For Today...

Today's class will be **asynchronous** from 4:00-4:30 pm

- Class will not start until 4:30pm.
- Please complete this activity:

1. Find and download (or screenshot) your spring schedule on CUNYFirst
2. Log in to access your classes on Blackboard
3. Find and download syllabi and other course information.

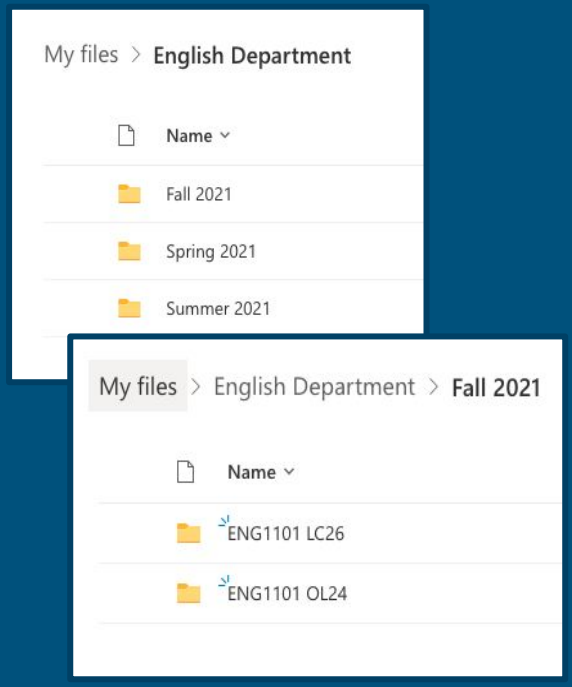
The Syllabus

City Tech 101
Session 5
Prof. Andrea Allard
Winter 2022

Today's Topics

- Course Organization
- Contents of a Syllabus
- Duties + Responsibilities
  - Professor
  - Student
- Academic Integrity
- Effective Communication

Course Organization



Login to Microsoft w/CUNYFirst ID.
Create folders in OneDrive.

- ❏ Organize by course
- ❏ Organize by semester
- ❏ First files: syllabus & schedule

Use consistent and clear file names.

- ❏ Last Name assignment class
  e.g. *Allard reflection #4 CT101*

Save ALL your work for the course

I didn't know there was a group project.

Didn’t know how to contact you.

I thought classwork was worth 5%.

It’s in the syllabus

You never said that!

Is there a textbook for this class?

Why is a Syllabus so Important?

Syllabus: A Course Blueprint

Details course information and professor’s expectations

- ❏ course requirements
- ❏ course topics
- ❏ milestones: e.g. exams, projects
- ❏ student conduct

Contents of a Syllabus

- ❑ Professor’s contact information
- ❑ Class meeting information
- ❑ Course Description
- ❑ Objectives
- ❑ Textbook and other requirements
- ❑ Academic Integrity statement
- ❑ Grading Policy
- ❑ Weekly topics

Match the syllabus content with the appropriate section of the syllabus.

Instructions

ellectual property owe their audience accuracy and honesty...	Weekly Schedule	thinking skills	development, ethics, and computer security.
Course Description	The final project will be a team project with an oral presentation.	Objectives	Grading Policy
Midterm Exam	Assignments	assignments, 10%	Academic Integrity

New York City College of Technology
Computer Systems Technology Department

Professor Andrea Allard
CST1100 – Introduction to Computer Systems
3 credits, 4 hours (2 lecture/2 lab hours)

Email: AAllard@citytech.cuny.edu
Online Class: Blackboard Collaborate Ultra
Tuesday & Thursday
Virtual "Office" Hours: Tuesday & Thursday (*12 -1 pm*)

COURSE SYLLABUS

Course Aims/Description

The course is an overview of machine architecture, software development, software engineering, data organization, ethics, and computer security. The historical and evolutionary development of computers will be examined. The course will cover algorithms - the introduction of computer programming.

This is a designated ***writing intensive*** course which will include writing assignments and a final group project related to the material covered in the course outline. There is a required library visit - students will be introduced to the many databases within City Tech Library and shown how to log on to the library system using their ID.

