Course Description
This course is an introduction to a broad class of computer issues. It is designed for students who may not be Computer Science / IT majors and who have had little or no previous experience with computers. Among the topics addressed in this course are: basic components of a modern computer system, popular computer software, the impact of computers on our lives, and the capabilities and limitations of computers. Current events in Information Technology / Systems are discussed on a regular basis.

Please note that ITEC 1050 does not satisfy requirements for Core Area D

Administrative Information

Date / Time: Tuesday and Thursday, 0930-1045
Location: Lecture and labs in Science Center 129.
Professor: Frank H. Katz
- Office: Science Center 210, phone 344-3192
- E-mail: frank.katz@armstrong.edu to become fkatz@georgiasouthern.edu
- My website: http://infotech.armstrong.edu/katz/katz/katzhome.html
- Office hours: My posted office hours are: MW 11:00 am-noon; TTh 1 pm to 3:30pm; F 10 am to noon. I am also available by appointment
- Contacting me via e-mail: although I have provided my ASU e-mail address above, in order to centralize/store/consolidate e-mails, I prefer that students use the e-mail function incorporated in Desire-2-Learn (D2L) as the primary method of e-mail communication. Assignments are to be submitted via D2L assignment drop boxes, but in the event that an assignment must be e-mailed to me, it MUST be e-mailed as an attachment to a D2L e-mail. I will NOT grade assignments sent to my regular e-mail address.
- Please be sure to visit our D2L site at least once per day. E-mails and announcements to the class will be sent via D2L.

Text: Technology in Action, 14th edition (COMPLETE), by Evans, Martin, and Poatsy; Pearson; 13 digit ISBN is 978-0-13-460822-8. E-text ISBN13 is: 978-0-13-460855-6. Your reading assignments correspond to the class calendar/schedule at the end of this syllabus. My lectures assume that you have read the appropriate chapter(s) for each lecture.

Prerequisite: MATH 1111 or MATH 1001
IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 8</td>
<td>Spring Semester begins</td>
</tr>
<tr>
<td>Tuesday, January 9</td>
<td>Our class’ first day of class</td>
</tr>
<tr>
<td>Monday, January 15</td>
<td>MLK Jr Day, Georgia Southern University, including Armstrong Campus, is closed</td>
</tr>
<tr>
<td>Wednesday, February 28</td>
<td>Mid-term of the semester, last day to withdraw without a WF</td>
</tr>
<tr>
<td>Monday, March 12 – Friday, March 16</td>
<td>Spring Break, Georgia Southern University, including Armstrong Campus, is closed</td>
</tr>
<tr>
<td>Thursday, April 26</td>
<td>Our class’ last day of class</td>
</tr>
<tr>
<td>Friday, April 27</td>
<td>Last day of class for the semester</td>
</tr>
<tr>
<td>Thursday, May 3: 8 to 10 am</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

Grading:
The course will be graded based on a total of 1000 total points available:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Nbr</th>
<th>Value (pct / pts)</th>
<th>Value out of 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Semester Tests</td>
<td>1</td>
<td>12% / 120</td>
<td>120 out of 1000</td>
</tr>
<tr>
<td>Final Test (somewhat comprehensive)</td>
<td>1</td>
<td>14% / 140</td>
<td>140 out of 1000</td>
</tr>
<tr>
<td>“Textbook” assignments, one per each “track”</td>
<td>4</td>
<td>8% ea / 80 pts ea</td>
<td>320 out of 1000</td>
</tr>
<tr>
<td>MS Excel</td>
<td>1</td>
<td>12% / 120</td>
<td>120 out of 1000</td>
</tr>
<tr>
<td>MS Access</td>
<td>1</td>
<td>12% / 120</td>
<td>120 out of 1000</td>
</tr>
<tr>
<td>MS Word</td>
<td>1</td>
<td>8% / 80</td>
<td>80 out of 1000</td>
</tr>
<tr>
<td>MS PowerPoint</td>
<td>1</td>
<td>4% / 40</td>
<td>40 out of 1000</td>
</tr>
<tr>
<td>Participation, as evidenced by in-class exercises</td>
<td>6 of 7</td>
<td>1% ea / 10 ea.</td>
<td>60 out of 1000</td>
</tr>
</tbody>
</table>
Software Requirements, Other Materials and Resources:

