

Syllabus

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Course Description

This [module](#) is also available as a concatenated page, suitable for printing or saving as a PDF for offline viewing.

MET CS 546

Quantitative Methods for Information Systems

The first part of this course lays down the mathematical foundation for the study of probability theory and statistics; it will cover functions, combinatorial mathematics, and differentiation and integration fundamentals. The second part of the course concentrates on the study of discrete and continuous distributions.

Prerequisite: College algebra

Course Overview

The following are some of the topics covered in this course:

- Elements of discrete mathematics (sets, one-to-one and onto functions, graphs of functions)
- Elements of calculus (limit of sequences, continuous functions, derivative of functions, antiderivatives, and definite integrals)
- Elements of combinatorics (permutations and combinations)
- Elements of the probability theory and statistics (discrete and continuous distributions, binomial, Poisson, geometric, normal distributions, expectations and variances, Strong Law of Large Numbers, The Central Limit Theorem)

Technical Notes

The table of contents expands and contracts (+/- sign) and may conceal some pages. To avoid missing content pages, you are advised to use the next/previous page icons in the top right corner of

the learning modules.

This course requires you to access files such as word documents, PDFs, and/or media files. These files may open in your browser or be downloaded as files, depending on the settings of your browser.

Course Learning Objectives

Upon successful completion of this course, you will be able to:

- Differentiate functions, take antiderivatives, and find areas under curves.
- Apply combinatorial methods to analyzing problems.
- Apply methods from the Probability Theory and Statistics to analyzing events of random nature.

Course Outline

- **Calendar Tool** - You can see many due dates in the calendar tool. You may add your own events there as well. However, please be aware that you may not find all of the important dates for the course listed there. You will stay current by checking announcements, discussions, and emails in the course.
- **Readings** - Each module has online lectures.
- **Discussion** - There are threaded discussions for each module. These discussions are moderated by your facilitator. Postings for each discussion should be completed by the assigned due dates. There are also general discussions boards, which are not graded, for you to use to discuss any issues with your classmates.
- **Practice Problems** - A set of practice problems and additional practice problems are available at the end of each module. They are optional learning activities for you to self-assess what you have learned in the module. After completing the practice problems, you can check the suggested solutions.
- **Quizzes** - There are quizzes due throughout the course. You can access them from the Assessments link.
- **Final Exam** - The final exam can be accessed from the Assessments link or the Final Exam module on the home page during the exam period.

Module 1

- Lecture 1 - Functions, images and preimages, one-to-one functions, limit of a sequence of numbers, continuous functions, derivatives of functions, rules of differentiation, points of local maximum and minimum, and graphs of functions.

- Lecture 2 - Horizontal and vertical asymptotes, Inflection points, the antiderivative of a function, the definite integral of a function, and the fundamental theorem of calculus.

Module 3

- Lecture 3 - K-samples, permutations, combinations, sample space, events, and the classical and statistical definitions of probability.

Module 4

- Lecture 4 - Independent events, discrete random variables, binomial distribution, and the approximation of the binomial distribution.

Module 5

- Lecture 5 - Geometric distribution, the mathematical expectation and the variance of a random variable, independent random variables, strong law of large numbers, and the properties of distribution functions.

Module 6

- Lecture 6 - Continuous distribution functions, density functions, the mathematical expectation, and the variance of a continuous random variable, standard deviation, normal distribution, and the central limit theorem.

Module 7 - Prepare for and Take the Final Exam

You will prepare for, and take, the proctored final exam.

The course will remain open two weeks after the final exam so that you can continue discussions and ask any questions about your grades or the course. This is also a time when we enter into a dialogue where we endeavor to learn from you how we can modify the course so that it better meets your needs.

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INSTRUCTOR

Jacqui Milton, PhD

Boston University
Metropolitan College
Computer Science Department
808 Commonwealth Avenue, Room 250
Boston, MA 02215
jnmilton@bu.edu



Dr. Jacqui Milton is an assistant professor of biostatistics at Boston University. She studied mathematics and molecular, cellular and developmental biology at the University of Michigan, received her master's degree in biostatistics at George Washington University, and received her doctorate in biostatistics at Boston University. She has been teaching graduate courses in biostatistics and statistics for eight years. Her current research projects involve statistical genetics with an emphasis in genetic risk prediction and next generation sequencing.

