



AMERICAN UNIVERSITY

IN BOSNIA AND HERZEGOVINA



COURSE SYLLABUS

CITA 110 – INTRODUCTION TO INFORMATION TECHNOLOGY

Prepared by: Dr. Kenneth R. Szulczyk

CITA 110 – INTRODUCTION TO INFORMATION TECHNOLOGY

- A. TITLE: INTRODUCTION TO INFORMATION TECHNOLOGY
- B. COURSE NUMBER: CITA110
- C. U.S. CREDIT HOURS: 3 (6 ECTS)
- D. INSTRUCTOR: Kenneth R. Szulczyk
- E. INSTRUCTOR'S CONTACT INFO:
Email: kszulczyk@aubih.edu.ba
Phone:
Office:
Skype*: ken.szulczyk
Other*:
- F. OFFICE HOURS (day, time, place): Students may request appointments at different times if the times below are not convenient.
- | | | |
|-----------|---------------------|-----------------------------------|
| Monday | Tuzla Office | From 10:00 AM to 12:00 PM |
| Tuesday | Tuzla Office | From 9:30 AM to 12:00 PM |
| Wednesday | Tuzla Office | From 9:30 AM to 12:00 PM |
| Friday | (Banja Luka campus) | Between classes or by appointment |
- G. HOURS OF LECTURE: 2 hours of lectures and 1 hour of exercises per week
- H. COURSE DESCRIPTION: An introduction to information technology focusing on microcomputer applications and application software. To include word processing, spreadsheet, database, electronic presentation and intro to HTML also include personal computer terminology, hardware system components, and operating systems. Hands-on experience is utilized throughout.
- I. PRE-REQUISITES/CO-COURSES: None
- J. STUDENT LEARNING OUTCOMES: This course will specifically provide training and assess students on the following learning outcomes:
- research-based writing skills
At the end of the course, students should be able to address a substantial research question using available evidence to support the thesis, arguments and conclusions.
 - effective oral presentations skills
At the end of the course, student should thus be able to summarize, present and discuss ideas and arguments orally in a clear, effective and engaging way.

- critical thinking skills
At the end of the course, students should be able to identify, analyze and evaluate arguments as they are presented orally or in writing in the context.
 - informed knowledge of problems in the EU on a basic level
- K. TEXTS: As determined by instructor.
- L. REFERENCES: Publications, Periodicals, etc.: As determined by the instructor.
- M. TEACHING METHODS: Combination of interactive lectures, seminars, debates, class discussions, simulations, and students' presentations.
- N. EQUIPMENT: Computers with internet access for homework and in class assignments.
- O. GRADING SCALE: (AUBIH Grading scale) See Student Handbook
- P. MEASUREMENT CRITERIA: See Appendix 1
- Q. HARVARD CASE STUDIES: Not applicable
- R. DETAILED TOPICAL OUTLINE:
- S. COURSE SCHEDULE: See Appendix 2
- T. OTHER**
- Harvard Case Studies (title and short instructions)
 - Procedures and Policies
 - o Reading and Homework
 - o Chapter test and or popup quizzes, online quizzes
 - o Exams (Multiple choice, True/False, essay questions, length) Student can not be late for the exam. In the case of being late student will not attend the exam. (This rule is for all exams)
 - o Make up quizzes and tests
 - o Deadlines / Submission of papers
 - o Paper submission formats (course standards)
 - o Extra credits
 - o Cheating, plagiarism, academic behavior)

Cheating

Obtaining information from another student or other unauthorized sources, or giving information to another student, in connection with an examination or assignment is prohibited. This includes taking or giving answers during an in-class examination either orally or by copying; collaboration on a take-home examination or assignment where such collaboration is prohibited by the instructor; bringing to and/or using in an examination unauthorized material (books, notes, etc.) If a student is caught cheating, the first offense will get 0% for the exam/assignment he/she was working on and a warning by the faculty member, who will also inform all other instructors about that behavior. If a student cheats a second time, he/she will be sent to the Dean's Office and get failing grade for that course. If a student repeats plagiarism/cheating for a third time he/she will be dismissed from the college.

