Welcome to CIT 10600, Using a Personal Computer

Active involvement, participation in learning, and consistent practice/work with concepts and applications will help you become comfortable, confident, and proficient using a computer in today’s Web 2.0 world (information sharing, social media, and collaboration). This syllabus is a contract with you and the starting point for learning in this course. Please read it carefully to understand the course and policies that guide this course.

There is no prerequisite for the course. However, we recommend you have experience using a keyboard, a mouse, email, navigating the Internet, and a basic familiarity with Windows operating systems. Although this is a beginning course, you should not consider it “easy.” There is a lot of work required because only with hands-on work will you discover and explore and become resourceful in finding out “how-to” do something!

Communication, difficulties with computers “not working right,” and troubleshooting

Note that throughout the semester there may be times where you encounter difficulty using a computer. It may be a software issue, a hardware issue, a user-end issue, or a combination of other technical/user issues. Part of Using a PC is dealing with difficulties regarding technical/user issues and troubleshooting. Often a computer user has to consult a help desk.

At various times, do not be surprised (or get too terribly frustrated) if you have to contact UITS Help at (317) 274-HELP or MyITLab Technical Support at http://www.myitlab.com/support_student.asp. Oncourse help is available at: http://www.indiana.edu/~ittrain/Oncourse/workshops_materials/ONSTU.pdf. And, you can consult the IU Knowledge Base on a large number of topics at: http://kb.iu.edu/index.cgi. Webopedia is an online IT dictionary.

If a computer issue is causing you difficulty with an assignment submission/due date, contact the appropriate technical support and get a case number. Provide that information in a professional Oncourse message to your instructor. Communication is important when dealing with frustration and problems and your poise in dealing with frustration is important in learning communication skills that will extend beyond this course and into your professional and personal lives.

Technical Assistance

UITS Help Desk (317) 274-HELP
IU Knowledge Base http://kb.iu.edu/index.cgi
Oncourse Help http://www.indiana.edu/~ittrain/Oncourse/workshops_materials/ONSTU.pdf
Webopedia http://www.webopedia.com/
MyITLab student support http://www.myitlab.com/support_student.asp

Know your instructor’s name and how to contact him or her. If you have any problems during the semester, contact your CIT 10600 instructor for help.

Instructor’s name ____________________________________________

Email _______________________________________________________

Other contact information ________________________________________

Your signature __________________________ Date _______________

(Sign after reading syllabus; required when contacting instructor and/or course coordinator about a problem, missed work, question about course structure, myitlab issues, etc.; you may be asked to provide a signed/dated scan/copy of this page)
Communication and Writing

Oncourse & Communication

Online sections will communicate through Oncourse email (messages). Please do not hesitate to email your instructor with a question or concern. Use the provided phone number for something that is an emergency type situation. If you need to meet in person, you will have to arrange a time to meet. Hybrid section communication will be a combination of Oncourse email (messages) and listening in class.

On campus sections will communicate via class sessions and will use Oncourse email (messages) as directed. It is important that you attend and listen in class and not expect an instructor to communicate through email messages in Oncourse what is said in class!!! Oncourse email (messages) is a great tool for: (1) students letting an instructor know when they will miss class, (2) urgent questions that cannot wait until a class session (use discretion as to what is urgent; plan according to class times), and (3) sending files as directed.

Note on email response expectations: Instructors typically check email once daily throughout the week; so, it is reasonable to expect a reply within a 24-30 hour period. However, weekend responses may not occur as quickly or at all (expectation of weekend communication will come from your instructor). DO NOT wait until the day a project is due and expect an answer. Questions regarding projects should be presented at least a week in advance of the due date. Note that an instructor is not online all of the time or at the times that you are online.

Professional communication expected: When you communicate with your instructor, you should be professional in the communication. Do not use text message language. Use proper grammar and punctuation. Proofread your message before sending it. Consider the tone of your messages as well. You may be frustrated, but it is not productive or professional to convey anger or frustration. Attitude is important in your professional development. You want to convey concerns, problems, or issues you may have in a mature manner.