Original Course Developer

Anatoly Temkin, PhD

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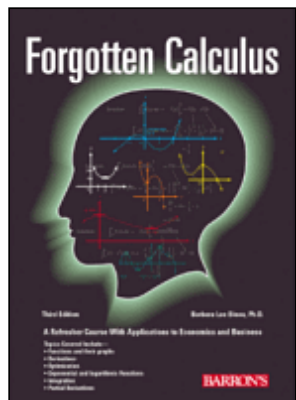


Dr. Anatoly Temkin has been a BU faculty member since 1989. He has taught numerous graduate and undergraduate courses from the math and computer science curricula. He is currently a professor and a graduate student advisor in the Boston University Metropolitan College.

Course Materials and Resources

There are no required course textbooks for this class. The lectures will provide you with the
Loading [Contrib]/a11y/accessibility-menu.js There will be no reading assignments from the recommended book, however,

it is an excellent supplemental text that you may want to review for further elaboration. Although it is not available through the BU bookstore, they can be found online.



Bleau, B. L. (2001). *Forgotten calculus* - 3rd Edition.

Happauge, NY: Barron's Educational Series.

ISBN-13: 978-0764119989

ISBN-10: 0764119982

Optional Course Software

You can use an equation editor to complete your quizzes in Microsoft Word. Microsoft Word with Microsoft Equation is a free add-on to Microsoft Word. You can also write out your problems by hand.

Supplemental Materials

Modules 1-6

You will find a number of videos incorporated into the lectures providing supplemental explanations of the text.

MathJax

Variables, formulae, and equations in this course are rendered using [MathJax](#).

Adding Fractions

Adding fractions: $\frac{a}{b} \pm \frac{c}{d} = \frac{ad \pm cb}{bd}$, often this is easy to remember. a, b, c, d do not have to be the following:

To enable its features in your browser, right-click (or ctrl-click on a single-mouse-button Mac) on a variable or equation to see your MathJax settings.

MathJax can be used with the [MathPlayer](#) plugin for Internet Explorer, which converts math to speech and highlights the math as it is spoken.

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Boston University Library Information

Boston University has created a set of videos to help orient you to the online resources at your disposal. An introduction to the series is below:

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All of the videos in the series are available on the [Online Library Resources](#) page, which is also accessible from the Campus Bookmarks section of your Online Campus Dashboard. Please feel free to make use of them.

As Boston University students, you have full access to the BU Library. From any computer, you can gain access to anything at the library that is electronically formatted. To connect to the library, use the link <http://www.bu.edu/library>. You may use the library's content whether you are connected through your online course or not, by confirming your status as a BU community member using your Kerberos password.

Once in the library system, you can use the links under “Resources” and “Collections” to find databases, eJournals, and eBooks, as well as search the library by subject. Some other useful links follow:

Go to <http://www.bu.edu/library/research/collections> to access eBooks and eJournals directly.

If you have questions about library resources, go to <http://www.bu.edu/library/help/ask-a-librarian> to email the library or use the live-chat feature.

To locate course eReserves, go to <http://www.bu.edu/library/services/reserves>.

Please note that you are not to post attachments of the required or other readings in the water cooler or other areas of the course, as it is an infringement on copyright laws and department policy. All students have access to the library system and will need to develop research skills that include how to find articles through library systems and databases.