Prerequisites

CUNY certification in math, reading and writing; if part of a Learning Community, co-requisite ENG092W

Objectives

The course will present students with an overall inner inspection of the world of computing. It is a **foundational course – a thread to the other courses within the Computer Systems Technology department**. It will enhance critical thinking skills needed for an increasingly more complex and technological world. It will facilitate the student becoming a "computer technologist."

Student Learning Objectives:	Assessment Measurement/Competencies: (lab assignments, quizzes and exams will be used for assessment)
Describe how characters and numbers are stored in bytes in a computer system	Converting numbers between bases: decimal (base 10), binary (base 2), and hexadecimal (base 16). Knowledge of ASCII character set
Describe the inner workings of a computer	Questions about inner workings. Internet search for articles and videos about how a computer works and computing.
Explain the function of an operating system	Give examples of different operating systems. Understanding the difference between a graphical user and a command-line interface.
Describe file systems and directories	Working on lab assignments, students will understand the path of a file, the naming convention of files.
Develop critical thinking skills	Define a given problem using algorithms and pseudocode.
Describe different types of computer networks.	List the different types of network topologies. How data is transmitted. Will be able to explain TCP/IP protocol.
Use Access to understand a Database Management System	Working on lab assignments, students will understand how to create a table using Access, set primary key, and simple SQL Select statements.
Use Microsoft Office, including Word for written assignments	Discussion of the social and ethical issues in using today's technology. Summary of articles on technology.
Work effectively in a team PowerPoint presentation	For the final project, students will group into teams and choose a topic covered in the class. They will give an oral presentation to the class, and discuss their learning experiences in working in a group.

Textbook

Nell Dale, John Lewis, ***Computer Science Illuminated*** **Seventh** (or Sixth) **Edition**. Jones and Bartlett Learning, LLC. 2016, **ISBN-13: 9781284055917** (eBook okay) *Available through City Tech and other websites.*

Notebook for class notes and information

Academic Integrity

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and **honesty in using, crediting, and citing sources**. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, **academic dishonesty is prohibited** in The City University of New York and at New York City College of Technology and **is punishable by** penalties, including **grade deduction, [0 for assignment or exam]**, **failing grade**, suspension, and expulsion. **[**The **instructor** of the course has the **authority to fail** any student who submits work of another person to represent his/her own work or permits one's work to be submitted by another person.**]** The complete text of the College policy on Academic Integrity may be found in the catalog.

Course Grading

NO makeup exams/assignments

2 Exams, Midterm, & Final (3 of 4 exams)	60%
Homework/Classwork Assignments (2/3) Research Paper (1/3)	20%
Group Project (*end of semester*)	20%
	100%

A	93-100	C+	77-79.9
A-	90-92.9	C	76.9-70
B+	87-89.9	D	60-69.9
B	83-86.9	F	below 60
B-	80-82.9		

ONLINE LEARNING REQUIREMENTS

Technology	Student Accounts
• computer • Internet access • earphones/headphone or speakers • microphone • web camera	• Blackboard • cuny.edu email • library account • Office 365 (CUNY website) Technology help information available in Blackboard

Participation

CST1100 is a fully synchronous course. This means that class is held online at the scheduled class time every week. Students **must participate in online class** to earn participation credit. Students who enter virtual classroom after start time may be marked late or absent based on arrival time.

We will be using Blackboard Collaborate to meet online. Log in to Blackboard (see below) for a link to the online classroom. Please begin log in 15 minutes before class starts. Please contact tech support with any connection issues.

*Connect to Blackboard Collaborate Ultra (online class/ office hours)

1. Click on Online Classroom in the left-side menu
2. Click on CST 1100 Class (under course room).
3. Click *Join Session* to enter virtual classroom.

COURSE OUTLINE

(subject to change)