Official Email Address

Students are issued an official IUPUI email account. Official communication about this course will come via Oncourse mail. Faculty may assume that a student’s official university email is a valid mechanism for communicating with a student outside Oncourse if necessary. A further explanation is available at http://registrar.iupui.edu/iu-email.html.

Course Coordinator

Nancy Evans, CIT 10600 Course Coordinator, IUPUI, ET 301F, 274-9701, nanevans@iupui.edu

Know your instructor’s name and how to contact him or her. If you have any problems during the semester, contact your CIT 10600 instructor for help.

Instructor’s name

Email

Other contact information

Any copying/pasting from the Web for assignments is considered plagiarism

APA Style Required for Word portion in Project. Academic integrity will be addressed later in the syllabus in relationship to the course, department, and university policy. However, it is important to note that ANY copying/pasting from the Web for assignments is considered plagiarism. It is not OK to copy/paste information from the Web. Even though you may cite a source, excessive quoting is not acceptable. You will need to become familiar with internal citation and references using APA style if you are not already familiar. OWL Purdue is an online writing lab reference for you to use to become familiar with APA style.
About the Course

Required Textbook
Exploring myitlab for Office 2010 Student Access Code with eText, 1/e, ISBN 0-135-10714-8 (or 9780135107140)

NOTE: Can be purchased in bookstore or online at http://myitlab.com/. At myitlab.com, click Student under Register, “no, I need to buy access,” then choose myitlab for Exploring Microsoft Office 2010 (with eText). You will be able to purchase a hard copy of the textbook if you choose once you have registered with MyITLab.

Course Objective
The objective of this course is to help you develop computer skills using an operating system, application software, the Internet, and collaboration tools to enhance and support your academic, personal, academic, and professional life. Note there will be basic introduction to computer concepts to aid in using a personal computer.

Course Description
This course provides an introduction to word processing, spreadsheet, and presentation software. It also includes instruction in basic computer concepts, Windows operating systems, the Internet, collaborative tools, and database concepts. Applications are taught through the use of problem solving assignments, projects, and exams. See ABET & Course Outcomes, for more information.

Course Philosophy
In order to prove competency and efficiency, you will have to do more than graded items. Items will be provided as Resources and there will be Practice Exams available that will not be graded for points but that will contribute to your success in the course. Resources and practice exams are “studying” that is expected in college beyond just turning in homework!

We do not expect you to reach an expertise level or mastery level, but we do expect you do work that is not required in order to enhance your learning opportunity. For Assignments in Oncourse you will see two categories: GRADED and RESOURCES.

- GRADED means you get points for completion and/or accuracy depending on the nature of the assignment (counts as points toward course grade)
  - Note: Reading the textbook is considered required work
  - Assignments with small point values attached are typically graded for completion, not accuracy because they are considered practice
  - Assignments with high point values attached (exams and projects) are graded for accuracy and completion

- RESOURCES are materials or exercises/activities that are not graded but are provided as practice and study materials for exams and projects
  - For example, you may see Set-up Videos and Audio PowerPoint Presentations in MyITLab

Test Out Opportunity
Under certain conditions, it is possible to test out of this course. See the terms and conditions detailed at http://www.engr.iupui.edu/~stevens/cit106/cit106testoutannouncement.htm

Course Structure
This course is taught by you using a computer and is primarily hands-on. However, there may be times when it will be necessary to sit through lectures and demonstrations to learn how to perform specific tasks. Also, you are expected to READ the textbook in conjunction with using MyITLab. This course uses an online training and testing environment, MyITLab, for practice exercises and exams. We will also use Course Networking for discussions. The instructor may make other exercises available. If you are in an online or hybrid section, self-direction is necessary for your success.

CIT 10600 instructors expect that you will participate in your learning by coming to class (unless online) and spending sufficient time outside class reading and practicing to understand the material and
CIT 10600 Course Syllabus, Summer 2013

CIT Certificates
CIT 10600 is the first step in earning a CTAC (Computer Technology Applications Certificate).