Free Tutoring Service

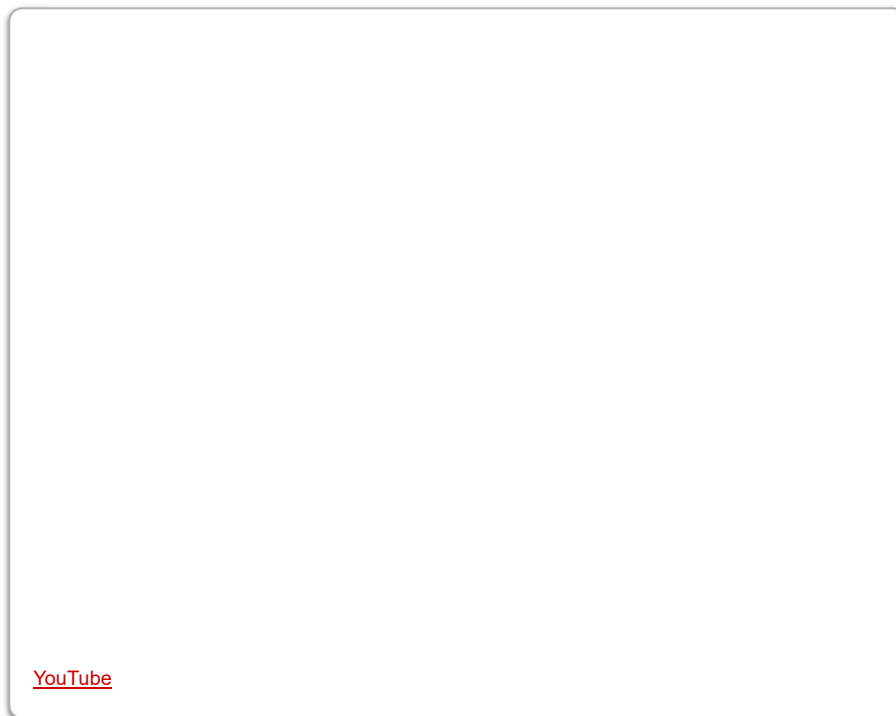


Free online tutoring with SMARTHINKING is available to BU online students for the duration of their courses. The tutors do not rewrite assignments, but instead teach

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students how to improve their skills in the following areas: writing, math, sciences, business, ESL, and Word/Excel/PowerPoint.

You can log in directly to SMARTHINKING from Online Campus by using the link in the left-hand navigation menu of your course.



Please Note

The SMARTHINKING service can be used for Boston University online class work only. Use of this service for personal purposes or for anything other than Boston University online class work will result in deactivation of your SMARTHINKING account.

Quiz Instructions

Please complete the week's quiz fully by the due date and within the allotted time. Each answer must be uploaded as a file. You can make the file using any tool such as Microsoft Word's Equation Editor or TeX, but it will probably be easiest to print each question as a worksheet, do the problem by hand, and then upload a picture of your completed worksheet.

How to Print a Question on a Worksheet

1. Click the "Make Worksheet" link. The question will open in a new browser window.
2. Print the page. (Use the scale option in the print dialog to make the print larger.)

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th a Phone or Tablet

1. Open the browser on your device and go to onlinecampus.bu.edu
2. Sign in, go to the course, and open the quiz.
3. Click **Browse My Computer**, which will prompt you to choose an application or action to upload the file from, which will be the **camera**.
4. Take a photo of your answer and upload the file.

There is a Quiz Practice to try uploading to practice with unlimited time.

You access the quizzes upload page by clicking on the Assessments link from the menu to your left.

If you have any questions, please contact your facilitator or post a question in the corresponding discussion board for this quiz.

Microsoft Equation Editor

Installing Microsoft Equation Editor

If Microsoft Equation Editor is not available, you may need to install it. If you originally installed Microsoft Office from a network file server or from a shared folder, you must install Equation Editor from that location. If you installed Office from a CD-ROM, you must install Equation Editor from the disc.

1. Quit all programs.
2. Click **Add or Remove Programs** in Control Panel.
3. In the **Currently installed programs** box, click the listing for Microsoft Office or Microsoft Word, depending on whether you installed Word as part of Office or as an individual program, and then click **Change**.
4. On the **Maintenance Mode Options** screen, click **Add or Remove Features**, and then click **Next**.
5. If a **Custom Setup** screen appears, select the **Choose advanced customization of applications** check box, and then click **Next**.
6. In the list of features to install, click the expand indicator (+) next to **Office Tools**.
7. Click the arrow next to **Equation Editor**, and then click **Run from My Computer**.
8. Click **Update**.
9. Restart Word.