Week	Topics	Chapter Reading
1	**Laying the Groundwork** **The Big Picture** **The Information Layer** **Base Number Systems**	Chapter 1 Chapter 2
2	**Base 2 (binary) & Base 10 (decimal) Number Systems** Converting base 2 -> base 10	
3	**Data Representation** **The Hardware Layer** **Gates and Circuits**	Chapter 3 Chapter 4
4	**Review, Exam#1**	
5	**Hardware Layer, cont.** **Computing Components** Converting base 16 -> base 10	Chapter 5
6	***Computer Ethics assignment*** **The Programming Layer** **Programming and Pseudocode**	 Chapter 6
7	**Review, Midterm Exam**	
8	**Problem-Solving and Algorithms**	Chapter 7
9	base 2 -> base 16 **The Application Layer** **Information Systems** Structured Query Language (SQL)	 Chapter 12
10	SQL, con't base 16 -> base 2	
11	**Review, Exam#3**	
12	**The Operating Systems Layer** **Operating System** **File Systems and Directories**	Chapter 10 Chapter 11
13	**The Communications Layer** **Networks** base 10 -> base 2 OR base 16 **PowerPoint, Project** *Artificial Intelligence, Gaming, The World Wide Web, Computer Security, Limitations of Computing*	Chapter 15 *Chapter 13*, Chapter 14** *Chapter 16* - Chapter 18**
14	Review, Group Project	
15	**Project Presentation, Final Exam**	

Other Example Syllabi

https://openlab.citytech.cuny.edu/mytech/syllabus-examples/

Activity: Find Information in a Syllabus

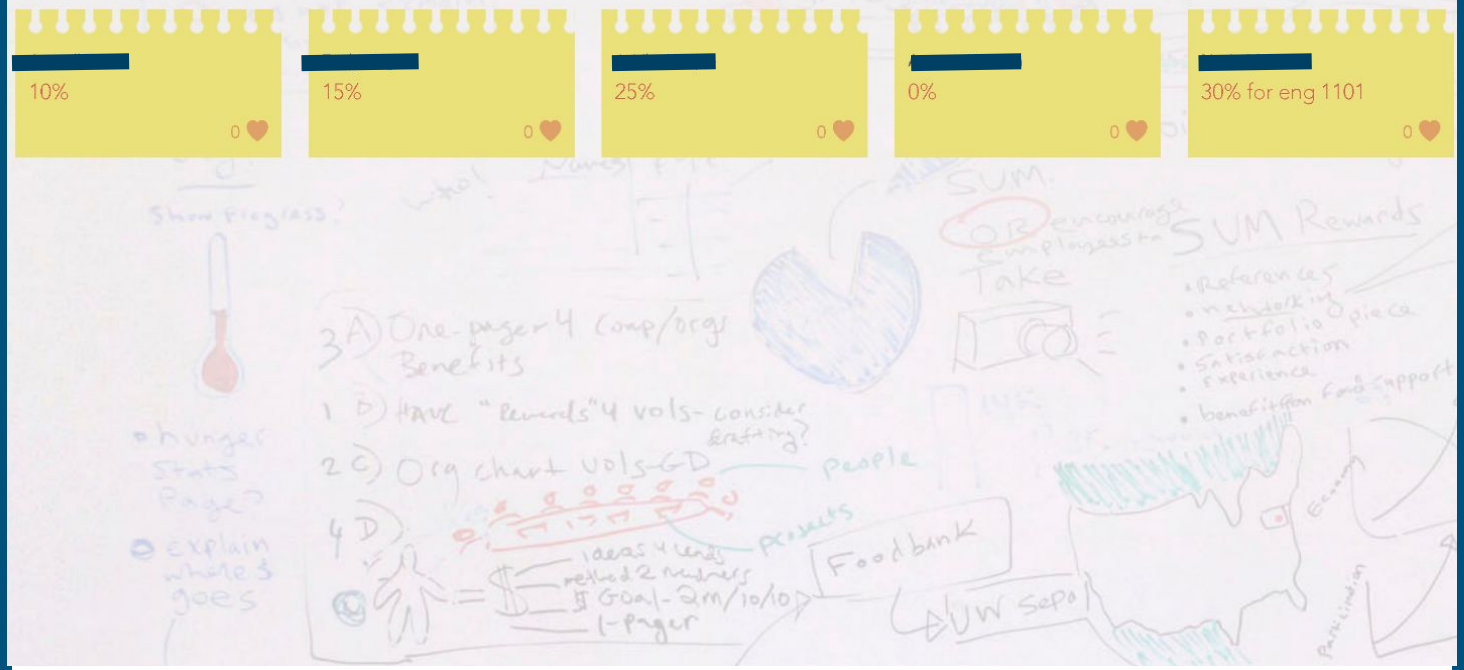
- ❏ Professor’s email
- ❏ Office hours
- ❏ When does class meet?
- ❏ Format: in-person?, online?, hybrid?
- ❏ What percentage of final grade is class participation or classwork?
- ❏ Name of textbook
- ❏ Penalty for missed assignments.
- ❏ When is the midterm?
- ❏ Any major assignment
- ❏ Two course topics

Collaborate Board

Syllabus: Classwork/Particpation

What percentage of grade?