You may also want to consider the IT Certificate (Information Technology Web Development Certificate) and other certificates depending on your program needs or the CIT major track you choose (see Certificates at http://cit.iupui.edu/)

Successfully complete tasks. Reading the text alone will not prepare you. Nor will just turning in homework and not reading the textbook prepare you. You must read, study, and use a computer on a consistent basis to do the exercises and projects assigned. Consider this analogy—Can you become an elite athlete just by watching an elite athlete on television? Probably not. Study and practice, practice, more practice is essential for your success.

Estimated Workload
While workload can vary from topic to topic based on your experience, it is reasonable to expect to spend a total of 7-12 hours per week in class, reading, studying, and doing assignments.

Trying for an A?
No one can promise you an A or even a B, but it’s not difficult to do well in this class—if you are willing to put some time and effort into it. Former students who have been successful in the course tell us it is necessary to spend an average of 7-11 or more total hours per week (total in and out of class in a traditional 15-week semester). The course requires very different study habits than a more traditional course like history or sociology. Time on task is essential for your success. The time required may vary by student. You should not compare yourself to others because skill levels vary greatly.

Use this checklist to determine if you have used all the Resources available to you. If you can answer YES to most of the checklist, it will greatly increase your chances for success in this course and reaching computer proficiency.

<table>
<thead>
<tr>
<th>Did I . . . . . .</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>. . work daily on lessons and assignments?</td>
<td></td>
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<tr>
<td>. . read the textbook and use MyITLab to go through the textbook chapters and hands-on activities (skill based training in MyITLab matches the hands-on activities); the text in the book “teaches” you skills along with the activities and hands-on exercises</td>
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<tr>
<td>. . submit assignments as directed by my instructor?</td>
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<td>. . work through extra exercises (Resources) prepared by my instructor?</td>
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<td>. . contact a classmate or instructor for clarification if needed?</td>
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<td>. . e-mail my instructor with questions or concerns?</td>
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<tr>
<td>. . check the course website or Oncourse as a resource and for last minute updates?</td>
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<td></td>
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<tr>
<td>. . study for exams by using a computer to go back through textbook exercises, any additional exercises provided by my instructor, and practice exams available in MyITLab?</td>
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Principles of Undergraduate Learning for CIT 10600

The PULs are principles that guide course structure, teaching, and learning. Sometimes PULs are stated to students in regard to specific assignments; sometimes they are not communicated directly. However, it is good for students to be familiar with them regardless of how or if they are directly communicated within a specific course.

1a. Communicate effectively in a variety of formats, particularly written, oral, and visual formats.
1b. Identify and propose solutions for problems using quantitative tools and reasoning.
1c. Make effective use of information resources and technology.
Graded Items and Late Work

Graded items include exams, assignments, and a project (which may have stages throughout the semester), and they are pre-assigned on the Schedule so you can plan accordingly. The Assignments tool in Oncourse is used to present details of each item. Check the Schedule frequently for updates because changes may occur due to pacing with class progress.

In general, late work for exams, assignments, projects is not accepted. Your instructor does have the right to allow late work under very limited conditions. Late work will not be accepted without OFFICIAL DOCUMENTATION substantiating your absence, such as a doctor's note, police report, or letter from your employer. If you know you will miss class due to an event, such as a business trip, you must do assigned work prior to the due date and you should notify your instructor of the situation as soon as you know about it.

Submitting Documentation: Provide your instructor documentation in class or send via fax to CIT at 317-278-3669. Include a cover sheet to your instructor’s attention, explain the absence, and explain the documentation.

Assignments
There are 150 points allocated to in-class and out-of-class assignments. The instructor will determine how and when assignments are to be submitted and how the 150 points will be allocated. Out of class assignments will be posted on the Schedule and in Assignments. In class assignments may vary from class to class and will include work in the applications, discussions, written reflections, quizzes, etc. In class assignment instructions will be given in each class session and the due date determined at the time it is assigned. In class assignments will not be given credit unless the class was attended. Late assignments will not be accepted unless official documentation is provided and communication is timely.

