

Introduction to Computing - CIS 101

Pace University, Seidenberg School of Computer Science & Information Systems

COURSE DESCRIPTION

Introduction to Computing, or CIS101, introduces students to the essential knowledge required to achieve a well-rounded understanding of the explosive impact of the Internet and technology in all aspects of modern society. Computers are now the primary means of information retrieval, analysis and communication among individuals and organizations throughout the world. CIS101 provides students with the understanding of computer terminology, hardware, and software necessary to explore the resources of the Internet and exploit technology to its fullest on both a personal and professional level.

CIS 101-Introduction to Computing is a **three-credit course with two hours held in a classroom combined with a required online portion equivalent to one hour of classroom instruction**. Time in the classroom will be spent learning Application Software (Excel), Introduction to Web Page Design (HTML and CSS), and Introduction to Programming (JavaScript). The online site for this course (found at <http://blackboard.pace.edu>) will contain readings, interactive exercises, and supplemental material.

TEXTBOOKS AND SUPPLIES

- **Textbook**
 - This course does not require a text book.
- **Equipment**
 - Students are required to bring a laptop and headphone to every class meeting
- **Software**
 - Office 2016- Specifically Excel 2016
 - Available free to students at adam.pace.edu
 - [Google Chrome](http://Google.com) – Strongly Recommended Web Browser for this Course
 - Webpage.pace.edu – Free hosted web space
 - Codeanywhere.com – Free web based HTML editor
 - Balsalmiq.com – Free trial of web based wireframe software
 - Codecademy.com – Hands on HTML practice
 - Instructor will provide login information.
 - [Google Apps](http://Google.com) – Every student is required to have a Google account to work with their group using Drive, Hangouts, etc.

COURSE OUTCOMES

Communication Skills – students will learn to express their ideas and apply what they have learned about Excel 2016, Web Development, Programming and other technology concepts more effectively through a series of assignments and team projects.

Analysis – through the presentation of material relating to topics including digital ethics, personal security and other critical technology issues students will learn to think clearly and critically. They will be able to apply their experience to better interpret and analyze course materials and multimedia presented in a meaningful way.

Effective Citizenship – through participation in discussion board forums, themes topics and group projects, students will learn to be involved and responsible in the community. They will develop leadership skills and act with informed awareness about

Social Interaction – students will be given an opportunity to work with their peers in a group setting to develop hands on projects reflecting what they have learned throughout the semester. Students will be involved in working together as a group, which will involve the development of effective leadership, listening, communication and team building skills.

Problem Solving – through a series of assignments, projects and other challenges students will be given the experience of finding and discovering solutions to a variety of problems presented. Students will be encouraged to define problems in their own words, formulate strategies to solve problems, test the strategies and assess their effectiveness.

Technological Fluency – students will make efficient use of the technology tools they will learn in this course to apply them to their personal and professional needs.

GRADING

In order to receive a grade in CIS101 you must complete all assigned homework, classwork and projects. The following assessments will be used to determine your grade:

Category	Assignments	Points
Attendance	Taken Weekly	100
Surveys	2 Skills Surveys 3 Peer Reviews	50
Discussion Boards	5 General Topics 3 Major Specific Topics	125
Excel	5 Training Exercises Major Specific Analysis Ex.	150
Web Development	5 Codecademy Check-ins Final Resume Site	175
Exam	Midterm	100
Group Project	6 Assignments	300
Total		1000

Grades will be based on the following percentages:

Rounded %	0- 59	60 - 69	70 - 76	77 - 79	80 - 82	83 - 86	87 - 89	90 - 93	94 - 100
Grade Points	0	1	2	2.34	2.67	3	3.34	3.67	4
Letter Grade	F	D	C	C+	B-	B	B+	A-	A

COURSE EXPECTATIONS

Attendance at all scheduled class sessions is mandatory. In addition, you are expected to come to class prepared and having reviewed the materials for that week's work. Please consult the assignments section of Blackboard for information on what text you will need to bring to class. It is expected that you access the Blackboard site on a regular basis, to participate in the discussion board, carry out the readings and turn in assignments in a timely manner. It is expected that you will participate actively by maintaining communication with the instructor and your team via e-mail, submitting assignments according to due dates listed on the syllabus / assignment list, completing assigned readings as listed on the syllabus / assignment list,/blackboard and responding promptly to requests/questions by your instructor. You will also be expected to participate regularly by posting messages and questions in the Discussion Board area of the online site.

