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IT 104: Introduction to Computing

Fall 2022 Syllabus

<table>
<thead>
<tr>
<th><strong>Professor</strong></th>
<th>Kent Zimmerman</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:dzimmer2@gmu.edu">dzimmer2@gmu.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Office Location</strong></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Class Hours</strong></td>
<td>Lecture: Online; Lab: 10:30am – 11:45am on either M or W</td>
</tr>
<tr>
<td><strong>Class Location</strong></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Syllabus Version</strong></td>
<td>draft</td>
</tr>
</tbody>
</table>

**Course Description**

*Introduction to Computing (3:1:2).* Using both lecture and laboratory practice, this course introduces you to basic computer concepts in hardware, software, networking, computer security, programming, databases, e-commerce, decision support systems, and current developments in 3-D printing, virtualization, and Siri-like systems. Additional lectures examine social, legal, and ethical issues including privacy, intellectual property, health concerns, green computing, and accessibility. You will learn techniques to search, evaluate, validate, and cite information found online. Your hands-on lab exercises include working with spreadsheets, databases, presentations, HTML 5, CSS, cybersecurity, blogs, wikis, and mobile app development.

**Prerequisites**

Knowledge of high school algebra.

**Mason Core Course**

Information technology and computing can significantly augment humans’ ability to produce, consume, process, and communicate information. Thus, you need to understand ways to use such technology to enhance their lives, careers, and society, while being mindful of challenges such as security, source reliability, automation, and ethical implications. These factors have made it essential for you to understand how to effectively navigate the evolving
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technological landscape. IT courses offered in the majors may focus on disciplinary applications and concerns of information technology.

Mason Core IT courses meet the following learning outcomes:

1. You will understand the principles of information storage, exchange, security, and privacy and be aware of related ethical issues.
2. You will become critical consumers of digital information; they will be capable of selecting and evaluating appropriate, relevant, and trustworthy sources of information.
3. You can use appropriate information and computing technologies to organize and analyze information and use it to guide decision-making.
4. You will be able to choose and apply appropriate algorithmic methods to solve a problem.

Objectives

After successful completion of the course, you should:

1. Understand basic functions of computer hardware and software components including operating system functions;
2. Be able to identify various networks (LAN, WAN, intranet), topologies (ring, bus, star), protocols (TCP/IP, SMTP, POP & IMAP, HTTP & HTTPS, DNS), media types (wire pair, coaxial cable, fiber optics, microwave, radio frequency, infra-red), and network hardware (router, hub, gateway);
3. Know how to use search techniques (inclusion, exclusion, wildcards, phrase, Boolean search), evaluate the information found on Web pages (chat rooms, newsgroups, RSS, podcasting sites, Wikipedia, blogs), and cite electronic and printed references;
4. Understand computer viruses, biometric devices, encryption technique, digital signature, email filtering, firewall, and precautions on the Web;
5. Understand ethical issues regarding copyright, software licenses, information privacy, intellectual property, content filtering, Spam, and laws enacted with regards to SPAM, children’s protection on Web, electronic communication, and electronic theft;
6. Understand IT’s impact on society (health and environment);
7. Be able to design and create web pages using HTML5;
8. Know data visualization techniques;
9. Be able to read and write small programs using the Python programming language;
10. Know how to use different application programs like spreadsheet and database management systems;

and
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II. Understand the fundamentals of system analysis, programming languages, artificial intelligence, e-commerce, and the life cycle of program development.

Credit by Examination
You may be able to test out of IT 104 if you are knowledgeable in the areas listed above. Please read the information on Credit by Examination posted on https://ist.gmu.edu/students/current-students/course-credit-waiver-options/.

Textbooks
There are two required materials for the course, both from the Kendall Hunt publishing company. Used books do not contain the required electronic code.

1. *Introduction to Computer Information Systems*, 4th Edition
   ISBN: 9781524991821
   Author: Steinberg
   Available at: https://he.kendallhunt.com/product/introduction-computer-information-systems-1
   Price: USD 99

   ISBN: 9781792449277
   Author: George Mason University
   Available at: https://he.kendallhunt.com/product/fundamentals-computing-testing
   Price: USD 95

If you have an issue purchasing anything with your credit or debit card (especially for Korean bank cards), or any international shipping questions, please contact the Kendall Hunt customer service team and they will likely be able to assist you.
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**Grading**

Grades will be awarded in accordance with the University’s Grading System for undergraduate students. Please see AP.3.1 on [https://catalog.gmu.edu/policies/academic/grading/](https://catalog.gmu.edu/policies/academic/grading/) for more information.

