Intro to Computing for Business

RUTGERS UNIVERSITY
School of Business - Camden

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**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.

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**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.

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**Assigned Text and Materials**
The required text for this course is:


This text comes with MyITLab. You will do many of the activities in this course 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 system requirements for use of the MyITLab materials.

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**Grading & Assessments**
Please check the Course Calendar for more information.
**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.

**Course Policies**

**Late Submissions**
All work must be turned in by the due date and time. Late submissions are NOT accepted.

**Exams**
All students will take the exams during the designated times. Please take this exam schedule into consideration when you make your travel arrangements. No makeup exam is offered.

**Netiquette**
Interactions in a virtual community can feel different from face-to-face communications. The following guidelines should be followed in your threaded discussions and email communications in order to facilitate a positive and productive learning experience and build a respectful community of learners.

1. In all of your interactions, remember there is a person behind the written post.
2. Pause and reflect on a post that is uncomfortable before responding. Consider the root of your emotional reaction.
3. Remember, we are discussing ideas and disagreements that are not personal in nature. Take care in crafting your response to demonstrate your disagreement with the idea, not the person.
4. Do not participate in "flaming." Flaming refers to inflammatory comments that are hostile, insulting, and do not contribute to the learning process. To support a better learning experience for everyone, choose not to respond to "flames".
5. Be careful with humor and sarcasm. Because the visual cues are absent, many people cannot tell if your comments are meant seriously or facetiously.
6. Contribute to a meaningful discussion by presenting your "best self" in the course environment: Take the time to explain your ideas respectfully and completely. However, also keep brevity in mind. You want to make your point clearly, but also make it concisely.

7. It can be challenging to communicate some ideas in writing. If a peer misinterprets your meaning, acknowledge this without being rude or defensive. This is your opportunity to practice clarifying your ideas to others.

8. Do not post in all caps. This is the equivalent of SHOUTING at someone and is not acceptable.

**Academic Integrity**
Academic misconduct includes all acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, the following acts, when performed in any type of academic or academically related matter, exercise, or activity:

- **Cheating:** using or attempting to use unauthorized materials, information, study aids, or computer-related information
- **Plagiarism:** representing the words, data, works, ideas, computer programs or output, or anything not generated in an authorized fashion, as one’s own
- **Fabrication:** presenting as genuine any invented or falsified citation or material
- **Misrepresentation:** falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.

The Rutgers University Academic Integrity Policy in its entirety can be reviewed online.

The Honor System must be upheld and enforced by each member of Rutgers University community. The fundamental attributes of our community are honor and integrity. We are privileged to operate with this Honor System.

Understanding these guidelines will help you to encourage classroom behavior that does not detract from the quality of each student’s educational experience. Please read the student handbook and think about your role in promoting a University culture based on mutual respect and civility.
Disability Services

The Office of Disability Services (ODS) is the central contact point for University students with disabilities. The goal of ODS is to ensure that University programs and services are accessible to qualified students with disabilities. ODS works with faculty and other members of the University community to provide individualized academic accommodations and support services while promoting student responsibility and self-advocacy. It is the student’s responsibility to make known a need for academic accommodations and services by providing appropriate documentation of the disability to ODS, formally requesting accommodations through meeting with an ODS case manager, and by presenting an official ODS accommodation letter to each of his/her professors.

For more information about services for students with disabilities, consult the Office of Disability Services online, or call (865) 225-4285 (voice), or email tdivaler@camden.rutgers.edu. Written correspondence should be addressed to The Office of Disability Services, 227 Penn Street, Camden, NJ 08102.