

CIS 100: Introduction to Information Technology

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100% Online
3 credit hours
Prerequisites: None

Instructor:

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General Policies and Keys to Success

While online and distance-based courses offer a flexible way for students to obtain education, they also require a great deal of individual motivation. You will need to read each chapter of the textbooks, the material posted online at the course web site (video tutorials, PowerPoint presentations, web site links, practice quizzes, etc.), and ask questions on anything you do not completely understand. It is highly recommended that you **print this syllabus** and review it frequently to be sure you are keeping up with the course.

Because you are not required to attend class, it is very easy to fall behind in this class. Please try to set aside regular blocks of time several times each week to read the course textbook and online material, review the course web site, ask questions, submit assignments on time.

Required Texts:

Discovering Computers 2010, Living in a Digital World - Introductory
ISBN-13: 978-0-324-78646-0

Office 2007, Brief Concepts and Techniques
ISBN-13: 978-1-4188-4325-0 or
ISBN-13: 978-1-4188-4326-7 spiral bound
Textbooks may be purchased at College Bookstore: (313) 845-9603,
<http://collegestore.hfcc.edu/> or online at various textbook outlets.

Catalog Description:

This course satisfies the HFCC Computer Literacy Requirement. This course will survey the field of computer technology and information management. Topics emphasized in this course

include: computer hardware, the use of the Internet for communication, e-commerce, information retrieval, the social impact of technology, computer security, networking, and industry-related careers. Computer laboratory sessions will briefly introduce students to the Windows operating system, Internet browsers, e-mail, word processing, spreadsheets, databases, and presentation software.

Course Objectives

After the successful completion of CIS-100, the student should be able to:

- Log into and out of a computer network.
- Setup, send and open e-mail, including attachments.
- Operate basic PC hardware, including common input, output, and storage devices.
- Perform file management tasks, including finding, organizing, saving, copying, and printing files.*
- Use basic word processing functions to prepare a document that incorporates a variety of formatting options.
- Locate information on the Internet, identify appropriate search terms, download files, and use a search engine effectively. *
- Prepare a spreadsheet that incorporates basic formulas and a variety of formatting options.
- Create and view a slideshow using basic presentation software functions.
- Identify issues and recommendations related to computer ethics and netiquette.*
- Recognize common threats to computer security and privacy, such as viruses, phishing, and identity theft; and identify methods of prevention.
- Describe job types in the Information Technology field-
- Explain how electronic commerce operates.
- Develop an appreciation for how technology can help in educational and vocational endeavors.

Course Requirements

To complete the required work in this course, you must have the following:

- A computer, or access to a computer with Internet access and Microsoft Office installed on it (or the ability to install the Microsoft Office trial application.) A computer at your home is preferred, but you could use a computer at work or in one of the open computer labs on campus.
- Microsoft Office. You can use any version of Microsoft Office for your lab assignments, e.g. XP, 2003, 2007. **You cannot use Microsoft Works or WordPerfect.**
- Internet Access.
- Basic computer skills, such as use of a Web browser and e-mail.

College Computer Labs and Student Support Services

If, for any reason, you do not have access to a computer for a limited period of time feel free to use any number of several open computer labs on campus at Henry Ford Community College.

T-194 Open Lab: There is a large computer lab located in the Technology Building, room T-194 that students in CIS courses, such as CIS 100, are free to use. There are also lab consultants in this room available to provide limited assistance with your assignments. If you get stuck on an assignment, they will be able to assist you in solving that problem, but are not able to complete an entire assignment for anyone.

Media Center: Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the Internet, and/or check their e-mail. For more information, you may contact the Media Center at 313.845.6386. For more information regarding Library Services, you may phone 313.845.9606.

Learning Lab: Located on the second floor of the Learning Resource Center the Learning Lab assist HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing, and Math. Although operation hours may slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313.845.9643.