Projects
The final project is worth 150 points and your instructor may have you work on it in stages and submit a rough draft prior to the final project due date. Late projects are assessed an automatic 20% penalty. Any project submitted more than 72 hours late will receive no credit. See the Schedule for project due dates. Projects beyond the 72 hours after the due date will not be accepted unless official documentation is provided and communication is timely.

Exams
There are five exams and a final exam throughout the semester. Exams have higher point values than assignments and will be 25, 50, or 100 points depending on the exam. Details are provided in Assignments in Oncourse. See Schedule for due dates. Late exams will not be accepted unless official documentation is provided and communication is timely.

Grading

<table>
<thead>
<tr>
<th>Graded Items</th>
<th>Course Grading Scale</th>
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<tbody>
<tr>
<td>Assignments/Tests</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Word Exam</td>
<td>A+       100%</td>
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<tr>
<td>PowerPoint Exam</td>
<td>A        92-99%</td>
</tr>
<tr>
<td>Excel Exam</td>
<td>A-       90-91%</td>
</tr>
<tr>
<td>Assignments</td>
<td>B+       88-89%</td>
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<tr>
<td>Course Component</td>
<td>Score</td>
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<td>--------------------------</td>
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<tr>
<td>Final Integrated Project</td>
<td>140</td>
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<tr>
<td>Final Exam</td>
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<td><strong>Total</strong></td>
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**CIT Grade Standards**

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<th>Grade</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>Represents the highest grade possible and indicates outstanding achievement. This grade is <em>not</em> automatically given to the top student performance but instead indicates student work which demonstrates complete mastery of course learning objectives or evinces a level of creativity or originality which far exceeds course expectations. The grade indicates the student works independently and with strong initiative, seeking knowledge outside the normal framework of the course.</td>
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<tr>
<td>B</td>
<td>Represents achievement considerably above expectations. Student performance demonstrates thorough understanding of course learning objectives and a high level of creativity or originality.</td>
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<tr>
<td>C</td>
<td>Student performance meets designated course requirements and demonstrates understanding of the course material and attainment of the course learning objectives. This is the grade that may be expected of a student who puts forth a reasonable amount of time and effort and completes all requirements.</td>
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<tr>
<td>D</td>
<td>This grade denotes substandard work and indicates incomplete and inadequate understanding of the course learning objectives. It indicates work which may not satisfy all requirements.</td>
</tr>
<tr>
<td>F</td>
<td>This grade indicates serious deficiency in understanding course learning objectives and failure to complete requirements of the course.</td>
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**Course and University Policies**

**Attendance and Administrative Withdrawal**

There is a direct correlation between a time on task, attendance, and success in this course. Students are **expected to attend all classes and turn in work on time.** Attendance will be taken but points are typically not given directly for attendance. This course is based on participatory work, and there are frequent assignments some of which will be assigned in class and credit for those will only be given if class is attended. For the on campus and hybrid sections, participation in class is part of the course work. For the online class, attendance/participation is based on timely submission of assignments as well as replying as instructed to other students’ in blogs and discussion forums. Hybrid sections meet one day a week on campus but the other day of attendance is the other day during the week that work is due and attendance on those days functions like it does in the online class.

The CIT Department has decided to implement the university’s recommended Administrative Withdrawal procedures for CIT 10600. A basic requirement of this course is that you will participate in class and conscientiously complete writing, reading, and computer assignments. Keep in touch with your instructor if you are unable to complete an assignment on time. If you attend less that 50% of the class sessions or submit less than 50% of the work within the first four weeks of the semester without contacting the instructor, you may be administratively withdrawn from the section. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. Visit [http://www.registrar.iupui.edu/withdrawal-policy.html](http://www.registrar.iupui.edu/withdrawal-policy.html) for more details.
EAS Flag System

CIT 10600 uses IU's FLAG Early Alert System to provide real-time feedback on your performance in this course. Periodically throughout the semester instructors will be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. You will be able to access this information in the student center via Onestart > Student Services page > Student Center > My Academics and Grades > My Grades. See http://registrar.iupui.edu/flag_eas.html for more information.

