



MET-CS101: COMPUTERS AND THEIR APPLICATIONS
BOSTON UNIVERSITY METROPOLITAN COLLEGE COMPUTER SCIENCE DEPARTMENT

INSTRUCTOR: Greg Page, Ed.M. Office Hours Tuesdays, 5-6 p.m., SHA Building, Room 111.
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CLASS MEETINGS: Mondays, 6 p.m.-9:30 p.m. & Wednesdays 6-9:30 p.m., SHA Building ,
Room 111. (Note: There will be no class on Memorial Day (26MAY), or on Monday, 09JUN.
We will hold a make-up session for the 09JUN class (Date and Time TBD).

REQUIRED TEXT:

- Beekman and Beekman, *Digital Planet: Tomorrow's Technology and You*, Complete,
Tenth edition, Prentice Hall Print ISBN-10: 0132091534 Print ISBN-13: 978-
0132091534

COURSE DESCRIPTION:

An overview of computer information systems. Concepts include terminology, computer hardware, software, and networks, as well as the impact of computers on society, ethical issues in computing, and trends in information processing. Students use a computer with systems software and applications software, including an e-mail program, word processor, electronic spreadsheet, database management system, and presentation software.

As the textbook states, "You don't need to be a computer scientist to coexist with computers and networks. But your encounters with digital technology will make more sense if you understand a few basic concepts." The goal of this course is to increase your confidence and familiarity with respect to important computing concepts.

COURSE POLICIES:

1. **Course Grading:**

Homework	20%
Exams (2 total, 10% for 1st, 30% for 2nd)	40%
Presentations (2 total, 5% each)	10%
Attendance, Participation, and Professionalism	30%
Total	100%

2. **Testing:**

Students are required to take examinations on the day and time they are scheduled. If special circumstances require a modification to the test schedule, arrangements must be made with the instructor in advance, or the student will need to present a valid excuse from the University/College. If a student misses an exam, and is entitled to make it up, it is the student's obligation to contact the instructor to make the necessary arrangements.

3. Assignments:

In addition to the homework assignment given during class, the student must read each chapter of the book prior to the class discussion. Following the class, a student should reread the material and work with the review materials at the end of each chapter.

4. Handicapped or Disabled Students:

All students that have been officially accepted by the university as a student with a disability should present the official documents indicating the special accommodation they require to their instructor.

5. Ethics/Academics Honor Code:

All students should carefully read and understand the code and policies available in the University Student Handbook. Any violation of the code and policies may be presented to the University Academic Handbook Honesty Committee.

Student Preparation for Each Class:

- Read the text chapters assigned per schedule
- Review objectives from the chapters
- Make note of any questions you may have to pose during class or via e-mail
- Visit the companion website to complete web-based research, complete online study guide quizzes, and review other material

Course Schedule: (While class dates will not change, assignment info is subject to change):

Class	Covered this session		Assignment for Next Class
1	21MAY	<ul style="list-style-type: none"> • Orientation • Syllabus • Introduction to the Internet • Presentation Chapter 1, Chapter 2 	<ul style="list-style-type: none"> • Read Chapter 1 • Read Chapter 2 • Read Chapter 3, Prepare 6 Review Questions from Ch.3 for HW
2	28MAY	<ul style="list-style-type: none"> • Ch.3: Hardware Basics 	<ul style="list-style-type: none"> • Read Chapter 4/Prepare Homework Questions
3	02JUN	<ul style="list-style-type: none"> • Ch. 4: Software: The Ghost Inside the Machine 	<ul style="list-style-type: none"> • Prepare for Quiz/Prepare 1-Minute Student Presentations
4	04JUN	<ul style="list-style-type: none"> • In-Class Quiz • Ch. 5: Productivity Applications, Ch. 6: Graphics, Digital Media, 	<ul style="list-style-type: none"> • Read Chapters 7 & 8/Prepare Homework answers for each chapter

		and Multimedia	
5	TBD	Ch. 7: Databases, Ch. 8: Networking and Digital Communication	• Read Chapter 9/Review Questions for HW
6	11JUN	• Ch. 9: The Evolving Internet	• Prepare 2-slide/2-minute presentations on computer security
7	16JUN	• Ch. 10: Computer Security and Risks	• Read Chapters 11 & 12/Prepare homework questions for each chapter
8	18JUN	• Ch. 11: Computers at Work, School, and Home; Ch. 12: Information Systems in Business	• Read Chapters 13&14/Prepare homework questions for each chapter
9	23JUN	• Ch. 13: E-Commerce and E-Business; Ch. 14: Systems Design and Development	• Prepare for Final Exam
10	25JUN	• Final Exam in Class	

Academic Honesty and Integrity Statement

The University views academic dishonesty as one of the most serious offenses that a student can commit while in college and imposes appropriate punitive sanctions on violators. Here are some examples of academic dishonesty. While this not an all-inclusive list, we hope this will help you to understand some of the things instructors look for:

Cheating – intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise. This may include use of unauthorized aids (notes, texts), or copying from another student’s exam, paper, computer disk, etc.

- *Fabrication* – intentional and unauthorized falsification, misrepresentation, or invention of any data, or citation in an academic exercise. Examples may include making up data for a research paper, altering the results of a lab experiment or survey, listing a citation for a source not used, or stating an opinion as a scientifically-proven fact.
- *Plagiarism* – intentionally representing the words and ideas of another as one’s own in any academic exercise without providing proper documentation by way of a footnote, endnote, or intertextual note.
- *Unauthorized collaboration* – Students, each claiming sole authorship, submit separate reports, which are substantially similar to one another. While several students may have the same source material, the analysis, interpretation, and reporting of data must be unique to each individual.
- *Participation in academically dishonest activities* – Examples include stealing an exam, using a pre-written paper through mail order or other services, selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other

academically dishonest acts; alteration, theft, forgery, or destruction of the academic work of others.

- *Facilitating academic dishonesty* – Examples may include inaccurately listing someone as co-author of a paper who did not contribute, sharing a take-home exam, or taking an exam or writing a paper for another student.