- A USB flash memory thumb drive (a drive as small as 1GB will suffice). You may also use your own Google Drive or Dropbox account. Please note that work saved to our lab computers is deleted each night, so you will need a secondary storage device such as a USB drive, or an online solution such as Google Drive or Dropbox.
- Homework assignments will be submitted using the Desire-2-Learn Assignment tool. If you don’t know how to use D2L, please let me know.
- You must have access to, as a minimum, MS Office 2013 software products. All of our university labs are equipped with, as a minimum, MS Office 2016. The PCs in our classroom, lab SC 129, are equipped with MS Office 2016. I will NOT accept assignment submissions in any other office suite, for example, Open Office. You must use MS Word, and for the spreadsheet and database assignments, MS Excel and MS Access, respectively.
- Note that your classroom, lab SC 129, does have open hours that you may use the lab. In addition, the Learning Commons has PCs with the appropriate software, as do other labs on campus and the Lane Library.
- You will need the textbook. While some professors may list a textbook and then not use it, I’m not one of those professors. If I list a textbook as required, I mean it.

Individual Homework Deadline Policies:

- Individual homework assignments are clearly indicated as such. You are expected to do your own work on each of these assignments. Collaboration with other students is not allowed, and if discovered, may result in a zero on the assignment for all students involved.
- All assignments are due on the date indicated in the specific assignment in D2L. Each D2L dropbox has two dates: the due date, when the assignment is due, and an end date, which allows you to submit your assignment up to that end date. Late submissions will be subject to the penalties described below. Assignments submitted within the following time frames will be assessed the following penalties:
  - Within 12 hours of the due date: 5% deduction
  - From 12:01 hours after the due date until 24 hours after the due date: 10% deduction.
  - More than 24 hours after the due date, until 48 hours after the due date: 15% deduction
- Unless you have a note from your doctor, your employer, or an extreme personal reason, assignments will not be accepted after the 48 hour deadline listed above. At the end of the semester, no assignments will be accepted after our class’ last class day of the semester, which is Thursday, April 26, at 11:59pm.
- Homework and assignments submitted in a method other than outlined will not be graded. You are generally given one to two weeks to complete an assignment. Note that submitting homework electronically means getting your work done early. You should plan ahead for computer or network errors.
- Assignments (other than the MS Office assignments) are to be turned in written in black text only. No other color text will be accepted. In addition, please do not indicate your answer by writing “Answer” or “Ans” or any other method. I can easily determine what your answer is.
- Grammar and spelling requirements:
  - Answers to questions on assignments are expected to meet strict spelling and grammatical requirements.
  - Other than obvious typographic errors, any answer to any question containing more than one such error will be assessed a one point deduction.
Test Policies

- Your tests will consist of a combination of multiple choice/T-F questions. They will be graded via Scan-Tron sheets. You will have various extra credit questions, which will require you to write short answers or solve problems, some which might be mathematical.

- **Mid-Term Exam:** You will need to notify me in advance if you cannot be present for this test. Failure to do so, without a medical excuse or extreme emergency that can be documented, will result in a late assessment of a 15% deduction on the test. Make-ups of this exam, with or without the deduction of 15%, will only be given within one week of the original test. No make-up will be given more than one week after the original date of a test – in this case, the test will be scored as a zero.

- **Final exam policy:**
  - The Final Exam is mandatory. While it will predominantly contain material covered since the mid-term exam, approximately 5 to 10% of the questions will come from important material covered before the mid-term exam.
  - Failure to show up for the exam at the appointed date and time without a legitimate reason made known to me in advance will result in a zero for the exam. The final exam will not be given after the test date), so if you have a valid reason why you cannot take it on the test date, you must notify me in advance to have it specially scheduled.

- **Use of “helping” materials on tests:** the use of any “helping materials” on tests, such as note cards, etc., is at the discretion of the professor and will be announced prior to the test. If such material is allowed, you will be provided with a standardized method to use on the test. No other material will be allowed.

Lab and Class Policies

- **This course requires lab work.** You will be given some time in class to work in the lab, however, there will not be enough time during our lab sessions for you to complete all of your format (graded) assignments. Thus you will be expected to use the university’s labs on your own time or work at home to complete your assignments.

- In accordance with ITS policy, food or drink will not be permitted in the classroom during scheduled lab sessions. This is an ITS policy and if you bring food or drink into the lab, you will be asked to remove it.

- Lab time has been scheduled either for me to better facilitate the learning process by incorporating the lab into the lecture, or for your own hands-on work. Playing games and surfing the net not related to class will not be tolerated and are grounds for removal from the class.

