IT 1050 **Fundamentals of Information Technology** Syllabus

Term	Class No.	Section	Credits	Days & Times	Room	Mode
Fall 2020	11858	001	3	N/A	N/A	DL 100%
Fall 2020	11859	002	3	N/A	N/A	DL 100%

Enrollment Requirements
Prerequisite: the ability to use a computer, send and receive emails with attachments, log into and navigate the course management platform (i.e., Canvas), find specific information on the web, and install basic software programs.

Course Website
https://canopy.uc.edu/ (Canvas)

Instructor Information
Dr. Mohamed Elwakil
Email: Mohamed.Elwakil@uc.edu (preferred method of contact)
Phone: (928) 224-2974 (Texting is OK)
Office Hours Days & Times: Tuesday/Thursday 1:30 - 2:30 EST and by appointment
Office Location: WebEx Personal Room

Academic Catalog Description
This course is an introduction to the field of Information Technology, including technology concepts, terminology, hardware components, and software applications. Students will be introduced to and asked to apply basic skills in the core areas of information technology such as programming, database management, networking, systems administration, and web development and the basic research, problem-solving, and decision-making skills required to be successful in this field. The course emphasizes the role of technical communication, project management, languages, tools, models, and application architectures within the IT development process.

Course Purpose
The primary purpose of this course is to assist you in making the shift from being a computer user to someone who designs and implements computer applications and services. This course belongs to the Information Literacy category of UC Baccalaureate Competencies.

Student Learning Outcomes

Upon successful completion of this course, students will be able to demonstrate the following competencies:

- Describe the history of computing and its associated disciplines.
- Identify and explain the specialty areas and basic concepts of Information Technology.
- Explain the information technology profession and available career paths.
- Apply introductory-level skills and concepts related to productivity applications in information management, digital media, web technologies, programming, networking, and system administration.
- Demonstrate college-level communication, coordination, and collaboration skills.

Assignments / Assessments of Course Student Learning Outcomes

This course uses a variety of means to assess learning outcomes. These include, but are not limited to, a midterm exam, a final exam, individual homework assignments, pre-lecture quizzes, post-lecture quizzes, discussion boards, STAR activities, and OnCourse activities. A pre-lecture quiz targets a topic that we did not discuss yet. You get multiple attempts and keep the score of the last attempt. A post-lecture quiz focuses on a topic covered in a lecture. You get one attempt for a post-lecture quiz. A homework assignment will ask you to apply the skills that you have learned. In STAR activities, you will use an available resource such as LinkedIn Learning to improve your learning. An OnCourse activity is a task that empowers you to keep you focused on learning.

Grading System

This course uses a weighted sum of assessment components to determine your final grade in the course according to the following table:

Coursework	Percentage
Online pre-lecture quizzes	10%
Online post-lecture quizzes	10%
Homework assignments	15%
STAR[1] activities	10%
Midterm exam	15%
Comprehensive final exam	25%
Discussion forums	10%
OnCourse activities	5%

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[1] Students Taking Advantage of Resources

Notes:
- The final exam is cumulative. If you do not take the final exam, you will earn a failing course grade.
- There is no *curve.* Each student's grade is based on their own outcome assessments and not affected by the grades of other students.
- Extra credit opportunities may present themselves throughout the semester and will be announced as appropriate.
- Mistakes in grading do happen, and students are encouraged to discuss such concerns with the instructor during office hours or via email.

This course follows the UC standard grading scale shown in the following table:

Grading Scale				
93 – 100	A		73 – 76	C
90 – 92	A-		70 – 72	C-
78 – 89	B+		67 – 69	D+
83 – 86	B		63 – 66	D
80 – 82	B-		60 – 62	D-
77 – 79	C+		Below 60	F

Readings and Materials
- **Required Textbook:** Technology in Action Complete – 15th edition by Evans, Martin, and Poatsy.
- **Required Hardware:** A computer that satisfies the UCBA Student Laptop Requirement
- **Required Software:** A web browser and Office 365. As a UC student, you have access to Office 365 for free and can find instructions to download it on the course Canvas shell.

