

1                   **COMP COMP196CF/L: Computer Information technology Fundamentals- R2**  
2                   **Dr. Shan Barkataki, Computer Science Department, CSUN**  
3                   **email: [shan@csun.edu](mailto:shan@csun.edu) (preferred) Office : JD 4449 ( 818-677-2733)**  
4                   **Remove spaces to get my actual email address**  
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COMP 196CF	18548	MW	11:00 - 11:50	JD1538
COMP196CFL	18549	MW	12:00 - 13:15	JD1538

6  
7   **OFFICE HOURS:** M 15:00-16:15 W 15:00-16:15, email at any time, I will generally respond  
8 within 24 hours (during the academic days). Classes with labs should see me during the lab  
9 hours, as the lab sessions also serve as office hours for academic issues. Look in  
10 [www.csun.edu/~shan](http://www.csun.edu/~shan) for my Furlough days  
11

12   **COURSE SYNOPSIS:** The discipline of Information Technology (IT), historical perspective  
13 of IT and its relationship to other computing disciplines. Careers in IT. Fundamentals of  
14 computer architecture, operating system and applications, computer hardware and system  
15 architecture, network architecture and security, Malware and protection, Internet  
16 architecture, Databases and applications.  
17

18 Labs three hours per week: Microsoft Office applications, Word, Excel, Powerpoint, and  
19 Access. Excel will be used to apply fundamental principles of math and statistics.  
20

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

22   **TEXT BOOK & OTHER REQUIRED MATERIAL**

- 23       1. Access code for [www.MYITLAB.com](http://www.MYITLAB.com) You cannot take this class without an access code for  
24 [www.myitlab.com](http://www.myitlab.com) (Access code costs around \$60 if purchased separately, see below for  
25 special package at available Matadors Bookstore). You will need access code irrespective  
26 of whether you work at home or in the CSUN labs.  
27       2. Printed Book: Technology In Action, *Sixth Edition*, Pearson Prentice Hall 2009, Alan Evans,  
28 Kendall Martin, Mary Anne Poatsy.  
29       3. Application Books: Exploring series Microsoft Office 2007 – *vol. 1 w/ student with cd-roms*  
30 (word, excel, access, powerpoint & integrated projects) Grauer, Hulette, Krebs, Lockley,  
31 Mulbery, Scheeren.  
32

33   **SPECIAL PACKAGE AT MATADORS BOOK STORE:** The publishers offer the complete package (all  
34 three items above) at Matadors Bookstore for approx \$148. Don't buy just the books, you need to  
35 have access code for [www.myitlab.com](http://www.myitlab.com) to do the assignments, take quizzes and the final. The  
36 Myitlab access code will be printed on a piece of paper and included in the package. When you  
37 buy the package, make sure that you get this code and save it. You will need it to register at  
38 [www.myitlab.com](http://www.myitlab.com).

1 We will also make use of online tutorials available on the internet. There will be a good deal of  
2 self study and use of online tutorials both within myitlab.com and other internet sites.

3  
4 **MYITLAB Registration Profile:** Once you get your MYITLAB access code register yourself for the  
5 COMP196 FCL/ COMP100 classes using course codes I will give you in class.

6  
7 **MYITLAB Profile:** Please complete your profile in MYIYLAB. If you upload your picture to your  
8 MYITLAB profile then it will help me to know you better.

9  
10 **EMAIL:** I will send emails with class announcements to your CSUN email address. If you do not  
11 use the CSUN Webmail client, then please set up webmail to auto-forward the CSUN emails to  
12 your email client. It is your responsibility to ensure that you can receive and read the emails I  
13 send to your CSUN email address. In case of problems please contact the CSUN IT help desk **at**  
14 **the start of the semester.** You will not pass this class unless you read the emails I send to you.  
15 Also make sure that your email accounts are not over quota due to junk mail etc. See the  
16 section on student emails in <http://www.csun.edu/it/services/emailcal.html>

### 17 18 **COMPUTER USAGE IN CLASS**

19 This class makes extensive use of computers in study preparation and also for doing the  
20 homework, take quizzes and the final.

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

### 26 27 **DOING COMPUTER RELATED ASSIGNMENTS AT HOME**

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

- 31 1. Windows computer with Windows XP or Windows 7
- 32 2. DSL or cable internet connection (dial up will be too slow)
- 33 3. Office 2007 with word, powerpoint, access, and excel.
  - 34 a. You can purchase and download Office 2007 Ultimate for students for \$59.99 at
  - 35 the link below. [http://www.microsoft.com/student/discounts/theultimatesteal-](http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx)
  - 36 [us/default.aspx](http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx)
  - 37 b. If you don't like the special student deal, then you can buy one for \$539.95 at
  - 38 [http://www.microsoftstore.com/s/office?WT.mc\\_id=pointitsem\\_office\\_download](http://www.microsoftstore.com/s/office?WT.mc_id=pointitsem_office_download)
  - 39  [&WT.srch=1](http://www.microsoftstore.com/s/office?WT.mc_id=pointitsem_office_download)
- 40 4. Please note that MYITLAB and Office 2007 assignments do not work on Apple Mac
- 41 computers. A partial solution may work if you can run Windows using Bootcamp. I have
- 42 never used this and I understand that you need a good deal of expertise to get it working.
- 43 If you have an Apple Mac at home then please plan on doing the assignments at CSUN and
- 44 allow appropriate time for it.

