CSIT 2301 - Introduction to Information Technology
Summer 2021, 6/28/2021 – 8/6/2021

Anne Marie Eubanks
Department of Computer Science
College of Sciences and Mathematics
312P Ed and Gwen Cole STEM Building (#12 on campus map)
eubanksanne@sfasu.edu & within your D2L class
Department of Computer Science Office Phone Number: 936.468.2508

Office Hours: Online & Zoom Meeting
Monday - Thursday: 7:00 p.m. – 8:00 p.m.

The office hours above are just a starting point. I am often online and I am frequently available
outside these hours. Please feel free to Page any time you see me online. You may also email me
at any time; typically, during the school/business days, I will respond within 24 hours.

I will gladly make appointments for other times; either online, in person, or schedule a Zoom
meeting. Please note, when scheduling an appointment outside of office hours, advanced
notification is needed to accommodate scheduling for both parties.

Zoom Meeting Information:
The Zoom Office Hours are hosted with a waiting room and you will be muted. This
accommodates privacy just as it is in person. I will admit you as soon as I can.

All SFA students have a pro Zoom account. When signing into Zoom, do not log in to Zoom with
Google or Facebook accounts, as this will result in them creating extra Zoom accounts that you do
not need and will not have all the pro features. To authenticate and log into a Zoom meeting,
follow the steps provided here: How to join a Zoom meeting.

Please see the D2L Office Hours Content Page for Zoom meeting ID and password.

Credit Hours: 3
Prerequisites: CSIT 1300 and CSCI 1302
Grade Reminder: must have a c or better in each prerequisite course.

Class Meeting Time: 10:00 a.m. – 11:40 a.m. Via Zoom & in person in STEM 316 (#12 on
campus map).

Catalog Description
Introduction to the field of information technology, including the hardware, software and
networking concepts required to understand the modern computing and communications world.
Use scripting languages available on current operating systems and in the Internet environment.

**Purpose of Course**
To introduce students to the basic concepts of computer systems, to fundamental systems software, to a discipline approach to problem solving, to procedural program development in a current scripting language, and to information technology careers.

**Department of Computer Science Program Learning Outcomes**
1. Graduates possess a broad-based general education and an in-depth understanding of computer science sufficient to provide a foundation for professional competence and advanced study in the computing field.
2. Graduates have sufficient knowledge, skills and insights to make important contributions in the computing field.
3. Graduates can think critically, communicate effectively and learn independently in the workplace or in graduate school.

**Department of Computer Science Educational Objectives**
Upon successful completion of the course, students should be able to:

1. Understand the components of a contemporary computer and know how to assemble them from components.
2. Execute basic commands to manage computers running Microsoft Windows and Unix/Linux/OS X.
3. Convert between binary, decimal and hexadecimal representations, and understand where these representations are necessary in dealing with data and commands.
4. Explain basic concepts of networking, and give examples of the functions at each layer in the OSI model.
5. Understand the concept of information and how information is stored, utilized and secured within the context of information technology.
6. Read and discuss current articles in the professional IT press dealing with trends in IT infrastructure and its context.
7. Understand and differentiate between the available career paths in Information Technology.

**Course Calendar**
This course meets for a minimum of 37.5 lecture contact hours during the semester. Students have significant weekly extracurricular assignments which may involve reading, watching videos, or engaging in other forms of preparation. Students will have weekly homework assignments and quizzes, two exams and a final exam. Homework assignments include programming, file management and operating system functions, spreadsheet manipulation and creation, and problem solving activities. Students are expected to prepare for any class assignments or quizzes over the material covered in class or the extracurricular activities. Successful completion of these activities requires at a minimum six additional hours of outside of classroom work each week.

**Content Hours**
Introduction to Information Technology .................................................................3
Basic Concepts of Computer Systems .................................................................9
   Architectural overview
   Data storage and representation
Computing environments
Computer languages

Systems Software .................................................................9
   Operating systems, editors, compilers
   Files, directories, user management
   Process and services

Networking and the Internet ....................................................6
   OSI Model
   Network configuration and tools

Programming Languages ..........................................................12
   Shell scripting, markup languages
   Client-Side scripting

Ethics and Careers ..............................................................3
Exams ......................................................................................3

TOTAL 45

Tentative Timeline:

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
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<tr>
<td></td>
<td>Basic Concepts of Computer Systems</td>
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<tr>
<td></td>
<td>Ethics and Careers</td>
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<tr>
<td>2</td>
<td>Systems Software</td>
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<td></td>
<td>Exam 1</td>
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<tr>
<td>3</td>
<td>Programming Languages</td>
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<td>Shell Scripting</td>
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<td>4</td>
<td>Shell Scripting</td>
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<tr>
<td></td>
<td>Internet and Networking</td>
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<td>Exam 2</td>
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<tr>
<td>5</td>
<td>Shell scripting</td>
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<tr>
<td>6</td>
<td>Final Exam</td>
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Specific exam dates and assignment due dates will be available on the Calendar tool in the Desire2Learn learning management system. Once registered, students can access Desire2Learn via https://d2l.sfasu.edu using their mySFA username and password.