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Class Outline and Tentative Schedule

The course topics and a tentative schedule[2] serve as an outline for the class:

		Topic	Readings (Chapters)	Pre-lecture Quiz	Post-lecture Quiz	Homework	STAR* Activities	Discussions
Week 1	8/24	Course mechanics & IT introduction	1	1		HW1 Due	1	#1 Response Due
Week 2	8/31	Application Software	4	2	1		2	
Week 3	9/7	System Software	5	3	2	HW2 Assigned	3	#2 Response Due
Week 4	9/14	Networking	7			HW2 Due	4	#2 Reply Due
Week 5	9/21	Securing Your Systems	9		3	HW3 Assigned	5	#3 Response Due
Week 6	9/28	Midterm Mockup		4		HW3 Due	6	#3 Reply Due
Week 7	10/5	**Midterm Exam**						
Week 8	10/12	Software Programming I	10				7	#4 Response Due
Week 9	10/19	Software Programming II	10	5	4	HW4 Assigned	8	#4 Reply Due
Week 10	10/26	Software Programming III	10			HW4 Due		
Week 11	11/2	Databases I	11				9	
Week 12	11/9	Databases II	11	6	5	HW5 Assigned	10	#5 Response Due
Week 13	11/16	Internet & HTML I	13			HW5 Due	11	#5 Reply Due
Week 14	11/23	Internet & HTML II	13			HW6 Assigned		
Week 15	11/30	Internet & HTML III	13		6	HW6 Due	12	#6 Response Due
Week 16	12/7	**Final Exam Week**						

Important Dates[3]

August 29 @ 11:59 pm	Wait List Registration Closes
August 30 @ 11:59 pm	Online Registration Closes
September 7 @ 11:59 pm	Online Grading Basis Changes Close (switching between Pass/Fail, Audit, and Normal grading)
September 7 @ 11:59 pm	Online Credit Hour Changes Close
September 7 @ 11:59 pm	100% Refund/Drop Deadline (class removed from academic record)
September 8 @ 12:00 am	No Refund/Withdrawal Period Starts (class remains on academic record)
November 13 @ 11:59 pm	Online Withdrawal Deadline

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[2] This schedule is subject to change

[3] https://www.uc.edu/about/registrar/calendars/fall-2020-calendars/fall-2020-dates-deadlines.html

Notes:

- Quizzes will be due on Sundays, and I will post them by the preceding Monday.
- Homework assignments will be due on Fridays, and I will post them by the Monday of the prior week, except HW1.
- STAR Activities will be due on Sundays and I will post them by the Monday of the same week.
- Discussions will have two due days: one for the initial post (aka. response) and another for a reply post.
- The final exam will be released on Monday, 12/4, and will be due on Thursday, 12/7.
- Fall 2020 Academic Calendars, including the Final Exam Schedule, are available [here](#).

Course Policies
The following policies will apply to this course:

Video Lectures
The lecture videos are only for use by student members of the class and may not be shared in whole or part outside of the course.

Reporting COVID-19
UC has COVID-19 reporting processes in place. Following these processes will ensure the best care, support, and services for members of the UC community. Any member of the campus community who has been exposed to COVID-19 or is experiencing COVID-19 symptoms is required to report to COVIDWatch@uc.edu for guidance. In the event a member of the campus community experiences symptoms is exposed or receives a positive test result, they should be directed to COVIDWatch@uc.edu for guidance and assistance. Student data, including information reported to COVIDWatch@uc.edu, is protected by FERPA, the Family Educational Rights and Privacy Act. All personally identifiable data reported to COVIDWatch is restricted data as defined by UC's Data Governance and Classification Policy 9.1.1, and is protected with all required minimum safeguards. As such, this restricted data should not be shared with any employee unless there is a need to know in order to fulfill professional duties.

Time Commitment Expectation
A 3-credit hour course will generally require a minimum of six productive hours of learning time each week. For many students, it can ten scheduled hours to achieve six productive hours due to dealing with interruptions and focusing on transitioning tasks and challenges as in "Oh, yes, I need to warm my coffee, feed my children, get laundry started…")

Time Zone
All due dates/times for this course will be listed in EST. If you are living in a different time zone, you can update settings in Canvas to allow due dates/times to display in your local time. To change your time zone in Canvas, click Account in the left menu bar, then Settings, and Edit Settings. In the Time Zone drop-down, select your local time zone and then click Update Setting. You can find detailed instructions with screenshots here.

Learning Management System
All class material and announcements will be posted on Canvas, and all coursework will be submitted via Canvas. You can familiarize yourself with Canvas by reading the guides and watching the video tutorials available here.

Drop or Withdraw

If you decide to drop/withdraw from the course, you may drop/withdraw online at OneStop. Be mindful of important dates regarding refunds and the last day to withdraw. This information is available here. DO NOT stop coming to class and assume that it will be considered a withdrawal. This will result in receiving a "UW" at the end of the semester, which counts as an F in your GPA. An official withdrawal appears as a "W" on your transcripts and does not affect your GPA. Dropping a class may affect your financial aid. Please check with an advisor if you think this may be the case.