Plagiarism

Any copying of material from a source or sources and submitting this material as one's own without acknowledging, through specific footnoting and quotation marks, the particular debt to the source is considered plagiarism. This includes copying material from published sources or unpublished sources (ex. another student's work). Students are obligated to cite a source right after the quotations in the body of the text or in the bibliography at the end of the paper.

When there is proof of plagiarism for the first time (buying a paper, stealing a paper, having someone else write any part of your paper, borrowing a paper, copying from another source without citing on purpose, etc.), the faculty member will warn the student and give 0% for the assignment where the plagiarism is found. If a student engages in plagiarism a second time, he/she will be sent to the Dean's Office and will receive failing grade as the final grade of a course to which a student applied plagiarism. If a student repeats plagiarism for a third time he/she will be dismissed from the college. Plagiarism is stealing of someone's intellectual property and expresses an unprofessional attitude toward the instructor and the college, and due to those facts faculty/staff will consider plagiarism as a serious offense.

Academic Warning/Dismissal from Class

According to the sanction procedure # PRO-AS-17, students may be dismissed from class for deviant academic behavior or excessive absences. Deviant academic behavior includes unauthorized talking/disrupting the class, using computers, cell phones and other devices for unauthorized activities and other behavior disruptive to the class/faculty member – it is left to the discretion of the faculty member/proctor/DLC to dismiss a student from class for deviant behavior. Further, deviant academic behavior will be reported in writing to the Academic Department. Sanctions for deviant behavior will be administered by the Dean in cooperation with the Disciplinary Committee and include official warnings and dismissal from the college. Class policy for dismissal due to deviant behavior or excessive absences should be included in the class syllabus. Generally, if a student continues with disruptive behavior after a verbal warning from the faculty member, the faculty will dismiss him/her from class and fill out an Incident Report Form. If this is a first time offense, the student will be interviewed and warned by the Student Advisor, and the Student Advisor will write a report about this interview. In case of a second time offense, the faculty member will follow the same procedure (filling out the form), however the Student Advisor informs the Disciplinary Committee. The committee will take into account statements from the faculty member, the student and the Student Advisor and decide upon the appropriate sanction for the student (an official letter of warning placed in the student's permanent records or dismissal from the college, dependant on the severity of the offense). In case of a third time offense (reported in writing by the faculty member) of a student who has already received an official warning, the Disciplinary Committee will decide about proper student's further status at University. The rules on academic warning/dismissal from class also extend to visiting lectures and educational visits of AUBiH students to other institutions.)

- Attendance (absence) and tardiness (in the case of absence for medical reason, student is obligated to bring official doctor's excuse or parent's statement within 7 days from absence)
 - Presentations (Class, team, individual)
 - Class participation (individual, group or team)
 - Projects (Class, Lab, Visit)

SUBJECT:

APPENDIX TO SYLLABUS 1 GRADE CALCULATIONS

| Pre-Final Exam obligations and points | Description | Points (%) (Max) | Points (%) Earned |
|--|--|---------------------|----------------------|
| | Attendance | 5% | % |
| | Exam 1 | 15% | % |
| | Midterm | 20% | % |
| | Exam 2 | 15% | % |
| | Quiz 1 – Email | 1% | % |
| | Quiz 2 – Multimedia | 1% | % |
| | Quiz 3 – Word | 2% | % |
| | Quiz 4 – Excel | 2% | % |
| | Quiz 5 - Access | 2% | % |
| | Quiz 6 – HTML | 2% | % |
| | Participation & presentation <ul style="list-style-type: none"> - Individual - Team - Class - Visiting lectures | 5% | % |
| | Total | <u>70%</u> | <u>%</u> |
| Pre-final exam obligations: Range: Min 50 points (%) and Max 70 points (%) To be able to take final exam student MUST achieve a MIN of 50 points (%) | | | |
| Final Exam | Final (Min 0, Max 30points of total grade) | <u>30%</u> | <u>%</u> |
| Total Points (Pre-Final exam obligations + Final exam) | | <u>100%</u> | <u>%</u> |

100 points (%) = 100% on grading scale = grade "A"

* Depending of the type of course item marked with "*" do not have to be applicable

** Depending of the type of course professor can add different item as a part of pre-final exam obligations

Note – Quizzes are done in class under the supervision of the professor. This ensures students are learning the computer programs and not copying from other students.

