UNIVERSITY OF RIO GRANDE
& RIO GRANDE COMMUNITY COLLEGE

COURSE SYLLABUS
Spring 2020
January 13 – May 7, 2020
Wednesday 6:00pm – 8:30pm BEF207
Introduction to Information Technology
IT10103-75
Evans Schools of Business

Instructor: **Alan Cook**
Phone/Text: 775-538-2526 Mobile
E-mail: acook@rio.edu
Office: Bob Evans Farm Hall – Room 230

Office Hours: *Please schedule an appointment online:* tiny.cc/bookme-acook
                at least 8 hours in advance to ensure availability

T @BEF230	09:00-11:30a, 01:00-01:30p
T @BEF230	08:30-09:00p
T/R @Meigs Ctr.	03:45p-04:30p
R @Jackson Ctr.	08:30-09:00p

Dept. Secretary: 740-245-7373   Office Fax: 740-245-7110
McArthur Ctr. 740-645-7993   Meigs Center: 740-992-1880   Jackson Ctr.   740-288-0284

COURSE DESCRIPTION: This course is a general introduction to computers and how they operate. Operating systems will be discussed as well as hardware and software.

PREREQUISITES: None

CREDIT HOURS: 3 credit hours

TEXTBOOK AND OTHER REQUIRED MATERIALS:

Discovering Computers 2018, 1st Edition by Vermaat, Sebok, Campbell, Frydenberg

REQUIRED: CENGAGE MINDTAP ACCESS
 MindTap access/eBook with purchase of "Cengage Unlimited"
   <<Complimentary trial access is provided at beginning of course>>

OPTIONAL: physical textbook ISBN-13: 9781337285100

Software: Windows Version of Microsoft Office 2019
 [provided in campus labs or free download w/rio student account]

Access to Rio's Blackboard Learning Management System:

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http://rio.blackboard.com

Flash Drive (2GB, or larger, with available space for course files)
for saving files when using campus computers

Headphones (or earphones) for using online training during non-

instructional class time only

MindTap system requirements: www.tinyurl.com/mindtap-faq
[e.g., screen resolution must be 1024x768 or larger]

PROGRAM OUTCOMES: The following outcomes have been adopted for the degree program for which this course is required:

1. Students will be able to identify and describe the introductory concepts, basic theories, and fundamental practices in the principal functional areas of business.

2. Students will be able to describe and illustrate the significance of the economic environment of business.

3. Students will be able to use current technology and computer applications in support of business administration.

4. Students will be able to produce and present effective oral and written forms of communication.

COURSE OUTCOMES: The following outcomes have been adopted for this course. *All outcomes* listed below have direct relevance to course material. Upon completion of this course students are expected to:

Goals and Objectives of Course:
Present the most-up-to-date technology in the every-changing discipline of Information Technology. Give students an in-depth understanding of why computers are essential components in business and society. Teach the fundamentals of computers and computer nomenclature, particularly with respect to person computer hardware and software, the World Wide Web, and enterprise computing. Assist students in planning a career and getting certified in the computer field. Allow students to interact with a computer and learn by using computers and the World Wide Web.

Learning Outcomes: Students will: Be able to demonstrate a working knowledge of the computer, hardware and software and operating systems. Be able to use, search and understand how the World Wide Web works. Be able to use and understand what different types of software are used for, such as Word for word processing, Excel for spreadsheets, etc. Be able to use input and output devices on a computer. Understand the different types of computer storage and how they are used. Understand and use different types of operating systems. Understand what a network is and how it is structured. Understand the importance of databases in today's Information Technology environment. Have a working knowledge of computer ethics, security and privacy.

TOPICAL/CLASS OUTLINE:

DATE	Reading	Assignments
W1 1/15	Review syllabus, BB, MindTap Unit 1: Today's Tech	
W2 1/22	*Univ closed: MLK Day Monday* Unit 1: Today's Tech (cont.)	For each unit, complete: Read eBook assignment Complete Training/Exam
W3 1/29	Unit 2: Connecting/Comm Online	
W4 2/5	Unit 3: Mobile	
W5 2/12	Unit 4: Programs/apps	
W6 2/19	Unit 5: Security	
W7 2/26	*Univ closed: Pres. Day Monday* Unit 6: Computing Components	
W8 3/4	*MidTerm Week* Intro to Final Project *Workday: Catch up on work*	
SPB 3/6	*Spring Break Week*	
W9 3/18	Unit 7: Input/Output	
W10 3/25	Unit 8: Digital Storage	
W11 4/1	Unit 9: Operating Systems	
W12 4/8	Unit 10: Comm Digital Content	