Late Homework

In general, you should do your best to turn in homework by the due date. Homework submitted two days after the due date *will not* be accepted and will earn zero points. You have *three* opportunities (tokens) for up to a maximum of 48 hours late submission. After using your *three* tokens, homework turned in after the due date will earn zero points. If you did not already expend your *three* tokens, a late submission that is within 48 hours of the due date would be automatically graded in exchange for one of your *three* tokens. You cannot use two tokens in succession. Exceptions for extenuating circumstances can, of course, be made. If you are unable to submit homework on time due to a severe illness or injury, let the professor know as soon as possible and be prepared to offer any supporting documentation.

Hardware/Software/Media Failures

Hardware, software, and media failure are a fact of life when working with computer systems. You should take efforts to minimize the possible effects of these failures. Please keep a backup copy of all your work! I can't emphasize this point strongly enough. As IT students, you are learning how to operate in professional work situations. It is *inexcusable* in professional work situations not to have backups. Note carefully - media or system failure is not an excuse for missing assigned due dates! Every semester, someone loses a significant amount of work because they did not keep backups. Without backups, you have no options other than redoing the assignment.

Late Online Quizzes

Make-up quizzes will be given only in the case of a documented emergency and with approval from the instructor. Make-up quizzes may be considerably different from the original quiz. Make-up quizzes must be taken within three business days of the original quiz.

Missed Midterm Exam

A make-up of the midterm exam will be given only in the case of a documented emergency **and** with approval from the instructor. A make-up exam may be considerably different from the original exam. A make-up exam must be taken within three business days of the original exam.

Missed Final Exam

There will be no make-up exams for the final exam.

Pre-lecture Quiz with the Lowest Score

The pre-lecture quiz with the lowest score will be dropped when calculating final grades.

Post-lecture Quiz with Lowest Score

The post-lecture quiz with the lowest score will be dropped when calculating final grades.

Grade Review

It is your responsibility to review all the scores you receive. If you have concerns about a score, you must express those in writing within five business days of when the assignment score was posted.

Contact Methods

Please do not hesitate to send an email with any questions or concerns. University policy requires that official communication via email must be done using your UC email account. It is your responsibility to check your UC email regularly for all university communication. Your email should be written professionally. A professionally written email should:

- Contain a subject line that includes "IT 1050 – Section #" and the topic of the email
- Contain a salutation, (for example, "Dear Dr. Elwakil")
- Contain a closing, (for example, "Best, Jane Doe")
- The body should contain complete sentences and correct grammar, including correct usage of lowercase and uppercase letters. Composing emails on a mobile device is not an excuse for poor writing.
- The body of your message should also be respectful and explain the full context of the query.
- Although email will typically be answered quickly, you should allow up to three (3) business days for a response.

Office Hours
We will have virtual (online) office hours. Details on time and platform will be announced soon.

Emergency Cancellation Policy
If a class must be canceled due to an emergency (different from an entire-university weather-related closing), the cancellation will be posted as an announcement on Canvas and sent out via email as soon as possible, and a notification will be placed on the door to the classroom. If you do not have access to Canvas or email before leaving for class, you may want to exchange phone numbers with someone in the class who can pass on this announcement.

Inclusive Learning Statement

As a faculty member at UC Blue Ash College, I value the individual talents of my students as well as the diversity of experiences and perspectives they bring to my classroom. Therefore, I am committed to fostering and maintaining a learning environment that supports a diversity of thoughts, views, and experiences, and honors students' identities across multiple dimensions including gender identity and expression, intellectual and physical ability, sexual orientation, age, socioeconomic status, ethnicity, race, faith and non-faith perspectives, cognitive style, and culture. To foster and maintain such an environment, I invite you to contact me personally if any of the following situations apply to you.

1. If you have a name or set of pronouns that differ from those that appear in your official UC records.
2. If you know ways in which I can make the course more inclusive to diverse ideas and backgrounds, both for yourself and others in the class.
3. If you were offended by or felt uncomfortable about something that was said in class.
4. If you feel that essential voices and perspectives are being left out of course materials or class discussion.

Although I want to be a resource for you, I understand that sometimes students may feel uncomfortable contacting their professor directly. If this is true for you, please know that you can also submit anonymous feedback to me directly or through UCBA is listening. You can also speak with someone outside of the course. For instance, Gregory Metz, the Assistant Dean of Academic Affairs is an excellent resource on our campus. You can contact him by phone (513-745-5670), email (gregory.metz@uc.edu), or by simply stopping by his office in Muntz Hall, room 140. For a full list of all the resources on campus that are freely available to you as a UC Blue Ash student, please visit the UC Blue Ash Student Services Directory.

Disclaimer:

Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. I reserve the right to update this syllabus as class needs arise. Be assured that I will communicate to you any changes to our schedule, syllabus, or policies quickly and efficiently through UC email.

