

Murray State University

DEPARTMENT: COMPUTER SCIENCE AND INFORMATION SYSTEMS
COURSE PREFIX: CSC COURSE NUMBER: 199 CREDIT HOURS: 3

I. TITLE: Introduction to Information Technology

II. COURSE DESCRIPTION AND PREREQUISITE(S):

Course is designed for students pursuing any program of study. A student taking this course will gain competency with file management, word processing, spreadsheet, database management, and presentation graphics software. In addition, the student will become familiar with general computer technology such as computer hardware, computer operations, networks, the Internet and the World Wide Web.

Prerequisite: math ACT score of at least 19 or MAT 096 (or higher).

III. COURSE OBJECTIVES:

At the successful completion of this course, the students will

- A. demonstrate a general understanding of computing and its uses,
- B demonstrate proficiency in creating and managing files and folders,
- C. demonstrate word processing proficiency in creating research documents and papers formatted according to any generally acceptable document formatting style,
- D. demonstrate competency in designing and using spreadsheets to assist in decision making,
- E. demonstrate competency in designing and querying simple databases,
- F. demonstrate proficiency in using presentation software to develop and to enhance oral presentations, and
- G. be able to use specialized software like Murray State University's Canvas TM.

In addition, the students will have developed sufficient knowledge to make informed decisions on the selection of a personal computer and will be able to use that product effectively without supervision.

IV. CONTENT OUTLINE:

Refer to "Tentative Schedule" below.

V. INSTRUCTIONAL ACTIVITIES:

Instructional methodology will include lecture and discussion of literacy concepts. Application concepts will be presented by lecture, demonstration and instructor-supervised activities. Approximately 30% of the time will be allocated for concepts and 70% allocated for software applications.

VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:

No specific field or clinical experience is mandated by the instructor. Students will be encouraged to attend seminars and lectures offered by the university, college, department, and various organizations periodically. Laboratory classes will be held in BBN 201.

VII. TEXT(S) AND RESOURCES:

RESOURCES:

Microsoft Office Professional Software (Office 2013) and computers using Windows. Students will have access to software and equipment in both the Microcomputer Teaching Lab (BB 201) and the Microcomputer Study Laboratory (BB202). Other locations include Hart College, Waterfield Library, CTLT (Applied Science 307).

TEXTS:

(All required. NOTICE: This is a class utilizing Office 2013. All homework must be prepared using Office 2013 applications.)

Microsoft® Office 2013: in practice by Randy Nordell. ISBN: 1 2014 0073519383

Using Information Technology, Intro Version, 10th ed by Brian K. Williams and Stacey C. Sawyer. (Custom Published – No ISBN available)

Integrated SimNet for Office 2013 authorization code. Standalone, Office Suite Registration Code. ISBN: 1 2014 007356511

VIII. EVALUATION AND GRADING PROCEDURES:

Total points consist of the following:

<u>Activities</u>	<u>Percent of grade</u>	<u>Grading Scale</u>
Literacy concept exams	30%	90% - 100% = A
Application concept exam	30%	80% - 89% = B
Homework Average	15%	70% - 79% = C
Application Projects	<u>25%</u>	60% - 69% = D
	100%	> 60% = E

Important points regarding this course include:

- A. Office Application Pretests: An examination will be given prior to the introduction of each application. Students scoring 85% or better on these exams may choose to substitute that grade for their final exam grade for that application. If you take this option, your homework grades for that application WILL NOT be factored into your homework average, and you will be excused from the remaining class sections during that application and from completing the application's homework assignments. This pretest option will not exempt you from completing the Term Project or the capstone projects in Excel, Access and PowerPoint. These project scores are averaged into your final project grade.
- B. Office Application Tests: There will be four tests in the lab. Dates and times of all tests will be announced in class, in this Course Syllabus and on Canvas. You are strongly discouraged from missing a test. Should circumstances prevent you from taking a test at the scheduled time, your absence must be excused and the make-up test MUST be arranged with your instructor. Unexcused missed examinations will be assigned a score of zero or your pre-test score, whichever is greater. Excuses are limited to family emergencies and university-related required activities.