Instructional Technology: If you require technical assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 4, 5, or 6 or via e-mail at signorelli@hfcc.edu, kolin@hfcc.edu, or gagaddis@hfcc.edu. On-campus assistance is also available within Instructional Technology, Monday - Friday, 8:30 a.m. - 4:30 p.m. Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

Assisted Learning Services. The Assisted Learning Services Program is designed to assist physically challenged, learning disabled or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

Drop and Incomplete Grade Policy

Automatic drop grades are generally not given. To receive a drop (DR) grade for the class, the student must officially drop the class through the Registrar's office. Telling your instructor of your intent does not accomplish an official drop. Refer to the Course Schedule for more information.

Incomplete grades are generally not given without sound reason and documented evidence as described in the College Catalog. In all cases, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course. If an incomplete grade is given, the student must make up all the work by the mid-semester date of the following semester.

Academic Integrity Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Any academic dishonesty (cheating) will result in either (1) a zero (0) for the assignment, program, test, quiz or exam, or (2) a failing grade for the course, depending on the severity of the dishonesty. Any violation resulting in a failing grade for the course will be immediately forwarded to the Office of the Registrar.

Examples of academic dishonesty include, but are not limited to, the following:

1. Representing the work of others as your own.
2. Submitting work that is identical to or closely resembles the work of another student.
3. Obtaining or using unauthorized examinations or quizzes.
4. Having another student complete your homework or take your examination.
5. Receiving or giving unauthorized assistance from/to other students.

If a student is unclear about whether a particular situation may constitute an academic honesty violation, the student should discuss the situation with the instructor.

Online Personal Conduct

- A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as maintain standards of personal integrity.
- B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and I will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:
 - Personal correspondence should be conducted elsewhere.
 - Treat and respect others as you would like to be treated.
 - "Flaming", an angry series of words or comments used to personally attack others who may disagree with you, is not permitted.
 - Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.
 - HFCC's computer use policy is in effect. It can be found at <https://dvc.hfcc.net/helpdesk/000152.htm>.

Examination Make-Up (Very Important)

Unless you have contacted the instructor in advance of the examination start date/time and made arrangements to take the examination at another date/time due to extenuating circumstances, there are ***no make-ups for examinations*** in this class.

You will have an open window of no less than four **(4) days** to take examinations. Therefore, some flexibility is being provided as to when you will be able to take examinations, but you need to log into the course web site on a regular basis to be sure you do not miss the examination date/window. The dates in which examinations are given is outlined in this syllabus, posted in the course schedule, and posted as an announcement on the course web site. Please note these dates on your calendar so that you do not miss them.

If you are **locked out** of an examination in the UCompass web site due to an Internet or computer interruption and contact the instructor no less than 24 hours before the exam due date/time, the exam will be reset for you so that you can complete it (please do not make this a habit this though). A reliable computer and Internet access is required for online courses. Try to take examinations as early as possible in the time frame provided in the event you experience a technical problem that requires the exam be set. You can only take an examination once. Examinations will have a **80-minute time limit** set from the time you begin the examination.

Late Homework Policy

Late work in the form of quizzes and discussion posts will not be accepted, as a general rule. Exceptions will be evaluated on a per-case basis. Late work from Labs will penalized 10% for each day past the stated deadline.

How to use the UCompass Web site for this Course

- A. ***UCompass web site and your Username and Password.*** This course uses the UCompass course management system located at <http://henryford.ucompass.com/>. Your **username** to the UCompass web site should be the same as you use for WebAdvisor. If you do not know your WebAdvisor username go to the WebAdvisor site (<https://my.hfcc.edu/webadvisor/>) and click on the “Students” link and then the “What is my User ID?” and follow the prompts. Your **password** for this site should be the four-digit mmdd of your birth. Example: if your birth day is February 10, your password would 0210. More information about passwords can be found at: <http://my.hfcc.edu/passwords>.
- B. ***Packets.*** Each week a new packet will be opened outlining the assignments for that week. Packets are located under the “**Course Materials**” menu in the UCompass web site. The work in the packet is due the following Monday, as a new packet is opened.