45 **INTERNET:** Broadband internet is freely available in the CSUN library, compsci labs, and campus  
46 wifi. For campus wifi information visit <http://www.csun.edu/it/services/wireless.html>

1 **MOODLE:** We will use Moodle only as a case study of internet technologies. All your grades and  
 2 assignments will be posted in myitlab.com

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

9  
 10 **EVALUATION CRITERIA**  
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Item	Max Points and penalty	Total
Quizzes	Each quiz attempted and not passed: 0 points Each quiz missed: -25 points	600
Final	200 points. Missed final results in the F grade May 12, 2010 10:15 Am -12:15PM  Chapter assignments for the final examination. Statistics with excel: 1 practical assignment involving regression analysis (graph fitting) computation of R square and curse formula (20 points) Textbook: Objective questions from Chapters: 13,12,6,5,2 (60 points) Objective questions from: XP internals and optimization (20 points)	200
Active Helpdesk / Sound Byte/ Discussion questions (Read the assigned chapters be ready to answer questions in class) Your turn can be in any class meeting.	Active Helpdesk Calls (Cumulative) Flowchart	50 50
One research paper	50 points Penalty for non-submission: -12 points	50
Lecture component Total		950
Lab component (11) Office 2007 assignments (online exams, projects, assessments, etc.)	Each assignment attempted and passed: 10 points. Each assignment not attempted: -3 points Each assignment attempted and not passed: 0 points	110
Lab Component Total 110 points		
Comp 196CF grade (2 units) will determined by the points earned in the lecture component , Comp 196CFL grade (1 unit) will be determined by the points earned in the lab component		

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2 **MAKEUP AND EXTRA CREDIT:** No makeup assignments are given to compensate for poor  
3 performance in regularly assigned work, the only exception being certified medical emergencies.  
4 No makeup assignments are given to compensate for poor performance in regularly assigned  
5 work, the only exception being certified medical emergencies (repeated intentionally). Pressure  
6 of work, academic workload from other classes, scheduling extracurricular activities during the  
7 semester (e.g. getting married, travel) are not acceptable excuses for missing classes or not  
8 submitting the assignments by the due dates. You get no credit by telling me that you already  
9 know the stuff, the only way to earn points is by completing the coursework on time. If you  
10 know the course material then please drop this class and enroll in a class that is useful.

11  
12 **CLASS & LAB ETIQUETTE:** *Please silence all pagers and cell phones before entering classroom.*  
13 Read "How to ace my class" in my website. Food and drinks are not allowed in the lab. Please  
14 note that there is a surveillance camera that works 24/7- so smile often! Please lessen the use  
15 of pencil erasers, the residue is not good for the computers or the keyboards. When you are in  
16 the class and lab, I expect you to work on assignments, not surf the web, play games or engage  
17 in other such non-course related activities. The lab computers have sound cards, but no  
18 speakers. To listen to audio content you will need to use head phones connected to the  
19 computer's audio output jack. The CSUN computers are meant to be used for academic  
20 purposes only. Fair use policies can be found in <http://www-admn.csun.edu/vp/policies/>

## 21 22 **TOPICS**

23 Week 1: Introduction and orientation. What is IT?

24  
25 Week 2 to last week of class: Book chapters 1 to 13. Each chapter will be covered in two class  
26 meetings.

27  
28 Additional topics related to IT, math and statistics will be introduced and discussed in 4 class  
29 sessions with advanced notice for reading and preparation.

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31 Labs: starts in week 2. YOU MUST HAVE MYITLAB access code to start on these assignments.

32  
33 **ATTENDANCE AND PARTICIPATION:** Regular and punctual class attendance and active  
34 participation in class discussions are essential for passing this class. Poor attendance leads to  
35 fail or poor grades. Students who participate actively and constructively in the class discussions  
36 will receive more marks than those who are passive.

## 37 38 **GRADING POLICY**

- 39 1) This class has the "Use it or lose it" grading policy. This means that, you have to complete  
40 and submit all coursework by the due dates. If you do not submit an assignment you don't  
41 earn zero points for the missing assignment, rather you will earn negative points equal to  
42 half the maximum points. Thus, if a missing assignment had a maximum points of 50,  
43 anyone who fails to submit the assignment will lose 25 points from the class total points.
- 44 2) For written work, you will earn more points by submitting professional quality work.  
45 Computer printout is best (printers are available in all computer science labs). You will lose  
46 points by submitting work with spelling or grammatical errors, scruffy writing and drawings,  
47 work that is hastily put together without much thought, analysis, or care.

1 3) Please arrange to take all exams on the scheduled dates. I will reschedule exams only for  
2 certified emergencies.

3 4) Submitting lab work done by someone else is cheating and will be considered as academic  
4 dishonesty. In all such cases a grade of F will be assigned. Online quizzes will generally be  
5 reordered and randomized; therefore your neighbor's exam will be different from yours-  
6 Don't COPY!!

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

9

#### 10 **SUBMITTING WORK**

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

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

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