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
10%	15%	25%	0%	30% for eng 1101
0 ♥	0 ♥	0 ♥	0 ♥	0 ♥



Collaborate Board

Collaborate Board

Penalty for Missed Assignments

[redacted]

Late assignments not accepted

0

[redacted]

No credit for missed or late assignments, make or drop it

0

[redacted]

-10 points each day its late for english and bio no late assignments accepted- 0 for grade

0

Reginald [redacted]

Loweres participation points

0

[redacted]

Minus one letter grade

0

Duties & Responsibilities of a Professor

- ❏ providing syllabus & course schedule
- ❏ providing clear course requirements
- ❏ teaching course content
- ❏ answering student questions
- ❏ holding weekly office hours
- ❏ providing clear grading policy
- ❏ grading student work fairly
- ❏ posting mid semester grades (wk 8)
- ❏ announcing changes to the course
- ❏ treating students with respect

Duties & Responsibilities of a Student

- ❏ being responsible for info in syllabus
- ❏ following course schedule
- ❏ attending class regularly & on time
- ❏ being prepared for classes
- ❏ understanding course content
- ❏ completing assignments & exams in accordance with City Tech's Academic Integrity Policy
- ❏ asking questions about course requirements, course work, etc.
- ❏ seeking help as needed using office hours, tutoring, etc
- ❏ treating faculty, staff, and other students with respect
- ❏ contributing to an inclusive classroom and campus environment

FYI: Academic Integrity

Full Academic Integrity Policy
NYC College of Technology
Updated August 2021

Small Group Discussion

Academic Integrity

1. Why do students decide to cheat and plagiarize?
2. Why is academic integrity important for college students?

breakout rooms

- 10 minutes to discuss questions
- Assign notetaker during group discussion (MS Word 365 to share with group)
- Assign reporters to share answers to questions 1 and 2
- Be prepared to come back to class to discuss!

City Tech's Commitment to Academic Integrity

Students and all others who work with information, ideas, texts, images, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources…Accordingly, academic dishonesty is prohibited in The City University of New York (CUNY) and at New York City College of Technology (City Tech) and is punishable by penalties, including failing grades, suspension, and expulsion.

— NYCCT statement on Academic Integrity

Forms of Academic Dishonesty

- Cheating
- Plagiarism, Internet Plagiarism
- Obtaining unfair advantage

Cheating

unauthorized use of material, information, notes, devices or communication.

- Copying from another student or allowing another to copy your work.
- Unauthorized use of notes, cell phones, computers, etc. to retrieve or send information
- Unauthorized collaboration on a take home assignment or exam.
- Taking an exam for another student, or another student takes an exam for you.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.

Plagiarism

presenting another person's ideas, research or writings as your own.

Internet Plagiarism

submitting term papers, paraphrasing or copying information and/or "cutting and pasting" content from the internet without citing the source.

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.
- Submitting papers or other assigned projects, written by other people, including using commercial term paper services.

Obtaining Unfair Advantage

activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

- Stealing, reproducing…or otherwise gaining advance access to exam materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining…or circulating exam materials which…should be returned at the end of exam.
- Intentionally obstructing or interfering with another student's work.
- Falsification of records…includes, forging signatures and falsifying information on an official academic record.

Effective Communication

Emailing with Professors

https://www.youtube.com/watch?v=nqaRp8MyLOg&t=1s

Tips for Effective Communication

- Set up your City Tech email
- Download the Outlook App for your phone
- Check your City Tech email EVERY DAY
- Check Blackboard and/or OpenLab EVERY DAY
- Write clear emails and ask good questions
- Utilize professor office hours

Your Reflection #4 Questions

- Please answer if you have not done so.
- Answers or links to answers will be provided in reflections and Session 7.
- Take a moment to copy & paste each of your questions in individual posts on the collaboration board.

For next time...

- Reflection: Review your course syllabi. What does this information tell you about what you should expect at the start of the semester?
- Session 6 Asynchronous Activity (See OpenLab)