ASSIGNMENTS

Homework

On Blackboard under **Lecture Notes** and **Individual Assignments** you will find descriptions of all reading and required assignments for the week.

If you are experiencing any emergency or other situation that prevents you from handing in work on time, your instructor needs to know about the problem prior to the due date for the homework or project. Please notify your instructor via e-mail.

Discussion board

Discussion Board is the area where the class will meet to answer questions and discuss technologies. Discussion questions answered after midnight on the date due will not receive any credit.

1. Each Discussion Board topic remains available for only one week. You are expected to make your first post to the Discussion Board 1 day prior to your class meeting
2. Students are expected to login and participate in EACH discussion board topic at least 1 time per week or as instructed by the professor (who will provide more guidance on expectations for participation).
3. Students are expected to fully participate in the "discussion." This means that, in addition to posting a response to the topic presented, students are expected to respond to comments and questions from the instructor and/or other students.
4. Discussions will be graded based upon three criteria. FREQUENCY, QUALITY (that your posts were thoughtful, you read and responded to other classmates as well as your instructor) and ORIGINALITY.

Examinations

There will be a one hour, 50 multiple choice question midterm.

Examination Policy

No make-up exams will be allowed without prior arrangements being made. Make-up examinations must be taken when scheduled.

The Group Term Project

Working with your team, you will produce a Web site that features the elements of Excel, HTML, CSS and JavaScript that you have learned during the semester. This will be the final project for the course.

Your Instructor later in the semester will distribute details of the group project.

Because this is a team project, a significant part of your course work and final grade will depend on the contributions of other people – as their grades and experience will depend on you. **It is important that you conduct yourselves in a collegial and professional manner with your team mates to make sure that everyone will get the most out the team experience.**

Please bare in mind that 10% of individual grade will depend on your team's peer performance review.

COURSE POLICIES

Attendance

Attendance in class is required as is participation in class discussion and activities. Regular online participation in the course is also required.

Student Conduct In Class Policy

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated.

AMERICAN DISABILITIES ACT

If a student believes that he/she has a disability that may affect academic performance, that student should notify Pace University's Counseling Center for assessment and advisement. If a student tells the instructor that he/she has a disability, the instructor is bound by University policy to notify the appropriate University representative of such disability.

<http://www.pace.edu/counseling-center/resources-students-disabilities>

ACADEMIC HONESTY

Students must accept the responsibility to be honest and to request ethical standards in meeting their academic requirements. The Academic Integrity policy of Pace University states that it is unethical to plagiarize, to cheat on an examination, or to turn in work that is not yours. That means you **CANNOT COPY WORK FROM SOMEONE ELSE OR PRINT TWO COPIES OF THE SAME ASSIGNMENT TO BE HANDED IN BY TWO INDIVIDUALS**. Each student must do his/her own work. Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment in which the offense occurred to suspension or dismissal from the University.

It is easy for an instructor to tell when data has been duplicated between students. All instructors reserve the right to challenge work they feel has not been completed independently.

<http://www.pace.edu/seidenberg/seidenberg-current-students/academic-information-and-policies/>

COMMUNICATION

Blackboard: Students can contact your Pace instructor via the tools button for any problems or questions about the class.

Your Pace Email account: **You must use your Pace email account to communicate** with your Pace instructors. Your CIS101 instructor will communicate with you via your Pace email account. It is your responsibility as a student to regularly read your email account and respond promptly to communications from your instructor. You also have the option of forwarding all e-mail sent to your email account to a different e-mail account, for example, you can forward your email messages to a gmail or other email account that you read on a regular basis.

Email: You are welcome but not required to e-mail the instructor with problems and comments. All e-mail will be responded to promptly. Please be sure to include your full name in any e-mail you send your instructor. It is usually impossible to identify students solely based on their return e-mail addresses.