Insert an Equation

1. Click where you want to insert the equation.

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2. On the **Insert** menu, click **Equation**, and then click the **Create New** tab.

3. In the **Object type** box, click **Microsoft Equation 3.0**.
4. Click **OK**.
5. Build the equation by selecting symbols from the **Equation** toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.) and by typing variables and numbers. From the top row of the **Equation** toolbar, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.

This was extracted from the Microsoft Word help file.

Study Guide

The following material is collected here for your convenience. The discussion and assessment quiz details can be found within the modules, as well as in the "Discussion" section of the course, and in the "Assessments" sections respectively.

Module 1 Study Guide and Deliverables

Readings: Module 1 online content

Discussions: Please post your introduction as soon as possible. Discussion 1 postings

Assessments: Quiz 1 due

Live Classroom:

Module 2 Study Guide and Deliverables

Readings: Module 2 online content

Discussions: Discussion 2 postings

Assessments: Quiz 2 due

Live Classrooms:

Module 3 Study Guide and Deliverables

Readings: Module 3 online content

Discussions: Discussion 3 postings

Assessments: Quiz 3 due

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Module 4 Study Guide and Deliverables

Readings: Module 4 online content

Discussions: Discussion 4 postings

Assessments: Quiz 4 due

Live Classrooms:

Module 5 Study Guide and Deliverables

Readings: Module 5 online content

Discussions: Discussion 5 postings

Assessments: Quiz 5 due

Live Classrooms:

Module 6 Study Guide and Deliverables

Readings: Module 6 online content

Discussions: Discussion 6 postings

Assessments: Quiz 6 due

Live Classrooms:

Final Exam Details

The final exam is a proctored exam. The Computer Science department requires that all final exams be proctored.

The exam will only be accessible during the final exam period. You can access it from the Assessments section of the course. Your proctor will enter the password to start the exam.

You will receive a technical support hotline number before the start of the exam. Please bring this number with you to the exam.

Course References

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Among books used in the preparation of this course were:

Gmurman, V. E. (1977). *The theory of probability and mathematical statistics* (5th ed.). Moscow: Vysshaya Shkola.

Grimaldi, R. P. (2003). *Discrete and combinatorial mathematics: An applied Introduction* (5th ed.). Reading, MA: Addison Wesley.

Mendenhall, W., Beaver, R. & Beaver, B. (2002). *Introduction to probability and statistics* (11th ed.). Pacific Grove, CA: Duxbury Press.

Rothenberg, R. J. (1992). *Probability and statistics*. Florence, KY: Cengage Learning.

Course Grading Information

Course Grading Structure

For any graded learning activity (quizzes, discussions, etc.), you will be assigned a numeric grade. The conversion to a letter grade is based on the following distribution:

100–93	A
92–90	A-
89–87	B+
86–83	B
82–80	B-
79–77	C+
76–73	C
72–70	C-
69–60	D
Below 60	F

Your final grade for this course will be derived from the following:

- Discussions: 10%
- Six quizzes @ 10% for a total of 60%
- Final Exam: 30%

Discussions

Graded Discussions - Students will be participating in discussions that will be graded on a 100-point scale: [go to the Discussion Rubric](#).

Delays

If, for any reason, you are unable to meet any assignment or assessment deadline, contact your course facilitator. All assignments and assessments must be completed. Extensions may be granted under mitigating circumstances.

Proctored Final Exam

The final exam is a **proctored exam**. It will consist of multiple-choice questions. You will have three hours to complete the final exam. It will be a **closed-book and closed-notes** exam. You will be responsible for scheduling your own appointment with an approved proctoring option. Detailed instructions about setting up an appointment will be forthcoming from the proctored exam coordinator.

Discussion Grading Rubric

Graded discussion periods are the Tuesday of each module until 6:00 AM ET on the Tuesday of the following module. You're certainly welcome to continue a discussion past the grading period, but that additional posted material will not affect your discussion grade. The rubric below is the guide we use to evaluate your discussion contributions.

