Rutgers University
the State University of New Jersey

Syllabus: Intro Computing for Business

Payal Suratwala

Phone: 610-421-8557

Cell: 856-796-2395

Email: payal.suratwala@rutgers.edu

Learning Management System: https://onlinelearning.rutgers.edu/canvas

Canvas Helpdesk: 848-932-4702 or help@canvas.rutgers.edu

Course Overview:

In the modern economy, no business manager can perform well without a good understanding of information technology and its role in supporting business goals and transforming organizations. This course is designed to enable students to not only learn information technology concepts, but also to apply them.

Course Objectives:

The aim of this course is to specifically help you with the following:

- Explain the fundamental concepts of Information Technology.
- Explain and evaluate the information technology building blocks and applications underlying modern organizations.
- Explain the fundamental concepts, functions, and hardware of a personal computer.
- Explain how web technologies relate to E-business.
- Communicate with other I.T. professionals, by developing a versatile vocabulary.
- Solve problems by creative use of I.T.
- Apply the concepts by employing managerial I.T. tools.

Assigned Text and Materials:

The required e-text for this course is:

Gaskin, S., Graviett, N. & Geoghan, D. (2016). *Go! All in one: Computer concepts and applications (3rd. ed.)*. Prentice Hall.

You will need to purchase access to Mylab in order for you to access the text. You will be required to complete multiple activies in MyITLab.

You will access the eText and MyITLab materials directly from this course. For information on setting up your access, see accessing MyITLab in Course Home. Also see Getting started with MyITLab in Course Home to make sure your computer meets the minimum system requirements.

Course overview & Weights:

Assignments: MyITLab Activities: 20%
Module 1-6 Discussions: 20%
Exam Module 1 - 6: 20%
Final Project: 10%
Project: Developing your website: 10%
Module 1 - 6 Assignments: 20%
Total: 100%

Grading Percentage:

Percentage	Letter Grade
90% or Above	A
87-89%	B+
80-86%	B
77-79%	C+
70-76%	C
65-69%	D
64 - 0%	F

Online Class Participation:

Each student is expected to attend and prepare for class discussions as indicated in the course schedule. In evaluating class participation, I emphasize the quality of the participation more than the quantity.

Please come prepared for all classes. Not only your participation grade, but the quality of your learning is substantially enhanced when you come prepared. Participation may be assessed in different ways throughout the term.

Netiquette

The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (***In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor***.)

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:

- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as "Dr. …." or "Mr./Ms. …." ,not 'Hey'. Note that I will address you with your first name, unless you prefer that I address you differently.

- When sending an e-mail, you can get better attention by using the following guidelines:
  - o use descriptive subject lines, (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought was Spam.)
  - o please be as brief as possible by going straight to the point, and if possible, limit the use of attachments

Never send offensive and insulting messages* (this is a violation of the Student Code of Conduct). If you disagree, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to

resolve any concerns that you may have to help ensure that everyone's online experience of this course is beneficial.

- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrong doing.
- Do not start a volley of back and forth e-mails, with copies distributed to every student in the class.
- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any your e-mail communications to be private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others' personal information (such as email, phone numbers, last names, etc.)

Academic Integrity:

Policy found at http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you must:

- Properly acknowledge and cite all use of the ideas, results, or words of others, properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as your own in a course activity is your own and not from someone else.
- Obtain all data or results by ethical means and report them accurately.
- Treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- All student work is fairly evaluated and no student has an inappropriate advantage over others
- The academic and ethical development of all students is fostered the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the

University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

If there are questions on how to comply, please contact Mary Flaherty in the Rutgers-Camden Dean of Students office: marykreb@camden.rutgers.edu or contact the appropriate Associate Dean or Area Head at the School of Business.

Student Code of Conduct:

http://studentconduct.rutgers.edu/university-code-of-student-conduct

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the level of the matter. Students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:

Repeatedly leaving and entering the classroom without authorization

Answering cellular phone or allowing pager to beep

Making loud or distracting noises

Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor's requests

Violations of the code should be reported to the Dean of Students office deanofstudents@camden.rutgers.edu or 856-225-6050.

If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111

Disability Services/Accommodation:

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

https://ods.rutgers.edu/students/documentation-guidelines.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Office of Disability Services web site at:

https://ods.rutgers.edu/students/registration-form.

Ajeenah Nuriddin-Little
(856) 225-2722
Rutgers-Camden Disability Services:
Rutgers-Camden Learning Center
Armitage Hall, Room 240
311 North Fifth Street, Camden, NJ 08102-1405

Web page: https://learn.camden.rutgers.edu/disability-services

E-mail: Ajeenah.nuriddin-little@camden.rutgers.edu

Important Administrative Dates:

Tuesday, January 16 – First day of Spring 2018 semester

Tuesday, January 23– Last day to drop a class without a "W" (this can be done through WebReg)

Monday, April 2 – Last day to withdraw from one or all classes with a "W". (This can be done through WebReg) For more information, see the registrar's website http://registrar.camden.rutgers.edu/

Saturday, March 13 – Sunday, March 19– Spring recess (Online classes only)

Monday, April 30 – Last day of classes

Thursday, May 3 – Wednesday, May 9 -   Final Exam Period