The grading scale for this course is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 – 100%</td>
<td>Passing</td>
</tr>
<tr>
<td>A</td>
<td>93 – 96%</td>
<td>Passing</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92%</td>
<td>Passing</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89%</td>
<td>Passing</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86%</td>
<td>Passing</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82%</td>
<td>Passing</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
<td>Passing</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76%</td>
<td>Passing</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72%</td>
<td>Passing*</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
<td>Passing*</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
<td>Failing</td>
</tr>
</tbody>
</table>

* Grades of "C-" and "D" are considered passing grades for undergraduate courses. However, a minimum grade of "C" is required in the BSIT program for any course that is a prerequisite for one or more other courses. This course is a prerequisite for several courses in BSIT program. See [https://catalog.gmu.edu/colleges-schools/engineering/information-sciences-technology/information-technology-bs/#admissionspoliciestext](https://catalog.gmu.edu/colleges-schools/engineering/information-sciences-technology/information-technology-bs/#admissionspoliciestext) for more information on those courses.

Raw scores may be adjusted by the instructor to calculate final grades.
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**Grading Components**

Final grades will be determined based on the following components:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Exercises</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Project Part I (Research Paper)</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Project Part II (Web site)</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Blackboard Discussion Posts</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Lab Exercises and Homework Assignments</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Practice Test (conducted in lab)</td>
<td>25</td>
<td>2.5%</td>
</tr>
<tr>
<td>Final Practice Test (conducted in lab)</td>
<td>25</td>
<td>2.5%</td>
</tr>
<tr>
<td>Midterm Exam (conducted in lab)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam (conducted in lab)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Note:** You are responsible for checking the currency of your Blackboard grades. Grade discrepancies should be brought to your instructor’s attention within one week of that grade’s posting. In the case of the final exam, you must raise a grade discrepancy concern within 24 hours of that grade’s posting.

**Course Discussions**

There will be multiple required course discussions throughout the semester. Please note that some discussions require you to make an original post and then respond to two other posts with constructive feedback.

**Course Project, Parts I and II**

There are two major projects in this course. The first project involves writing a basic research paper, while the second project involves creating a web site based on your research paper. Please see the respective project pages in Blackboard for more information.

**Midterm and Final Practice Tests**

Midterm and final practice tests are taken prior to the respective exam. You may take practice tests up to five times, and only your best score out of your attempts will be used.
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Exams
Exams will be held online at set times. Please check your email regularly for the most recent updates about the exams. Makeup exams are generally not permitted.

Final Grades
Your final grade will first be posted to your Blackboard page. You will have 24 hours from your grade’s posting to raise any concerns. Else, your final grade will then be submitted to Patriot Web.

Important Dates
The University’s semester calendar and final exam schedule are available on the Mason Korea web site at https://masonkorea.gmu.edu/academic-calendars.

Religious Holidays
A list of religious holidays is available at https://ulife.gmu.edu/religious-holiday-calendar/. If your religious observance conflicts with a scheduled course activity, please your instructor at least two weeks in advance of the conflict date to make alternative arrangements.

Diversity and Inclusivity
This course embodies the perspective that we all have differing views and ideas and we each deserve the opportunity to share our thoughts. Therefore, we will conduct our discussions with respect for those differences. For further information on the university’s policy on diversity and inclusivity, please visit: https://integrity.gmu.edu/.
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Attendance Policy
As a member of the academic community, you will be expected to contribute regardless of your proficiency with the subject matter. Participation will largely be determined in this online format by way of discussion board activity.

You are expected to make prior arrangements with the instructor if you know in advance that you will miss any assignments and to consult with the instructor as soon as possible if you miss an assignment without prior notice.

Departmental policy requires you to take exams at the scheduled time and place, unless there are truly compelling circumstances supported by appropriate documentation. Except in such circumstances, failure to attend a scheduled exam will result in a score of zero (0) for that exam, in accordance with AP.3.10 on https://catalog.gmu.edu/policies/academic/grading/. You should not make travel plans or other discretionary arrangements that conflict with scheduled classes or exams. If the University is closed due to weather or other unforeseen conditions, final exams may be rescheduled—you are strongly advised to not make plans that would prevent you from attending exams that may be rescheduled during the entire exam period.

Conduct
You are expected to conduct yourself in a manner that is conducive to learning, as directed by the instructor. You may be warned by the instructor or referred to the Office of Student Conduct if you negatively impact the opportunity for other students to learn.

Communications
George Mason University’s e-mail system is the official method of communication. You must use your MasonLIVE email account to receive important University information, including messages related to this course. Federal privacy law and George Mason University policy requires that any communication with you related in any way to your student status be conducted using secure George Mason University systems.

Privacy
The instructor respects and protects the privacy of information related to individual students. The instructor will take every possible measure to protect the privacy of your submissions, scores, and grades.
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Honor Code
You are required to adhere to the George Mason University Korea Honor Code as it relates to integrity regarding coursework and grades, including the following Honor Code pledge:

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Honor Code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

Additionally, the following requirements are set in this course:

1. All assessable work is to be prepared by you alone, unless the instructor explicitly directs otherwise.
2. All work must be newly created by you for this course for this semester. Any usage of work developed for another course, or for this course in a prior semester, is strictly prohibited without prior approval from the instructor.
3. You may seek assistance with assigned work (and are encouraged to do so if you feel the need), only if the directions for the assigned work do not prohibit such assistance and assistance is acknowledged in the submitted work (i.e., clearly identifying the person/s giving assistance and the nature of the assistance given).

