
Access Session 2: Queries, Forms and Reports.

9.   <u>**TEACHING METHODS (E.G., LECTURE, DISCUSSIONS, PRESENTATIONS, ETC.)**</u>**:**

      a) Classroom lectures, presentations, lab, and discussions.
      b) Classroom hands-on exercises.
      c) Homework, quizzes, pre-examination reviews, and exams.

10.   <u>**COURSE EXPECTATIONS**</u>**:**

      a) Reading Assignments:
         The textbook is required for reading. Additional course materials will be available on the Blackboard Course Management System.

      b) Homework Assignments:
         All instructions for homework assignments will be posted on Blackboard. **No late homework will be accepted.**

      c) Lab Assignments:
         All projects will be collected as scheduled. **No late submission will be accepted.** **Copying someone else's work (plagiarism) is not acceptable and will be penalized according to university's policy.** Please read the Academic Integrity Policy in the University Catalog and Student Handbook.

      d) Attendance:
         Attendance is required for all scheduled classes. Attendance will be recorded at the starting time. Only valid excuses (in writing) allay these consequences. If your absence is excused, send your documentation (paper) to the lecturer within one week after the absence; otherwise, you will not be given credit for that attendance.

      e) Class Participation
         Make sure to attend the required online class sessions during the scheduled time with a computer or laptop. A webcam and a mic are required for all classes. No attendance credit will be given if you cannot participate in class with video and audio.

      f) Quizzes and Examinations (tentative dates, make-up policy, etc.):
         All exams will be announced at least one full week in advance if changes in dates are

necessary. If you foresee something that would prevent you from taking an exam or quiz, it is your responsibility to contact me for making arrangements. **No make-up exams will be given except for extraordinary or emergency circumstances.**

11. **GRADING AND OTHER METHODS FOR ASSESSING STUDENT ACADEMIC PERFORMANCE:**
   - Total points: 100 points
   - Attendance: 5%
   - Homework and Quizzes: 35%
   - Lab Assignment 15%
   - Midterm Exam: 20%
   - Final Exam: 25%
   - Final grade:
     - A: 92%-100%; A-: 88% - 91.9%
     - B+: 85%-87.9%; B: 82%-84.9%; B-: 78%-81.9%;
     - C+: 75%-77.9%; C: 72%-74.9%; C-: 68%-71.9%;
     - D+: 65%-67.9%; D: 60%-64.9%;
     - F: below 60%.

   NOTE: Equitable Grading Practice – no "extra credit" work on an individual basis for the course

12. **ADDITIONAL INFORMATION:**
   Winter Session: from 12/13/2021 to 1/21/2022
   Last day to withdraw from a course: 1/12/2022
   Midterm Exam: 01/05/2022
   Final Examination: 01/21/2022