- Our class is scheduled for both lecture and lab periods in the lab. You are NOT to use the computers in the lab unless directed to use them.

- The lab work involves the use of the Microsoft Office Suite.

- While it is presumed that all of you know how to use some of the various components of the Office Suite, it is likely that certain elements, features, and functions of each component will be taught that you may not be familiar with. In this way, it is hoped that your use of these features will enhance the assignments and projects that you do for your major work.

- While graded separately, the Excel and Access assignments will be thematically linked together. More on this when the first such assignment is presented.

Attendance and Makeup Policies

- The in-class exercises described in the participation section below cannot be made up. Every student will be allowed one missed exercise.

- The last day to withdraw without with a W is Wednesday, February 28. If you withdraw after that date, the registrar will automatically assign a grade of WF.
Participation

- The in-class exercises are designed to foster attendance, as well as to help you think through various issues/topics regarding Information Technology. The issues, often ethical in nature, will be taken from our textbook or other related materials provided to you.
- The class will be divided into groups, and each group will be given a short period of time to discuss the issue, and then present their findings/opinions to the class.
- They are not “graded” per se’, rather they are graded on a “Pass/Fail” method – either you submit them or you don’t. The first missed participation exercise will count as your “dropped” exercise. The second will be scored as “missed” (i.e. a zero).
- As per the grading schema, there will be seven such exercises, with one dropped. Each is worth 10 points, so the total available is 60 points.
- **IMPORTANT NOTE:** I may begin any or all of the participation exercises shortly after the beginning of class (for example, five minutes into class, at 9:35 am). **If you are not present when I hand out the materials and assign the groups, even if you walk in during the exercise, you will be considered late, and your attendance/participation will not be counted/scored.**

Extra Credit

- Extra Credit assignments and/or quizzes are a privilege, not a right. Such assignments/quizzes may be given at my discretion.
- To be fair to all students, such assignments/quizzes will only be offered to the entire class. Individual extra credit assignments/quizzes will not be given.
- Under no circumstances will any such assignments/quizzes be given after our class’ last day of class, Thursday, April 26. This includes after final grades have been posted online in D2L and subsequently to SHIP. At that point, all grades are final, and no additional assignments/quizzes will be given to adjust any final course grades.
- **15 points overall extra credit** will be available to all students who have submitted proof of submission of their Smart Eval of me and the course. Proof does not mean your answers to the survey questions, which are to remain private and anonymous. Proof means a screenshot of the submission completion notice you receive when you have completed the Smart Eval. Submission (screenshot attached to a D2L e-mail) MUST be made by 5pm on Friday, April 27. No submissions will be accepted after that date and time.

Class Policies on Electronic Devices

- To avoid disruptions of both lab work/lectures and classroom lectures and discussions, you are to mute or turn off all electronic devices, including cell/smart phones, and any MP3 players or iPods while in the lab or classroom. **All mobile devices must be turned off during tests.**
- Laptops will ONLY be allowed if you are taking notes. Periodic checks will be made by me to determine that you are using them for their intended purpose. **Any student found using a laptop for a purpose unrelated to class will be instructed to turn it off.**
Changes to Syllabus

- As your professor, I reserve the right to change the class schedule, including assignments, labs, and tests, only if prior notice is given to the class.
- Changes due to natural disasters, in the event classes have been canceled by the university and/or an evacuation has been ordered by the Chatham Emergency Management Agency (CEMA). I have the right to:
  - Cancel assignments or tests
  - Revise due dates for assignments not canceled; revise the date of tests
  - Revise components of assignments or tests
  - Revise the value of assignments or tests
  - Revise the overall value of the course (e.g. the course will now be worth 940 instead of 1000 points)
  - Such changes will be broadcast to you via D2L e-mail. If classes are canceled and/or an evacuation is ordered, you are responsible for, as best as possible, keeping up with university BLAST updates and changes issued by me via D2L e-mail. Changes to the course will only be issued from me to you by D2L e-mail and D2L announcements.

