COMP 196CF/L: Computer Information Technology Fundamentals - R2
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Remove spaces to get my actual email address

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Days</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>COMP 196CF</td>
<td>18548</td>
<td>MW</td>
<td>11:00 - 11:50</td>
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<tr>
<td>COMP 196CFL</td>
<td>18549</td>
<td>MW</td>
<td>12:00 - 13:15</td>
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</table>

OFFICE HOURS: M 15:00-16:15  W 15:00-16:15, email at any time, I will generally respond within 24 hours (during the academic days). Classes with labs should see me during the lab hours, as the lab sessions also serve as office hours for academic issues. Look in www.csun.edu/~shan for my Furlough days

COURSE SYNOPSIS: The discipline of Information Technology (IT), historical perspective of IT and its relationship to other computing disciplines. Careers in IT. Fundamentals of computer architecture, operating system and applications, computer hardware and system architecture, network architecture and security, Malware and protection, Internet architecture, Databases and applications.

Labs three hours per week: Microsoft Office applications, Word, Excel, Powerpoint, and Access. Excel will be used to apply fundamental principles of math and statistics.

PREREQUISITES: None. This course is a good fit for Comp sci and Comp Eng majors.

TEXT BOOK & OTHER REQUIRED MATERIAL

1. Access code for www.MYITLAB.com You cannot take this class without an access code for www.myitlab.com (Access code costs around $60 if purchased separately, see below for special package at available Matadors Bookstore). You will need access code irrespective of whether you work at home or in the CSUN labs.

SPECIAL PACKAGE AT MATADORS BOOK STORE: The publishers offer the complete package (all three items above) at Matadors Bookstore for approx $148. Don’t buy just the books, you need to have access code for www.myitlab.com to do the assignments, take quizzes and the final. The Myitlab access code will be printed on a piece of paper and included in the package. When you buy the package, make sure that you get this code and save it. You will need it to register at www.myitlab.com.
We will also make use of online tutorials available on the internet. There will be a good deal of
self study and use of online tutorials both within myitlab.com and other internet sites.

**MYITLAB Registration Profile:** Once you get your MYITLAB access code register yourself for the
COMP196 FCL/ COMP100 classes using course codes I will give you in class.

**MYITLAB Profile:** Please complete your profile in MYITLAB. If you upload your picture to your
MYITLAB profile then it will help me to know you better.

**EMAIL:** I will send emails with class announcements to your CSUN email address. If you do not
use the CSUN Webmail client, then please set up webmail to auto-forward the CSUN emails to
your email client. It is your responsibility to ensure that you can receive and read the emails I
send to your CSUN email address. In case of problems please contact the CSUN IT help desk at
the start of the semester. You will not pass this class unless you read the emails I send to you.
Also make sure that your email accounts are not over quota due to junk mail etc. See the
section on student emails in [http://www.csun.edu/it/services/emailcal.html](http://www.csun.edu/it/services/emailcal.html)

**COMPUTER USAGE IN CLASS**
This class makes extensive use of computers in study preparation and also for doing the
homework, take quizzes and the final.

1. You can do assignments and homework at CSUN in the following places
   a. JD1105 & JD1107 when there is no class in session; look for signs outside these
      rooms for open lab hours, do not disturb class in session.
   b. Comp sci lab JD1600
   c. The Collaboratory in the OVIATT library, 3rd. floor, east wing.

**DOING COMPUTER RELATED ASSIGNMENTS AT HOME**
You do not need a computer at home to take this class; all work can be done in class and in the
computer laboratories. Please schedule your time so that you can complete the assignments
before the deadline. If you plan to work at home then you must have the following:

1. Windows computer with Windows XP or Windows 7
2. DSL or cable internet connection (dial up will be too slow)
3. Office 2007 with word, powerpoint, access, and excel.
   a. You can purchase and download Office 2007 Ultimate for students for $59.99 at
   b. If you don’t like the special student deal, then you can buy one for $539.95 at
      &WT.srch=1](http://www.microsoftstore.com/s/office?WT.mc_id=pointitsem_office_download
      &WT.srch=1)
4. Please note that MYITLAB and Office 2007 assignments do not work on Apple Mac
   computers. A partial solution may work if you can run Windows using Bootcamp. I have
   never used this and I understand that you need a good deal of expertise to get it working.
   If you have an Apple Mac at home then please plan on doing the assignments at CSUN and
   allow appropriate time for it.

**INTERNET:** Broadband internet is freely available in the CSUN library, compsci labs, and campus
wifi. For campus wifi information visit [http://www.csun.edu/it/services/wireless.html](http://www.csun.edu/it/services/wireless.html)
MOODLE: We will use Moodle only as a case study of internet technologies. All your grades and assignments will be posted in myitlab.com

TURNITIN.COM: Some assignments will have to be submitted at www.turnitin.com. See the instruction & tutorial at http://www.turnitin.com/. You will need to self register—I will provide the class code and password in class or by email. When you register at turnitin.com, please use your CSUN email address, not your off-campus email address. An email address like kissmegwik@love.com leaves me clueless about who you are! Also, please use your real name as it appears in Moodle (First name, Last name).

EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Item</th>
<th>Max Points and penalty</th>
<th>Total</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>Each quiz attempted and not passed: 0 points</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>Each quiz missed: -25 points</td>
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<tr>
<td>Final</td>
<td>200 points. Missed final results in the F grade</td>
<td>200</td>
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<tr>
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<td>May 12, 2010 10:15 Am -12:15PM</td>
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<tr>
<td></td>
<td>Chapter assignments for the final examination.</td>
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<tr>
<td></td>
<td>Statistics with excel: 1 practical assignment involving regression analysis (graph fitting)</td>
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<td></td>
<td>computation of R square and curse formula (20 points)</td>
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<td>Textbook: Objective questions from Chapters: 13,12,6,5,2 (60 points)</td>
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<td>Objective questions from: XP internals and optimization (20 points)</td>
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<tr>
<td>Active Helpdesk / Sound Byte/ Discussion questions</td>
<td>Active Helpdesk Calls (Cumulative)</td>
<td>50</td>
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<td>Flowchart</td>
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<tr>
<td>One research paper</td>
<td>50 points</td>
<td>50</td>
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<td>Penalty for non-submission: -12 points</td>
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<tr>
<td>Lecture component Total</td>
<td></td>
<td>950</td>
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<tr>
<td>Lab component (11)</td>
<td>Each assignment attempted and passed: 10 points.</td>
<td>110</td>
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<tr>
<td>Office 2007 assignments (online exams, projects, assessments, etc.)</td>
<td>Each assignment not attempted: -3 points</td>
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<td></td>
<td>Each assignment attempted and not passed: 0 points</td>
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<tr>
<td>Lab Component Total</td>
<td></td>
<td>110</td>
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<tr>
<td>Comp 196CF grade (2 units) will determined by the points earned in the lecture component</td>
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<tr>
<td>Comp 196CFL grade (1 unit) will be determined by the points earned in the lab component</td>
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MAKEUP AND EXTRA CREDIT: No makeup assignments are given to compensate for poor performance in regularly assigned work, the only exception being certified medical emergencies. No makeup assignments are given to compensate for poor performance in regularly assigned work, the only exception being certified medical emergencies (repeated intentionally). Pressure of work, academic workload from other classes, scheduling extracurricular activities during the semester (e.g. getting married, travel) are not acceptable excuses for missing classes or not submitting the assignments by the due dates. You get no credit by telling me that you already know the stuff, the only way to earn points is by completing the coursework on time. If you know the course material then please drop this class and enroll in a class that is useful.

CLASS & LAB ETIQUETTE: Please silence all pagers and cell phones before entering classroom. Read "How to ace my class" in my website. Food and drinks are not allowed in the lab. Please note that there is a surveillance camera that works 24/7- so smile often! Please lessen the use of pencil erasers, the residue is not good for the computers or the keyboards. When you are in the class and lab, I expect you to work on assignments, not surf the web, play games or engage in other such non-course related activities. The lab computers have sound cards, but no speakers. To listen to audio content you will need to use head phones connected to the computer’s audio output jack. The CSUN computers are meant to be used for academic purposes only. Fair use policies can be found in http://www-admn.csun.edu/vp/policies/.

TOPICS
Week 1: Introduction and orientation. What is IT?
Week 2 to last week of class: Book chapters 1 to 13. Each chapter will be covered in two class meetings.
Additional topics related to IT, math and statistics will be introduced and discussed in 4 class sessions with advanced notice for reading and preparation.
Labs: starts in week 2. YOU MUST HAVE MYITLAB access code to start on these assignments.

ATTENDANCE AND PARTICIPATION: Regular and punctual class attendance and active participation in class discussions are essential for passing this class. Poor attendance leads to fail or poor grades. Students who participate actively and constructively in the class discussions will receive more marks than those who are passive.

GRADING POLICY
1) This class has the “Use it or lose it” grading policy. This means that, you have to complete and submit all coursework by the due dates. If you do not submit an assignment you don’t earn zero points for the missing assignment, rather you will earn negative points equal to half the maximum points. Thus, if a missing assignment had a maximum points of 50, anyone who fails to submit the assignment will lose 25 points from the class total points.
2) For written work, you will earn more points by submitting professional quality work. Computer printout is best (printers are available in all computer science labs). You will lose points by submitting work with spelling or grammatical errors, scruffy writing and drawings, work that is hastily put together without much thought, analysis, or care.
3) Please arrange to take all exams on the scheduled dates. I will reschedule exams only for certified emergencies.

4) Submitting lab work done by someone else is cheating and will be considered as academic dishonesty. In all such cases a grade of F will be assigned. Online quizzes will generally be reordered and randomized; therefore your neighbor’s exam will be different from yours.

Don’t COPY!!

QUIZZES AND HOMEWORKS: Quizzes are closed book and must be taken in class. Research papers, and homework assignments can be done anywhere.

SUBMITTING WORK
1. Most assignments will be submitted electronically via myitlab.com or turnitin.com.
2. Submit all hardcopy work, when asked for, in class, not in my office or in the comp science office.
3. Please do not email submissions to me, I have a very aggressive email filter which delete it.

CHANGES TO THE SYLLABUS: This is an experimental class. The syllabus may be changed during the semester. You will receive notice of any such change via email sent to your CSUN email address.