Discussion Grading Rubric

Criteria	51–60	61–70	71–80	81–90	91–100
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Loading [Contrib]/a11y/accessibility-menu.js</div> participation		Participation generally	Reasonably useful	Frequently relevant and	Continually relevant and

		lacks frequency or relevance	relevant participation during the discussion period	consistent participation throughout the discussion period	consistent participation throughout the discussion period
Community	Mostly indifferent to discussion	Little effort to keep discussions going or provide help	Reasonable effort to respond thoughtfully, provide help, and/or keep discussions going	Often responds thoughtfully in a way that frequently keeps discussions going and provides help	Continually responds thoughtfully in a way that consistently keeps discussions going and provides help
Content	No useful, on-topic, or interesting information, ideas, or analysis	Hardly any useful, on-topic, or interesting information, ideas, or analysis	Reasonably useful, on-topic, and interesting information, ideas, and/or analysis	Frequently useful, on-topic, and interesting information, ideas, and analysis	Exceptionally useful, on-topic, and interesting information, ideas, and analysis
Reflection and Synthesis	No significant effort to clarify, summarize, or synthesize topics raised in discussions			Contributes to group's effort to clarify, summarize, or synthesize topics raised in discussions	Leads group's effort to clarify, summarize, or synthesize topics raised in discussions

Academic Conduct Policy

Please visit Metropolitan College's website for the full text of the department's [Academic Conduct Code](#).

A Definition of Plagiarism

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“The academic counterpart of the bank embezzler and of the manufacturer who mislabels products is the plagiarist: the student or scholar who leads readers to believe that what they are reading is the original work of the writer when it is not. If it could be assumed that the distinction between plagiarism and honest use of sources is perfectly clear in everyone’s mind, there would be no need for the explanation that follows; merely the warning with which this definition concludes would be enough. But it is apparent that sometimes people of goodwill draw the suspicion of guilt upon themselves (and, indeed, are guilty) simply because they are not aware of the illegitimacy of certain kinds of “borrowing” and of the procedures for correct identification of materials other than those gained through independent research and reflection.”

“The spectrum is a wide one. At one end there is a word-for-word copying of another’s writing without enclosing the copied passage in quotation marks and identifying it in a footnote, both of which are necessary. (This includes, of course, the copying of all or any part of another student’s paper.) It hardly seems possible that anyone of college age or more could do that without clear intent to deceive. At the other end there is the almost casual slipping in of a particularly apt term which one has come across in reading and which so aptly expresses one’s opinion that one is tempted to make it personal property.”

“Between these poles there are degrees and degrees, but they may be roughly placed in two groups. Close to outright and blatant deceit-but more the result, perhaps, of laziness than of bad intent-is the patching together of random jottings made in the course of reading, generally without careful identification of their source, and then woven into the text, so that the result is a mosaic of other people’s ideas and words, the writer’s sole contribution being the cement to hold the pieces together. Indicative of more effort and, for that reason, somewhat closer to honest, though still dishonest, is the paraphrase, and abbreviated (and often skillfully prepared) restatement of someone else’s analysis or conclusion, without acknowledgment that another person’s text has been the basis for the recapitulation.”

The paragraphs above are from H. Martin and R. Ohmann, *The Logic and Rhetoric of Exposition, Revised Edition*. Copyright 1963, Holt, Rinehart and Winston.

Academic Conduct Code

I. Philosophy of Discipline

The objective of Boston University in enforcing academic rules is to promote a community atmosphere in which learning can best take place. Such an atmosphere can be maintained only so long as every student believes that his or her academic competence is being judged fairly and that he or she will not be put at a disadvantage because of someone else’s dishonesty. Penalties should be carefully determined so as to be no more and no less than required to maintain the desired atmosphere. In defining violations of this code, the intent is to protect the integrity of the educational process.

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II. Academic Misconduct

Academic misconduct is conduct by which a student misrepresents his or her academic accomplishments, or impedes other students' opportunities of being judged fairly for their academic work. Knowingly allowing others to represent your work as their own is as serious an offense as submitting another's work as your own.