- C. **Announcements & Course E-Mail.** Announcements concerning the course will be posted on the main UCompass web page throughout the semester. Important information will also come through the UCompass e-mail system. Please check for new announcements each time you log in and check your Ucompass e-mail on a regular basis, i.e. approximately every two days. The UCompass Course E-Mail system is also an excellent way to contact me if you have any questions or comments. **One note: Please use the only the Ucompass email system for class-related communication. My Ucompass inbox will NOT accept email from outside Ucompass. Use the Ucompass email system for all class-related correspondence.**

Required Work for this Course:

- A. **Textbooks** There is weekly assigned reading from one of the (2) textbooks required for this course.

- **Shelly, Cashman, Vermaat. Discovering Computers 2010, Living in a Digital World - Introductory**
ISBN-13: 978-0-324-78646-0

- **Office 2007, Brief Concepts and Techniques**
ISBN-13: 978-1-4188-4325-0 or
ISBN-13: 978-1-4188-4326-7 spiral bound

- B. **Quizzes.** There are eleven (11) quizzes, one/week covering each chapter in the reading. You are permitted one re-do for each quiz. Use this feature wisely...you will only receive credit for the last submission. This reset option is only available for weekly quizzes.

- C. **Examinations.** There are two (2) examinations in this course, a Midterm Exam and a Final Exam. There is no reset option for the two examinations.

Important: Once you enter an Examination in UCompass you cannot leave it until you submit it for grading or you will not be able to re-access the examination. The same problem will occur if your Internet access is interrupted. Therefore, **be sure you are using a reliable Internet connection to take examinations.** If one of these problems occurs, I will re-open your examination for you to re-take it if you contact me **no later than 24 hours after your attempted entry into the exam.** I recommend that you DO NOT wait until the last minute to take any exams or quizzes.

One last note on taking online exams and quizzes: It is recommended that you use **Microsoft Internet Explorer** to access Ucompass when taking an exam or quiz. Other browsers (Firefox, Chrome, etc) do not always display tests accurately.

D. **Assignments.** In addition to weekly quizzes and the exams there are two other assignments categories in this course.

1. **Lab Assignments.** Lab assignments refer to activities you will be required to complete using Microsoft Office (e.g. Microsoft Word, Excel, and PowerPoint). For your Microsoft Word, Excel and PowerPoint Lab Assignments, you will create the document described in the instructions for the assignment and then submit it by **uploading** the document/file to the UCompass web site. Further instructions will be provided in the course.

2. **Discussion Board Posts.** You will be required to post several brief, but “quality” messages on the course Web site based on your opinions and information from the reading. You will receive additional points for a “quality” response to a fellow student's post.

A note about discussion posts: A quality means that your response will have substance and helps to further the discussion of the topic. Quality responses often include contributions of additional ideas and sources, insights or questions about classmates’ comments, connections to the course readings, or ways of applying the lessons from the course. As a rule of thumb, your responses\comments should be at least several sentences in length.

Short comments, such as “Good idea” or “I agree,” do not constitute quality responses. Neither do comments that are unrelated to the topics at hand (for example, “I saw that movie, too!”) If you say you agree about something, please explain why you agree, and add an additional insight or question.

Tips for creating a quality response:

- Explain why you agree or disagree, and add some examples to support your belief.
- Relate your personal or work experiences to the topic at hand.
- Ask additional questions of your classmates.
- Make connections between the topics at hand and the readings in the text.
- Add ways you can apply the lessons from the class in your work and educational life.

Summary of Required Work

Eleven (11) Chapter Quizzes @ 20pts each = 220 points

Six (6) Lab Assignments: (2 each for Word, Excel and PowerPoint) @20 points each =120 points

Ten(10) Discussion Boards at 10 points each = 110 points

One (1) Internet Search assignment = 20 points

One (1) Keyboard Shortcuts Worksheet = 15 points

One (1) Midterm Exam = 100 points

One (1) Final Exam = 100 points

Summary of Grading Policy

It is possible to earn up to 685 points for the semester through the summary of work above. These points translate to the following letter grade:

A 685-630

B 629-575

C 574-520

D 519-465

E 464 or less