Required Materials:
USB Flash Memory Drive

Text Book:

References

Technology Requirement
On campus, you may use the Department of Computer Science’s Open Lab in STEM 206 or the Library Linc in the Ralph W. Steen Library. It is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Semester Calendar. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part.

You may also download the Microsoft Office Suite apps from mysfa on the Home tab (please follow the online instructions). If you have any problems with the Windows Office Suite, please contact me or the Technical Support Center at 936-468-4357.

Zoom Meeting Information:
The Zoom Meetings are hosted with a waiting room and you will be muted. All SFA students have a pro Zoom account. When signing into Zoom, do not log in to Zoom with Google or Facebook accounts, as this will result in them creating extra Zoom accounts that you do not need and will not have all the pro features. To authenticate and log into a Zoom meeting, follow the steps provided here: How to join a Zoom meeting.

Please see the D2L Content Page for Zoom meeting ID and password.

Email: The course requires that you have and use your SFA Jacks email account. You are responsible for messages sent by course instructors and other SFA officials to your SFA Jacks email address. Due to FERPA restrictions, any email correspondence regarding this course must be sent to me from your SFA Jacks email account only; due to this, emails sent to me from an address other than your official SFA email address will not receive a response. You are responsible for checking your email daily.

D2L: The course has a D2L site that can be found at d2l.sfasu.edu. You may also use this email. Keep in mind that D2L is an intrasystem, meaning that you must be logged in to D2L and can only access individuals who are on the Class list of that particular course. You are responsible for all announcements and materials presented on this web page, so you must check it daily. If you do not have access to our class D2L page for any reason, you must contact me. Also, get in touch with the Center for Teaching and Learning Tech Support, Phone: 936.468.1919 or email: d2l@sfasu.edu; their hours are Monday - Friday, 8 a.m. - 5 p.m. CST.

Hybrid Course: SFA defines a hybrid course as a course that is delivered as a blend of face-to-face and online, face-to-face and livestream, or online and livestream. Classes meet at regular, scheduled intervals. Your faculty will share the dates and times when on-campus or livestream attendance is required.

Help Support Resources:

AARC Tutors: The AARC tutors are in in 206 Ed and Gwen Cole STEM Building. You may use this time to get help from the tutors, or to use the lab computers. Please see the Content Page in D2L for specific times.

Open Lab - in 206 Ed and Gwen Cole STEM Building
Please see the Content Page in D2L for specific times. You may use the lab computers during this time.

The Library Linc is open:
The Library Linc has the software that we use in this course. Please see Ralph W. Steen Library Hours for specific times.

Grading Policy

This course is incorporated into students’ grade point average (GPA) as listed in the Course Grades.

End of Course Grade: There are a total of 1,000 points in the course. End of course letter grades will be based on the number of points earned.

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<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>900 – 1,000</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>B</td>
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<tr>
<td>700 – 799</td>
<td>C</td>
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<tr>
<td>600 – 699</td>
<td>D</td>
</tr>
<tr>
<td>0 – 600</td>
<td>F</td>
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Missing the Final Exam F

*Note: A grade of QF will be assigned to students that are failing due to non-participation in the course

A student who wishes to appeal the final grade must follow the procedure listed in the Final Course Grade Appeals by Students

Specific exam dates, quiz dates, and assignment due dates will be available on the Calendar tool in the D2L management system. Once registered, students can access D2L via d2l.sfasu.edu using their mySFA username and password.

Assignments and Quizzes:
Assignments and quizzes are worth 40% of the course grade. Periodic in class and online quizzes will be given. Assignments/ quizzes will be of unequal weight. Not all assignments/ quizzes will be graded.

All assignments are due at the announced time on the specified due date. If you have a conflict, please contact me in advance. Please Note: You will be given assignments and quizzes during the last two class days of the semester. No Make ups.

Exams & Examination Policy:
Exams are worth 60% of the course grade. There are three exams: 2 exams worth 150 points each and 1 comprehensive Final Exam worth 300 points.

If you have a conflict with another university event, you must contact me well in advance of the examination time. In case of an extreme emergency, contact me before the scheduled examination. Failure to do so will result in an examination grade of zero.
Please see the D2L course calendar for specific exam dates.