III. Violations of this Code

Violations of this code comprise attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, alterations of academic records, alterations of official data on paper or electronic resumes, or unauthorized collaboration with another student or students. Violations include, but are not limited to:

- A. **Cheating on examination.** Any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.
- B. **Plagiarism.** Representing the work of another as one's own. Plagiarism includes but is not limited to the following: copying the answers of another student on an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavor without acknowledging his or her contribution. Plagiarism can consist of acts of commission-appropriating the words or ideas of another-or omission failing to acknowledge/document/credit the source or creator of words or ideas (see below for a detailed definition of plagiarism). It also includes colluding with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.
- C. **Misrepresentation or falsification of data** presented for surveys, experiments, reports, etc., which includes but is not limited to: citing authors that do not exist; citing interviews that never took place, or field work that was not completed.
- D. **Theft of an examination.** Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- E. **Unauthorized communication during examinations.** Any unauthorized communication may be considered prima facie evidence of cheating.
- F. **Knowingly allowing another student to represent your work as his or her own.** This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s).
- G. **Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents,** including but not limited to transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.
- H. **Theft or destruction of examinations or papers** after submission.
 - I. **Submitting the same work in more than one course** without the consent of instructors.
 - J. **Altering or destroying another student's work or records,** altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so

Loading [Contrib]/a11y/accessibility-menu.js academic performance.

- K. **Violation of the rules governing teamwork.** Unless the instructor of a course otherwise specifically provides instructions to the contrary, the following rules apply to teamwork: 1. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor. 2. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- L. **Failure to sit in a specifically assigned seat during examinations.**
- M. **Conduct in a professional field assignment that violates the policies and regulations of the host school or agency.**
- N. **Conduct in violation of public law occurring outside the University that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.**
- O. **Attempting improperly to influence the award of any credit, grade, or honor.**
- P. **Intentionally making false statements to the Academic Conduct Committee or intentionally presenting false information to the Committee.**
- Q. **Failure to comply with the sanctions imposed under the authority of this code.**

Important Message on Final Exams

Dear Boston University Computer Science Online Student,

As part of our ongoing efforts to maintain the high academic standard of all Boston University programs, including our online MSCIS degree program, the Computer Science Department at Boston University's Metropolitan College requires that each of the online courses includes a proctored final examination.

By requiring proctored finals, we are ensuring the excellence and fairness of our program. The final exam is administered online, and the access will be available at the exam sites.

Specific information regarding final-exam scheduling will be provided approximately two weeks into the course. This early notification is being given so that you will have enough time to plan for where you will take the final exam.

I know that you recognize the value of your Boston University degree and that you will support the efforts of the University to maintain the highest standards in our online degree program.

Thank you very much for your support with this important issue.

Regards,

Professor Lou Chitkushev, Ph.D.

Associate Dean for Academic Affairs

Boston University Metropolitan College

Microsoft Imagine for Academic Institutions

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Metropolitan College is a member of Microsoft Imagine for Academic Institutions (formerly DreamSpark), a Microsoft program that supports technical education by providing access to Microsoft software for learning, teaching, and research purposes. Our membership allows faculty and students currently enrolled in MET courses to obtain certain Microsoft products free of charge. All MET students are granted access to download the software for the duration of their study at MET College.

FAQ and basic information are at: <http://www.bu.edu/metit/hw-and-sw/msdn-academic-alliance-software-center/>.

Who's Who: Roles and Responsibilities

You will meet many BU people in this course and program. Some of these people you will meet online, and some you will communicate with by email and telephone. There are many people behind the scenes, too, including instructional designers, faculty who assist with course preparation, and video and animation specialists.

People in Your Online Course in Addition to Your Fellow Students

Your Facilitator. Our classes are divided into small groups, and each group has its own facilitator. We carefully select and train our facilitators for their expertise in the subject matter and their excellence in teaching. Your facilitator is responsible for stimulating discussions in pedagogically useful areas, for answering your questions, and for grading homework assignments, discussions, term projects, and any manually graded quiz or final-exam questions. If you ask your facilitator a question by email, you should get a response within 24 hours, and usually faster. If you need a question answered urgently, post your question to one of the urgent help topics, where everyone can see it and answer it.