Note – Students are required to attend visiting lectures. Visting lecturers can generate publicity that enhances the prestige and recognition of the university.

SUBJECT:**APPENDIX TO SYLLABUS 2 COURSE SCHEDULE**

| Week # | Topic | Activity | Homework/plans |
|--------|--|--|---------------------|
| 1 | Class 1 – Course Introduction | Review course syllabus <i>Lecture, class discussion, questions, exercises, and problems</i> | None |
| | Class 2 – History of Computers | Brief history of computers <i>Lecture, class discussion, questions, exercises, and problems</i> | None |
| 2 | Class 1 – History of Computers | Historical examples of computers are shown in PowerPoint <i>Lecture, class discussion, questions, exercises, and problems</i> | Quiz 1 – Email |
| | Class 2 – The History of the Internet | Brief history of computers <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 3 | Class 1 – Computer Hardware | An overview of computer hardware CPU, memory, hard drives, CD-ROM drives, etc <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 – Computer Hardware | Continuation of computer hardware <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 4 | Class 1 – Multimedia | Students are introduced to the multimedia types Pictures – BMP, GIF, JPEG, and PNG Audio – MP3 and MWV Video – MPEG, MP4, AVI, etc. <i>Lecture, class discussion, questions, exercises, and problems</i> | Quiz 2 – Multimedia |
| | Class 2 – File Organization and Protection | Organizing computer files Threats to the computer system Antivirus software <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 5 | Class 1 –Exam 1 | Students are tested over the first four weeks of material. Exams are short answer essay and fill in the blanks. <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 –Operating Systems | Introduction to operating systems An overview of Windows, Apple, and Linux <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 6 | Class 1 – Word Processing | Introduction to Word Entering, inserting, and deleting text. Opening, saving and printing documents. Editing: cut, copy and paste. Search and | |

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|----|--|---|-----------------|
| | | Replace <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 –Word Processing | Grammar and spell check. Formatting: alignment, fonts, text size, line spacing, margins, and indenting. Headers and footers <i>Lecture, class discussion, questions, exercises, and problems</i> | Quiz 3 – Word |
| 7 | Midterm (preparation, test, review) (C) (C) | | |
| 8 | Class 1 – Spreadsheets and Charts | Introduction to Excel Values, labels, formulas, functions, and ranges <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 – Spreadsheets and Charts | More values, labels, formulas, functions, and ranges <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 9 | Class 1 – Spreadsheets and Charts | Creating stylized tables, charts, and graphs, and linking sheets <i>Lecture, class discussion, questions, exercises, and problems</i> | Quiz 4 – Excel |
| | Class 2 – Database Design and Tools | How to design an effective database <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 10 | Class 1 – Database Design and Tools | Introduction to Access Create a small working database <i>Lecture, class discussion, questions, exercises, and problems</i> | Quiz 5 – Access |
| | Class 2 – Exam 2 | Students are tested over lectures between Weeks 8 and 10. Exams are short answer essay and fill in the blanks. <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 11 | Class 1 –Database Design and Tools | Adding, editing, and deleting records Sorting, querying, and reporting <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 – Electronic Presentations | How to organize a presentation Dos and don'ts of a presentation <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 12 | Class 1 –Electronic Presentations | Introduction to PowerPoint <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 –E Electronic | Adding media content to PowerPoint | |

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|----|---------------------------------------|--|---------------|
| | Presentations | <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 13 | Class 1 – Designing Websites | Concepts to organize and design a website are discussed <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| | Class 2 –HTML | Introduction to gedit or Bluefish Simple HTML scripts <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 14 | Class 1 – HTML | More HTML scripts and commands <i>Lecture, class discussion, questions, exercises, and problems</i> | Quiz 6 – HTML |
| | Class 2 –HTML | Introduction to JavaScript <i>Lecture, class discussion, questions, exercises, and problems</i> | |
| 15 | Final (preparation, test, review) (2) | | |
| | (2) | | |
| 16 | Consultations w/students | | |