**The Final Exam is on Thursday, August 5, 2021, 10:00 a.m. – 11:40 a.m.**

**NOTE:** There are no exemptions for the final examination and no changes in taking the final examination. All students must take the final exam. A zero on the final exam will result in an F in the course. Check the final examination time. If the final examination time is a problem, you need to drop this course. Please see the SFASU Final Examination Schedule policy for more information.

On examination days, you may attend in person or you may choose to take the exam online found in the Quizzes in D2L. **Exams will only be available during class times.**

**In-class exam attendance:** You may choose to take a paper exam or the online exam. Once a student leaves the room on the day of an examination, they will not be permitted to return. Once the first person has left the room on the day of an examination, no one else will be permitted to begin the exam. Possession of a cell phone or other electronic communication device during an exam will result in an examination grade of zero.

**On-line exam attendance:** If you choose to take the exam online, you must use the Google Chrome web browser with the Proctorio web extension enabled. Reminder: exams will only be available during class times.

**Attendance Policy (6.7)**

Students are expected to attend all classes, laboratories, and other class-related activities on a regular and punctual basis. Attendance policies will be stated in the course syllabus. For those classes where attendance is a factor in the course grade, an accurate record of attendance will be maintained.

**Participation:** Participation in the course is essential and may be taken into consideration for your final grade.

**Attendance:** Roll will be taken regularly. Attendance and participation may be taken into consideration for your final grade. You may attend class face-to-face or livestream via Zoom. If you are absent from class, please make sure to obtain notes from a classmate.

**Acceptable Student Behavior:** SFA Policy manual states the classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Coming Late to Class/Leaving Early:** Students are encouraged to come to class on time and to stay for the entire class period. However, students are allowed to come late and leave early, as
long as they do their best to minimally disrupt class when they arrive/leave and don’t make a habit out of coming late and/or leaving early.

**Missing Class:** I make no distinction between a good and a bad reason to miss class, so there is no need to bring me a note. If you miss class and want class notes of that day’s lecture, please obtain the notes from a fellow student.

**In-class Attendance:** Please remember to follow the SFA policy of a face covering, there is no smoking, no chewing of tobacco, no eating or drinking, no bare feet, and no cell phone use during class. Inappropriate student behavior and offensive language in class, computer science facility or other related activity will not be tolerated. Do not sleep in class, I will wake you up. Only students officially registered for the course and approved assistants may attend class.

**Livestream Attendance:** You need to have your camera enabled and be in an environment that is conducive to learning and not distracting (including an environment that is not distracting to your fellow classmates). Make sure to have your computer set up to be able to follow along with the class activity. Feel free to keep your microphone muted; just remember to unmute when you need to ask a question. Inappropriate student behavior and offensive language in class, computer science facility or other related activity will not be tolerated. Questions in the Chat will also be addressed.

**Academic Integrity Policy (4.1)**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism.

- **Cheating** includes but is not limited to:
  - using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class;
  - the falsification or invention of any information, including citations, on an assigned exercise; and/or
  - helping or attempting to help another in an act of cheating or plagiarism.

- **Plagiarism** is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are:
  - submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another;
  - submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and
  - incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy.

If in my judgment an instance of academic dishonesty on an exam has occurred, a grade of zero will be assigned and a minimum of one (1) letter grade will be lost in the course grade. A Report of Academic Dishonesty will be filed. Please note that being in possession of a cell phone or other electronic device during an exam will result in an examination grade of zero. A student found cheating on an examination may not drop the course.
If in my judgment a student is found cheating on any part of a homework assignment or quiz, the student will receive negative points equal to the value of the entire homework/quiz will be given. A Report of Academic Dishonesty will be filed. A negative grade will not be replaced by any possible bonus assignment. I consider the person who did the work (homework, quiz, and test) and the person copying the work as both cheating.

Do your own work. Do not share your work with others. A course grade of F may be assigned depending on the situation.

All instances of academic dishonesty will be reported to Office of the Dean of the student’s major and to the Chair of the Department of Computer Science. This report shall be made part of the student’s record and shall remain on file with the Dean’s office for at least four years. Instances of academic dishonesty may also be reported to the University Committee on Academic Integrity.

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students.

For more information regarding SFA’s Academic Programs and Policies, please see SFASU’s Bulletin.

**Course Grades and Withheld Grades Semester Grades Policy (5.5)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Final Course Grade Appeals by Students Policy (6.3)**
A student may appeal a final course grade if it can be demonstrated that the instructor did not adhere to stated procedures or grading standards, or if other compelling reasons exist to change the grade.
A student may not appeal due to general dissatisfaction with a final grade or disagreement with the instructor’s professional judgment regarding the quality of the student’s work.
A student who wishes to appeal the final grade must follow the procedure listed in the Final Course Grade Appeals by Students.