- C. Literacy Concept Exams: The literacy concepts portion of the class will be tested by means of on-line quizzes through Canvas™. These quizzes will be due at the beginning of class on the days announced. You may begin the quiz at any time but, once started, you will have only 30 minutes to complete it. There will be six quizzes; the lowest quiz grade will be dropped before averaging the grades. As these are out-of-class, open-book quizzes, there will be no arrangements made for missing or incomplete quizzes.
- D. Homework: Unless otherwise announced, homework is to be turned in prior to the beginning of class on the day it is due. With the exception of the Canvas and Windows Explorer assignments, all homework is to be submitted through SimNet® SimGrader. The Canvas and Windows Explorer assignments will be submitted through a Canvas assignments link. Homework may be submitted early but cannot be submitted late. The Assignment Link for each assignment will be taken down on the day the assignment is due.
- E. SIMBook: Points will be awarded upon completion of the “Let Me Try” activities in your SIMBook. Unless otherwise announced, these activities are to be completed prior to the beginning of class on the day the final activity for each chapter is due. These activities may be completed earlier but no credit will be given for work completed after the due date. SIMBook grades will be included in the Homework average.
- F. Projects: Capstone projects are planned at the completion of each application. Failing to submit a project will result in a grade of zero for that assignment. Projects may be submitted early but, because you are given ample time, they will not be accepted if late. The Assignment Link for each application project will be taken down on the day the assignment is due.
- G. Auditing: Those wishing to receive an Audit for the course, must not miss more than the allowed number of absences (one week of classes), complete all homework assignments and must receive an average of 65% on all homework assignments. The rules for submitting those homework assignments are outlined in part D. above.
- H. Record and Verification of Grades: You should maintain a record of your grades and retain all assignments returned to you until after final grades are posted. In addition, you should maintain a back-up copy of all work. You will be provided the opportunity to verify your grades against the instructor’s records.
- I. Additional outside work: No additional work will be accepted for “extra credit” or “grade improvement.”
- J. Classroom Behavior: See page 7 of this document.
- K. Group Work/Collaboration: CSC 199 assignments and projects are NEVER group or team projects. All work presented is to be the work of the student presenting it. Special software tools will be used to identify duplicated work. Faculty/staff of CSC 199 make no attempt to determine who created the work and who duplicated it. Both parties will receive a 0 for the assignment on the first offense and an “E” for the course on the second offense. All instances of duplicated work will be reported to the Dean’s Office as stipulated in the College of Business’ Academic Honesty Policy, see below.

- L. Privacy: There is no expectation of privacy in the CSC 199 labs. Computer monitoring devices will be employed during lab sessions. The Instructor and the Lab Assistants have access to your machine and information on your screen may be shared with the class for demonstration purposes.
- M. Surveys: Occasionally an instructor may want to administer surveys to collect data for his/her research. Participation is voluntary.

IX. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU Bulletin.

- A. Good attendance for the course will result in your final grade being rounded up if it is a borderline grade. Good attendance is defined as not missing more than 1-week of classes. As this class meets once a week, that means one unexcused absence.
- B. It is your responsibility to sign the attendance sheet in lecture and in lab. Forgetting to sign in is not an excuse for an absence.
- C. YOU are responsible for all material missed due to a class absence.
- D. To avoid any classroom disruptions, the doors to the room will be closed and locked once lecture is underway. These doors will not be opened for any late arrivals.
- E. If you arrive late and the door is locked, do not disrupt class by knocking. Simply see your instructor promptly after class and the incident will be noted accordingly in the instructor's records.

XI. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the

course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

The Academic Honesty Policy of the College of Business will be consistently followed. A copy of this policy can be found at [COB Academic Honesty Policy](#). If it is determined that a student cheated on an exam, project or homework assignment, the student will receive an E for the course. In cases where a student has been determined to have committed an act of dishonesty, the penalty assessed by the instructor or university will be administered irrespective of the university calendar.

NOTE: In CSC 199, all instances of academic dishonesty will be reported to the Associate Dean, Dr. Gerry Muuka. Penalties for academic dishonesty include:

1st Offense: Automatic failure of the assignment, project or exam.

2nd Offense: Automatic failure of the course. The student may not drop the course to avoid the penalty.

XII. NON-DISCRIMINATION POLICY STATEMENT:

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In addition, Murray State University does not discriminate on the basis of sex in its educational programs and activities and is required by Title IX and 34 CFR part 106 not to discriminate in such a manner. The prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing.

For more information, contact the Title IX Coordinator and Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

XIII. OTHER REQUIRED DEPARTMENTAL OR COLLEGIATE COMMITTEE INFORMATION:

A. **POLICY ON COPYRIGHTED SOFTWARE:** The College of Business and the Murray State University policy on copyrighted microcomputer software is:

Such software will not be illegally copied; no member of the faculty, staff, or student body will illegally make copies of copyrighted microcomputer software.

Federal law protects copyrighted microcomputer software, and illegally copying such software would be a violation of federal law. In addition, removal of computer software constitutes theft of university property, regardless of the physical value of the diskettes, manuals, etc.

All students of the University community are expected to follow this College Policy and to adhere to federal law. Any one who is found illegally duplicating or removing software will be subject to University action and will be assigned a failing grade. Any student found loading software on lab equipment or modifying existing microcomputer configurations would be banned from using the College of Business microcomputer facilities.

B. **APPEALS AND GRIEVANCE PROCEDURES:** [College Of Business Appeals and Grievance Procedures](#). [Murray State University Academic Appeals](#).

C. **ACCEPTANCE OF RULES AND GUIDELINES:** Being registered for this class implies that you agree to and accept the guidelines of this course as set forth in this syllabus.

D. **DATE OF REVISION:** July 2015

E. **IMPORTANT DATES:**

Aug 18 Classes begin. Absences recorded.