Your Professor. The professor for your course has primary responsibility for the course. If you have any questions that your facilitator doesn't answer quickly and to your satisfaction, then send your professor an email in the course, with a cc to your facilitator so that your facilitator is aware of your question and your professor's response.

Your Faculty and Student Support Administrator, Jeff Behn. Jeff is here to ensure you have a positive online experience. You will receive emails and announcements from him throughout the semester. Jeff represents Boston University's university services and works for the Office of Distance Education. He prepares students for milestones such as course launch, final exams, and course evaluations. He is a resource to both students and faculty. For example, he can direct your university questions and concerns to the appropriate party. He also handles general questions regarding Online Campus functionality for students, faculty, and facilitators, but he does not provide tech support. He is enrolled in all classes and can be contacted within the course through Online Campus email as it is running. You can also contact him by external email at jeffbehn@bu.edu or call (617) 358-1985.

People Not in Your Online Course

Although you will not normally encounter the following people in your online course, they are central to the program. You may receive emails or phone calls from them, and you should feel free to contact them.

Your Computer Science Department Online Program Coordinator, Peter Mirza. Peter administers the academic aspects of the program, including admissions and registration. You can ask him questions about the program, registration, course offerings, graduation, or any other program-related topic. He can be reached at metcsol@bu.edu or (617) 353-2566.

Your Computer Science Department Program Manager, Kim Richards. Kim is responsible for administering most aspects of the Computer Science Department. You can reach Kim at kimrich@bu.edu or (617) 353-2566.

Andrew Gorlin, Academic Advisor. Reviews requests for transfer credits and waivers. Advises students on which courses to take to meet their career goals. You can reach Andrew at asgorlin@bu.edu, or (617)-353-2566.

Professor Anatoly Temkin, Computer Science Department Chairman. You can reach Professor Temkin at temkin@bu.edu or at 617-353-2566.

Professor Lou T. Chitkushev, Associate Dean for Academic Affairs, Metropolitan College. Dr. Chitkushev is responsible for the academic programs of Metropolitan College. Contact Professor Chitkushev with any issues that you feel have not been addressed adequately. The customary issue-escalation sequence after your course facilitator and course faculty is Professor Temkin, and then Professor Chitkushev.

Professor Tanya Zlateva, Metropolitan College Dean Dr. Zlateva is responsible for the quality of all the academic programs at Boston University Metropolitan College.

Disability Services

In accordance with University policy, every effort will be made to accommodate unique and special needs of students with respect to speech, hearing, vision, or other disabilities. Any student who feels he or she may need an accommodation for a documented disability should contact the [Office of Disability Services](#) at (617) 353-3658 or at access@bu.edu for review and approval of accommodation requests.

Netiquette

The Office of Distance Education has produced a netiquette guide to help you understand the potential impact of your communication style.

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Before posting to any discussion forum, sending email, or participating in any course or public area, please consider the following:



Ask Yourself...

- How would I say this in a face-to-face classroom or if writing for a newspaper, public blog, or wiki?
- How would I feel if I were the reader?
- How might my comment impact others?
- Am I being respectful?
- Is this the appropriate area or forum to post what I have to say?

Writing

When you are writing, please follow these rules:

- **Stay polite and positive in your communications.** You can and should disagree and participate in discussions with vigor; however, when able, be constructive with your comments.
- **Proofread your comments before you post them.** Remember that your comments are permanent.
- **Pay attention to your tone.** Without the benefit of facial expressions and body language your intended tone or the meaning of the message can be misconstrued.
- **Be thoughtful and remember that classmates' experience levels may vary.** You may want to include background information that is not obvious to all readers.
- **Stay on message.** When adding to existing messages, try to maintain the theme of the comments previously posted. If you want to change the topic, simply start another thread rather than disrupt the current conversation.
- **When appropriate, cite sources.** When referencing the work or opinions of others, make sure to use correct citations.