**University Drop Policy:** The official university add/drop policy is located at: http://www.sfasu.edu/policies/add_drop.asp. If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail: REGISTRAR@SFASU.EDU. The Registrar is located on the 2nd floor of the Rusk building.

**Withheld Grades, Semester Grades Policy:** At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must
complete the work within one calendar year from the end of the semester in which they receive a
WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active
Military Service (6.14)]. If students register for the same course in future semesters, the WH will
automatically become an F and will be counted as a repeated course for the purpose of computing
the grade point average (http://www.sfasu.edu/policies/course-grades-5.5.pdf).

**Special Accommodation Request:** Students with **special accommodation** have the
responsibility to immediately initiate a meeting with the instructor to discuss how the special
accommodations will be provided. Students who are aware of these special needs at the
beginning of the semester must inform the instructor in person or via email about any event which
requires special accommodations.

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with
disabilities must contact the Office of Disability Services (ODS), Human Services Building, and
Room 325, 936.468.3004 / 936.468.1004 (TDD) as early as possible in the semester. Once
verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids
to be provided. Failure to request services in a timely manner may delay your accommodations.
For additional information, please contact **Disability Services**, 936.468.3004; office hours are
Monday through Friday 8:00 a.m. – 5:00 p.m.

**Mental Health and Wellness**
SFA values students’ mental health and the role it plays in academic and overall student success.
SFA provides a variety of resources to support students' mental health and wellness. Many of
these resources are free, and all of them are confidential.

**On-campus Resources:**
- **SFA Counseling Service**
  - Rusk Building, 3rd Floor
  - 936.468.2401
- **SFA Human Services Counseling Clinic**
  - Human Services, Room 202
  - 936.468.1041
- **Crisis Resources:**
  - Burke 24-hour crisis line: 1.800.392.8343
  - Suicide Prevention Lifeline: 1.800.273.TALK (8255)
  - Crisis Text Line: Text HELLO to 741-741

**Computer Account Policy:** All assignments that require the use of the University Computer
must be done under the computer account that is assigned to you in this class. You should NOT
do other class assignments in this account, and you should NOT do assignments from this class
in other accounts. Failure to abide by the above statements will mean that you will receive a
grade of F in this course.

**Software Policy:** Disciplinary action will be taken against individuals who perform unauthorized
duplication of computer software or who are involved in the unauthorized use of duplicated
software. This action may make it impossible for you to complete this course.

**Computing Laboratory Usage:** Students who utilize equipment in university computing
laboratories are expected to read and abide by all posted policies for the laboratories. Please
note that no children are permitted in university computing laboratories.

**Tobacco Products and Vaping Products:** Effective August 22, 2016, Stephen F. Austin State University is a [tobacco and vape free campus](#). The use of all tobacco and vape products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape related product) is prohibited on all property that is owned, leased, occupied, or controlled by Stephen F. Austin State University. Additionally, the sale or free sampling of tobacco or vape products is prohibited on university property. This policy applies to all employees, students, university affiliates, contractors, and visitors.

The university shall offer and promote [tobacco prevention and education programming](#) on campus as well as provide applicable resources to help individuals who want to quit using tobacco products.

**Campus Carry at SFA:** During the 84th Texas Legislative Session, Senate Bill 11 (SB11) was passed allowing persons with a License to Carry (LTC) a handgun, under Texas Government Code Section 411.2031 and other applicable laws, to carry their handgun in a concealed manner on public university campuses.

The law allows universities to establish policy restricting certain areas/events of the campus where concealed carry will not be allowed as well as establish storage requirements in residence halls. Under SFA [Policy 13.9](#), Firearms, Explosives, and Ammunition, the university has designated the following locations as locations where the carrying of a concealed handgun is prohibited:

- Early Childhood Research Center - Entire premise including fenced grounds
- Human Services Building (other than the Telecommunications area) - Entire Premise
- Student Health Clinic - Entire premise
- 3rd Floor of the Rusk Building - 1st and 2nd floors are not excluded from concealed carry
- Any location where a high school, collegiate, or professional sporting event takes place and where club or intramural athletic competition is taking place
- Nonpublic, secure portions of the University Police Department
- Occasional, reasonable, temporary restrictions by the president for five (5) days

If you observe a visible weapon, please contact the [University Police Department](#). Call 911 from an on-campus phone or 936.468.2608 from a cell phone.