Sept 7 Labor Day Holiday (classes dismissed, offices closed)

Oct 1-2 Fall Break. (classes dismissed, offices closed)

Nov 12 Last day to drop any full-semester course with W. Last day to change from CREDIT to AUDIT. Continued attendance is required. Last day to withdraw from all full-semester courses via myGate.

Nov 25-27 Thanksgiving Holiday (classes dismissed, offices closed.)

Dec 4 Last day of classes.

CLASSROOM BEHAVIOR

Conduct by the student which for any reason – whether it stems from time, place or type of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of others will not be tolerated. Students who engage in acts that result in disruption of a class may be directed by the instructor to leave the class for, at the least, the remainder of the class period.

The expression of disagreement with the instructor and/or classmates is not, in itself, disruptive behavior. The following activities are disruptive and will result in your removal from the classroom.

- A) Attendance: See page 4 of this document. Attendance will be recorded on a passed sign-in sheet at each class meeting. It is the student's responsibility to locate and sign the sign-in sheet at each class meeting. These sheets will be kept and used to verify your attendance should there be questions about missed classes. Recall that missing more than one week's worth of classes will result in a one-letter grade decrease in your final grade.
- B) Tardiness: The classroom door will remain open for 10 minutes after the announced start of class. Students who arrive after that time may be admitted at the discretion of the instructor. They will not be allowed to sign the attendance sheet.
- C) Unauthorized web surfing: Lab Assistants will remove the Internet connection of any student engaging in any form of unauthorized web surfing during class. Only Lab Assistants or Instructors are permitted to replace an Internet connection removed for unauthorized use. If it becomes necessary to remove your internet connection, you will be marked absent for that day.
- D) Electronic Devices: Use of electronic devices, including but not limited to cell phones, IPODs, PDAs and cameras, is not permitted in the Microcomputer Lab. All such devices and/or ear buds must be turned off and stowed prior to the start of class. If it is determined that you are using any of these devices, you will be asked to leave the lab and will be marked absent for that day.
- E) Abuse of computer equipment: See Policy on Copyrighted Software on page 4 of this document. Any student found loading software on lab equipment or modifying existing microcomputer configurations would be banned from using the College of Business microcomputer facilities. Any student observed mistreating the computer hardware or software or the classroom furniture will be removed from the classroom for at least the remainder of that class period. Their attendance during that period will not be recorded.
- F) Respect of others: Students will treat Instructors, Lab Assistants and other students with respect both for their property and their persons. Any disruptions, outbursts or displays of temper during class will result in your removal from CSC 199 and the assignment of an appropriate grade at that point.

TENTATIVE SCHEDULE

DATE	READ BEFORE CLASS	DISCUSS DURING CLASS	ASSIGNMENT DUE	WHERE
8/18		Syllabus, Windows Explorer, Canvas, Register SIMNet, Pretest Word		
8/25	IP* . Ch W1 IP – Ch W2	Word Chapter 1 and Chapter 2	Canvas Windows Explorer	Canvas Canvas
9/1	IP – Ch W3 UIT** . Ch 1	Word Chapter 3	Ch W2 – Project 2.6 Concept Quiz 1	SIMNet Canvas
9/8	IP – Ch W4 UIT – Ch 2	Word Chapters 4	Ch W3 – Project 3.4 Concept Quiz 2	SIMNet Canvas
9/15		Word Final; Excel Pretest	Ch W4 – Project 4.5	SIMNet
9/22	IP – Ch E1 UIT – Ch 3	Excel Chapter 1	Concept Quiz 3	Canvas
9/29	IP – CH E2	Excel Chapter 2	Ch E1 – Project 1.5	SIMNet
10/6	IP – Ch E3 UIT – Ch 4	Excel Chapter 3	Ch E2 – Project 2.4 Concept Quiz 4	SIMNet Canvas
10/13	IP – Ch E4 UIT – Ch 5	Excel Chapters 4	Ch E3 – Project 3.4 Concept Quiz 5	SIMNet Canvas
10/20		Excel Final; Access Pretest	Ch E4 – Project 4.5 Term Project	SIMNet SIMNet
10/27	IP – Ch A1/2 UIT – Ch 6	Access Chapter 1 and Chapter 2	Excel Capstone Project Concept Quiz 6	SIMNet Canvas
11/3	IP – Ch A3	Access Chapter 3	Ch A2 – Project 2.5	SIMNet
11/10	IP – Ch A4	Access Chapter 4	Ch A3 – Project 3.5	SIMNet
11/17		Access Final; PowerPoint Pretest	Ch A4 – Project 4.4	SIMNet
11/27	IP – Ch P1,2,3	PowerPoint Chapters 1, 2, and 3 Required class for all students	Access Capstone Project	SIMNet
12/1		PowerPoint Final	Ch P1 – Project 1.6 P'Pt Capstone Project	SIMNet SIMNet

* IP – Microsoft® Office 2013: In Practice

** UIT – Using Information Technology

THIS SYLLABUS AND ACCOMPANYING SCHEDULE ARE SUBJECT TO REVISION