Appendix A. UCBA Resources

Accessibility Resources
The UC Blue Ash College Accessibility Resources office seeks to ensure that all students with a documented disability can freely and actively participate in all facets of college life. UC Blue Ash offers a variety of accessibility services, including guides for parents and a full explanation of benefits you can expect to receive during your time as a student based on your unique needs (learning, ADD, psychological, visual, hearing, physical, cognitive, medical condition, etc.). If you have a documented disability requiring reasonable accommodations, please contact Accessibility Resources: Muntz Hall, Room 112L, 513-792-8625, ucba.accessibilityresources@uc.edu

UCBA Open Computer Lab
The student computer lab on the UCBA campus is located in 112 Muntz Hall. For information regarding resources and hours, see this website.

Technology Services
For assistance with your technology needs, please contact the UC Blue Ash IT office at IThelp@ucblueash.edu.

Library
UCBA Librarians are your research guides. They will help you with your search to find sources (ex: articles, books, media, etc.) and show you how to use library research tools (ex: Summon, article databases, etc.). In addition to a variety of study spaces (including 8 study rooms), the UCBA Library also has computers, copiers, and printers as well as laptops and calculators for short-term checkout. You can find the library in Muntz across from the Commons, explore the website and contact library staff by phone (513-745-5710) or email.

Writing and Study Skills Center
The Writing and Study Skills Center in 112K Muntz Hall provides students the opportunity to consult with professional, degree-holding academic tutors. Services are free to UC Blue Ash students. Writing tutors work with students from all disciplines to help build strategies to handle any academic writing situation students encounter in their courses. Study skills tutors assist students in building strategies to help them succeed at college. Study skills topics include strategic reading, organization, time management, taking notes, improving memory, test-taking strategies, and managing stress and anxiety. For details and to schedule an appointment, visit this website. In line with the University's suspension of face-to-face classes, the UCBA Writing and Study Skills Center will be holding only online

support sessions until face to face class meetings resume. To make an appointment, please use their online scheduling system, [TutorTrac](#).

Counseling Services, Blue Ash Campus
UC Blue Ash Counseling Services provides high quality integrated health, counseling, and wellness services. Counseling services are free of charge to students matriculated as UC Blue Ash College students. UC Blue Ash Counseling Services addresses a variety of student needs such as anxiety, depression, self-esteem, family conflict, loss and grief issues, adjusting to life's challenges, relationship problems, eating disorders, physical abuse, emotional abuse, and domestic violence. The counseling services will be available by phone on a limited basis throughout the summer. You must make an appointment; please call 513-745-5670 to schedule a time with our counselor/therapist. **If after hours or for an immediate emergency, please call CAPS (Counseling and Psychological Services - Clifton campus) using the 24 Hour Phone Consultation Line at 513-556-0648.**

Appendix B. UNIVERSITY POLICY STATEMENTS

Student Code of Conduct
The mission of UC Blue Ash includes "engaging students to acquire the knowledge and skills needed to succeed academically, personally, and professionally." For this mission to be supported, each classroom must be a safe, productive, disruption-free, and distraction-free environment for all students. Accordingly, classroom behaviors that disrupt learning and teaching processes, distract other students from learning, or generate a physically or emotionally unsafe environment may be addressed as violations of the University of Cincinnati Student Code of Conduct. See the policy here.

Title IX
Title IX is a federal civil rights law that prohibits discrimination on the basis of your actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also covers sexual violence, dating or domestic violence, and stalking. If you disclose a Title IX issue to a faculty member, they are required forward that information to the Title IX Office. The office will follow up with you about how the University can take steps to address the impact on you and the community and make you aware of your rights and resources. Their priority is to make sure you are safe and successful here. You are not required to talk with the Title IX Office. If you would like to make a report of sex or gender-based discrimination, harassment or violence, or if you would like to know more about your rights and resources on campus, you can consult the website www.uc.edu/titleix, contact the office at 556-3349, or contact the UCBA Title IX coordinator:

Molly Scruta
Program Manager of Inclusion and Involvement
Office: Muntz 123
Email: molly.scruta@uc.edu
Phone: 513-936-1501

Plagiarism
Plagiarism is representing someone else's work as your own and is considered academic misconduct at the University of Cincinnati. Any final document submitted that contains plagiarism will receive a failing grade. The easiest way to avoid plagiarism is to cite your sources. The University of Cincinnati has a tutorial on understanding what constitutes plagiarism and how to avoid it here.

Academic Integrity Policy

The University Rules, including the Student Code of Conduct, and other documented policies of the department, college, and university-related to academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct. The Bearcat Bond is expected of all members of the UC community. "As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world". The Bearcat Bond and the Honor Pledge are available [here](#).