The Honor Code can be found at https://masonkorea.gmu.edu/resources-and-services/cai/honor-code.

Disability Accommodations
If you have a disability and you need an academic accommodation, please contact the instructor as soon as you can. Accommodations for disabilities must be made in advance—you cannot be assisted retroactively, and at least one week’s notice is required for special accommodations related to exams. Please contact your instructor if you need accommodations during the first week of the semester so that there is sufficient time to make arrangements.

Available Resources
1. Academic Resource Center: https://masonkorea.gmu.edu/resources-and-services/academic-resource-center
2. IT 104 InfoGuide: https://infoguides.gmu.edu/it104
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**Pandemic Policies**

In the interest of everyone’s safety, students and faculty must follow these guidelines during the Fall 2022 semester.

1. If required again at any point during the semester, use the basement entrance to enter and exit Mason’s building. Your temperature will be screened each time you enter the building. Allow additional time before class to complete the entrance screening procedure. Carry your student ID card with you at all times and be ready to show it when you enter and exit the building. Do not prop doors or let others enter the building through doors on the ground floor.

2. Wear a face mask at all times. Remain 6 feet apart from others. Clean your seat and desk space with disinfectant wipes before you begin class. Use hand sanitizer regularly, and avoid shaking hands or other forms of physical contact. Do not share pens, pencils or other personal items. Limit your use of the elevators, and use stairs to travel between floors of the building. Students are expected to purchase their own masks for personal use. Disinfectant wipes and hand sanitizer will be available in each classroom.

3. Classrooms are marked to indicate appropriate seating to allow for social distancing. Only sit in allowable seats, and maintain current set-up of classroom furniture. If you are asked to re-arrange classroom furniture by your professor for in-class exercises, return furniture to its original position when you are finished.

4. Observe these rules at all times during the class period and while in Mason’s building or other public areas of the campus. This includes during class breaks, in small group work (in or out of class), meetings with your professors during office hours, tutoring sessions at the Academic Resource Center, socializing in common areas, or any other activities on campus.

5. Make sure windows and doors remain open during the class period to promote circulation of outside air. Classrooms without windows have mechanical systems that vent air, but doors should be kept open at all times.

6. The safest option for studying is to study alone in your dorm room or at home. If you must study in the building, alone or in groups, observe these rules at all times.

7. All faculty and students must abide by these rules in the classroom. If you see others who are not observing the rules outside the classroom, you may report this to your instructor, student affairs or academic affairs.

8. Do not enter the Mason building or come to class if you have symptoms such as fever, chills, sore throat, persistent cough, shortness of breath or other respiratory difficulties. If you must miss class for this reason, send an email immediately to the professor prior to the beginning of class. You will not be penalized for missing class for this reason, but you may be asked to provide documentation that you sought medical diagnosis or treatment. You are responsible for making up any missed assignments or tests as a result of your absence.

9. Students who come to class with visible signs of illness will be asked to leave the classroom immediately and seek assistance from the IGC Health Clinic. Faculty will report your name and symptoms to the Office of Student Affairs (mksa@gmu.edu) to confirm that you have sought medical assistance.
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10. Failure to comply with any of these guidelines may result in disciplinary action through the Student Code of Conduct.
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**Course Schedules**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>Lab</th>
</tr>
</thead>
</table>
| Week 1 | • Course Introduction  
 • Project Part 1: Research Paper Details  
 • Information Systems  
 • Library and Internet Research  
 • World Wide Web | • Course Introduction  
 • Library Research  
 • GRTEP and Google Accounts  
 • Information Literacy Activity |
| Week 2 | • Course Introduction  
 • Project Part 1: Research Paper Details  
 • Information Systems  
 • Library and Internet Research  
 • World Wide Web | • Course Introduction  
 • Library Research  
 • GRTEP and Google Accounts  
 • Information Literacy Activity |
| Week 3 | • Week 1  
 • Week 2  
 • Week 3  
 • Week 4  
 • Week 5  
 • Week 6  
 • Week 7  
 • Week 8  
 • Week 9  
 • Week 10  
 • Week 11  
 • Week 12  
 • Week 13  
 • Week 14  
 • Week 15 | • Week 1  
 • Week 2  
 • Week 3  
 • Week 4  
 • Week 5  
 • Week 6  
 • Week 7  
 • Week 8  
 • Week 9  
 • Week 10  
 • Week 11  
 • Week 12  
 • Week 13  
 • Week 14  
 • Week 15 |

Note: The assigned chapter for each lecture is recommended to be read prior to the corresponding lecture. Please pay special attention to the weekly “Steps to Success” in Blackboard for a detailed schedule that might help you succeed in this class.