When you are reading your peers' communication, consider the following:

- **Respect people's privacy.** Don't assume that information shared with you is public; your peers may not want personal information shared. Please check with them before sharing their information.
- **Be forgiving of other students' and instructors' mistakes.** There are many reasons for typos and misinterpretations. Be gracious and forgive other's mistakes or privately point them out politely.
- **If a comment upsets or offends you, reread it and/or take some time before responding.**

Important Note

Don't hesitate to let your instructor or your faculty and student support administrator know if you feel others are inappropriately commenting in any forum.

All Boston University students are required to follow academic and behavioral conduct codes. Failure to comply with these conduct codes may result in disciplinary action.

Registration Information and Important Dates

[View the drop dates for your course.](#)

[Withdraw or drop your course.](#)

- If you are dropping down to zero credits for a semester, please contact your college or academic department.
- **Nonparticipation in your online course does not constitute a withdrawal from the class.**
- If you are unable to drop yourself on student link please contact your college or academic department.

Technical Support

Experiencing issues with BU websites or Blackboard?

It may be a system-wide problem. Check the BU Information Services & Technology (IS&T) [news page](#) for announcements.

Boston University technical support is available via email (ithelp@bu.edu), the [support form](#), and phone (888-243-

Loading [Contrib]/a11y/accessibility-menu.js Center has multiple locations. All locations can be reached through the

previously mentioned methods. For IT Help Center hours of operation please visit their [contact page](#). For other times, you may still submit a support request via email, phone, or the support form, but your question won't receive a response until the following day. If you aren't calling, it is highly recommended that you submit your support request via the technical-support form as this provides the IS&T Help Center with the best information in order to resolve your issue as quickly as possible.

Examples of issues you might want to request support for include the following:

- Problems viewing or listening to sound or video files
- Problems accessing internal messages
- Problems viewing or posting comments
- Problems attaching or uploading files for assignments or discussions
- Problems accessing or submitting an assessment

To ensure the fastest possible response, please fill out the online form using the link below:

IT Help Center Support
888-243-4596 or 617-353-4357 or Web
Check your open tickets using BU's ticketing system .

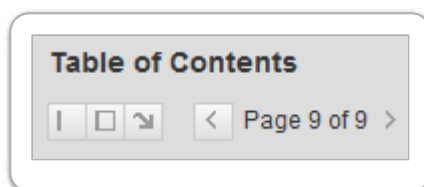
Navigating Courses

For best results when navigating courses, it is recommended that you use the Mozilla [Firefox](#) browser.

The Table of Contents may contain folders. These folders open and close (+ and – signs) and may conceal some pages. To avoid missing content pages, you are advised to use the next- and previous-page buttons (and icons) in the top-right corner of the learning content.

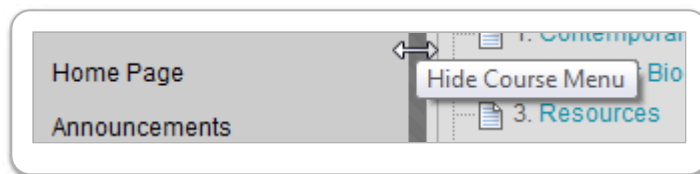
Please also familiarize yourself with the navigation tools, as shown below; these allow you to show and hide both the Course Menu and the Table of Contents on the left. This will be helpful for freeing up screen space when moving through the weekly lecture materials.

Navigation tools for the Table of Contents are shown in the image below:



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Clicking on the space between the Course Menu and the Table of Contents allows you to show or hide the Course Menu on the left:



Web Resources/Browser Plug-Ins

To view certain media elements in this course, you will need to have several browser plug-in applications installed on your computer. See the Course Resources page in the syllabus of each individual course for other specific software requirements.

- Check your computer's compatibility by reviewing Blackboard's [System Requirements](#)
- Check your browser settings with Blackboard's [Connection Test](#)
- Download most recent version of [Adobe Flash Player](#)
- Download most recent version of [Adobe Acrobat Reader](#)

How to Clear Your Browser Cache

The IT Help Center recommends that you periodically [clear your browser cache](#) to ensure that you are viewing the most current content, particularly after course or system updates.

This page is also found within the "How to..." section of the [online documentation](#), which contains a list of some of the most common tasks in Blackboard Learn.

Boston University Metropolitan College