Withdrawing from Class before the End of the Semester

Visit http://www.registrar.iupui.edu/withdraw.html for information on the university withdrawal policy for classes. See academic calendar for important dates regarding withdrawals.

New Drop Limit Policy: University College freshmen (25 hours or below) may not drop more than one course per semester. This policy will be enforced through advisor sign-off on drop requests. The policy does not include course adjustments made during the first week of class nor does it apply to classes in which a student has been "administratively withdrawn."

Incomplete Policy

An "Incomplete" might be assigned if the following three conditions are all met:

- Course progress is satisfactory
- Verifiable personal circumstances of an emergency nature prevent completion of the course
- At least 75% of the total course work points have been completed with a passing grade

An "incomplete" will only be considered on the basis of a formal, written request from the student.

Extra Credit

Extra credit assignments are not available in this skill-building course. It is much more effective to learn as you go since each topic builds upon knowledge learned previously and is assimilated over time. It is counterproductive and ineffective to expect to cram your learning into extra credit projects if you have not participated in learning activities throughout the semester.

Academic Integrity

The IUPUI Code of Ethics is based on the need for trust in an academic community. IUPUI's system is developed by and maintained for the welfare of its students, and all students should make sure that they read and understand the provisions outlined in the Student Handbook. The code spells out what constitutes unacceptable behavior and the procedures to be followed when there are alleged cases of misconduct.

Indiana University Purdue University Indianapolis Code of Conduct

Any form of cheating/plagiarism on an assignment, homework, quiz, project, or exam may result in both a zero score for the assignment, and a one-letter grade penalty in the course. The case will be reported to the Chairman of the Department of Computer, Information & Leadership Technology and a letter describing the infraction will be placed in your student file and submitted to the Office of Student Rights, Responsibilities, and Conduct. Further disciplinary action will be pursued according to university policy as described in Part III of the Code of Student Rights, Responsibilities, and Conduct (Issued August 15, 1997). Cheating, or helping another student to cheat, are considered equal cases of academic dishonesty and will be dealt with as noted above.

What constitutes cheating? Giving another student access to your computer account, or negligently permitting another student to access your computer account or files constitutes cheating on your part if that other student copies any files that become implicated in a cheating case. Protect your account as if
your academic career depends on it! Giving another student your code, password, or files "just to look at" has resulted in serious problems for both students in the past, even with the best of intentions. **Do not give your work, code, or passwords to other students.**

Note: When creating graphics or Web sites, treat Web content as you would treat content from a published article or book. Please see below for what is considered "**Acceptable**" and "**Cheating**".

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Cheating</th>
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<tbody>
<tr>
<td>Including a brief quote from a web page with the source cited.</td>
<td>Copying entire pages or paragraphs and republishing it as your own.</td>
</tr>
<tr>
<td>Using graphics from a free clip art or graphic site.</td>
<td>Using someone else’s graphics without permission.</td>
</tr>
<tr>
<td>Discussing an assignment with another student.</td>
<td>Copying another student's work.</td>
</tr>
<tr>
<td>Looking at code samples to help you figure out what to do.</td>
<td>Copying entire code segments and submitting it as your own.</td>
</tr>
</tbody>
</table>

If you are confused as to the difference between helping each other (which is encouraged) and plagiarism (which will not be tolerated), please ask your instructor.

**Personal Misconduct**

See [http://www.iupui.edu/code/#P2_1](http://www.iupui.edu/code/#P2_1) for Student Code of Conduct regarding personal misconduct which includes lying to an instructor/professor as well as presenting fraudulent information. Disruptive conduct in the classroom is also considered under the personal misconduct code.

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**Technical Assistance Reminder**

UITS Help Desk (317) 274-HELP  
IU Knowledge Base [http://kb.iu.edu/index.cgi](http://kb.iu.edu/index.cgi)  
MyITLab student support [http://www.myitlab.com/support_student.asp](http://www.myitlab.com/support_student.asp)