	Univ Closed: Friday	
W13 4/15	Unit 11: Building Solutions	
W14 4/22	Unit 12: Working in the Enterprise	
W15 4/29	*Workday: catch up on work*	All work must be submitted by W15: Friday Noon
W16	Finals Week Finish Final Projects	Final Projects Due by Thursday midnight

GRADING POLICIES/TESTING/ASSIGNMENTS/ATTENDANCE/EXPECTATIONS

Grade calculation	% of Grade	Grading Scale		
Weekly Participation	20%	A	=	93 – 100%
MindTap SAM Training	20%	A-	=	90 – 92%
MindTap SAM Exams	30%	B+	=	87 – 89%
MindTap Module Tests	10%	B	=	83 – 86%
Wikiedu.org Assignments	10%	B-	=	80 – 82%
Final Project	10%	C+	=	77 – 79%
TOTAL	=100	C	=	73 – 76%
		C-	=	70 – 72%
		D+	=	67 – 69%
		D	=	63 – 66%
		D-	=	60 – 62%
		F	<	60%

Midterm: The midterm grade is only an indicator of progress in the course and will be calculated by assessing the work completed in the first half of the course.

Exams: Study topics may have an exam component in MindTap. Students should complete the ebook reading and complete training modules in MindTap prior to attempting the online exams. Each MindTap module includes an online test. The Final is an assigned project.

Assignments: Assignments will be posted weekly on Blackboard. Assignments include reading activities in the online text (eBook) and online training exercises, but may also include other Blackboard assignments. Scores from MindTap activities and exams will be pulled back into Blackboard and weighted (along with participation, classroom activities, and the final project) to calculate the total course grade (MindTap shows a grade, but this is only for completed work in MindTap, not your course grade). MindTap grades may take 24-48 hours to appear in the Blackboard grade book.

Classroom Participation and Lab Behavior: Classroom participation may be graded on classroom activities and discussions. Students who are not present or engaged in the classroom may lose some or all participation points. Please set phones on vibrate or silence mode to receive emergency notifications. Devices such as laptops, smartphones, Internet-connected devices and university provided computers should be used ONLY to enhance the course (such as looking up information for discussion/in-class activities, etc.) and NOT become a distraction to the learner or other students in the classroom (texting, etc.). Headphones/earphones (even just in one ear) or non-religious/unapproved headgear (hats or hoods, etc.) that cover ears should not be used/worn during classroom instructional activity time. Students should be aware of and respect posted policies in lab classrooms, such as "no food and drinks". Students who are not engaged in the classroom may forfeit participation points.

Email Communication: To avoid messages from being filtered/not delivered, all student and faculty communication should be restricted to official university supplied email addresses. If you need a call back, please include a phone number in your email message. Email messages should always be professional and include your full name and course information (course and section #).

Incomplete Grades: Student must meet the requirements for an incomplete grade and submit a completed application (available from the registrar) for an incomplete grade, including an explanation for the request and documentation. The university charges a fee for incomplete grades. The application should be submitted to the instructor before the beginning of finals week.

Course Survey: Student are expected to complete a course evaluation survey before the end of the semester through the online evaluation system. Course survey information is requested before the end of the semester, but survey results are withheld from instructors until after grades have been submitted. Course evaluations are necessary for the school's accreditation and assist with the institutional assessment and future planning.

ACADEMIC HONESTY & INTEGRITY: fd As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. All persons are expected to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work. Any person committing an act of plagiarism, cheating, attendance fraud, or other form of academic dishonesty is subject to the fullest measure of consequences, including course failure and suspension. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty will not be eligible for forgiveness under the Academic Policy.

ADA POLICY: If a student wishes to be identified as having a physical, mental, or learning disability, that may or may not require reasonable accommodation(s), he/she must register with the Office of Accessibility. These registered students should identify themselves to their instructors and provide a written statement from the Accessibility Office that indicates the appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The Office of Accessibility phone is 740-245-7339 and is in Rhodes Hall, Room 116, University of Rio Grande.

MENTAL HEALTH SERVICES: As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the Office of Accessibility (740-245-7439) to learn more about the confidential mental health services available to you.

FERPA: The University of Rio Grande and Rio Grande Community College are committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights Under FERPA section of the Student Handbook for details and more information.

COPYRIGHT: Materials used in association with this course may be copyright protected. These items are provided for educational purposes and are intended for the use by only those students

officially enrolled in the course. Individuals may not copy, duplicate, download, or distribute any of these items outside this course without first considering United States copyright law (Title 17, US Code) and Rio Grande's copyright-related policies.

WITHDRAWAL: See current university course schedule for last day to withdraw from course.

** This syllabus is not to be construed as a contract with the
student and may be subject to change**