Plagiarism and Cheating

- Violations of the Georgia Southern University Academic Integrity Policy (including cheating and plagiarism) are taken very seriously. Any violation of this policy will become part of the student’s permanent educational record. More information on the Academic Integrity policy and procedure can be found at www.armstrong.edu/studentintegrity.
- In this class, the textbook homework assignments, lab exercises (unless otherwise specified), and exams must be your own work. Work on the group project may be collaborative, but, as will be pointed out in the project guidelines, an individual grade will be given, and thus it is presumed that the student whose name is on a particular deliverable/document is the student who did the work.
- **STUDENTS ARE PROHIBITED FROM USING COPYRIGHTED, PLAGIARIZED MATERIAL SUCH AS INSTRUCTOR MANUALS/SOLUTIONS OBTAINED EITHER ONLINE OR FROM ANOTHER STUDENT. ANY WORK FOUND TO HAVE BEEN SUBMITTED IN VIOLATION OF THIS POLICY SHALL RECEIVE A ZERO, AND THE POSSIBILITY THAT THE STUDENT(S) INVOLVED MAY BE TURNED IN TO THE ASU HONOR COURT.**
- Submitting a corrupted file, i.e., a file that cannot be opened by me, for an assignment, will result in a zero for that assignment. Be sure that you do NOT submit a shortcut to a file, i.e., that you submit the file itself. Be sure that the file you submit will indeed open before submitting it. Students will NOT be given extra time to complete an assignment if I cannot open it.

Title IX

Georgia Southern is dedicated to providing a safe and equitable learning environment for all students. Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the Title IX Office in Victor Hall Room 245 or by email diversity@armstrong.edu. This is important for the safety of the whole Armstrong community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The University Counseling Center provides 24/7 confidential support, and the https://www.armstrong.edu/health-safety/counseling-center describes reporting options and other resources.
Disability Related Accommodations

Georgia Southern University is committed to providing reasonable accommodations to students with documented disabilities, as required under federal law. Disabilities may include learning disabilities, ADD, psychological disorders, brain injury, Autism Spectrum Disorders, serious chronic medical illnesses, mobility impairment, communication disorders, vision or hearing loss or temporary injuries. The purpose of disability accommodation is to provide equal access to the academic material and equal access to demonstrate mastery of the material. Students with disabilities must meet all the academic requirements and standards of the class, including the attendance policy. If you have a disability and need accommodations, please contact the Office of Disability Services, located on the second floor of Memorial College Center, room 208. You will need to meet with Disability Services Staff, who can help you gather documentation of your disability or refer you to an appropriate resource for assessment. Once documentation of the disability is gathered and approved, Disability Staff will provide you with an Accommodation Letter, detailing the appropriate, approved accommodations, which you should present to me so we can discuss and implement your accommodations. Disability accommodations work best starting at the beginning of the semester, but can be approved and started at any point in the semester. Accommodations start at the time the Accommodation Letter is presented to faculty, within reasonable timelines. Accommodations are not given retroactively. Accommodations are not part of your academic transcript.

Campus Carry

In the 2017 legislative session, the Georgia Legislature passed, and the Governor signed, House Bill 280, otherwise known as “Campus Carry,” regarding the carrying of concealed weapons on USG campuses. For more information on this, please consult the information located on the web page below.

Campus Carry
### Class Schedule: Chapters and Tests

Note that this course is taught in “tracks,” which means that not all chapters are taught in the order they are presented in the textbook.

Tracks: **Hardware** (Chs 1, 2, 6, & 8) highlighted in green; **Software** (Chs 4, 5, 8, 10, & 11) highlighted in purple; **Internet** (Chs 3, 9, & 13) and **Networking** (Chs 7 & 12) highlighted in tan.

<table>
<thead>
<tr>
<th>Week</th>
<th>Week Beg Monday</th>
<th>Topics</th>
<th>Chapters</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 8</td>
<td>Introduction; Using Technology to Change the World including Ethical Computing; IT &amp; your career</td>
<td>1</td>
<td>HW 1 assigned</td>
</tr>
<tr>
<td>2</td>
<td>Jan 15</td>
<td>Monday, January 15 is MLK Jr. Day, Georgia Southern is closed; Understanding a Computer’s Parts</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jan 22</td>
<td>Understanding &amp; Assessing Hardware</td>
<td>6</td>
<td>HW 1 due</td>
</tr>
<tr>
<td>4</td>
<td>Jan 29</td>
<td>A Digital Lifestyle, Media &amp; Ethics</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Feb 5</td>
<td>Application Software; System Software</td>
<td>4 / 5</td>
<td>HW 2 assigned</td>
</tr>
<tr>
<td>6</td>
<td>Feb 12</td>
<td>Word; Excel</td>
<td>Word assigned</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Feb 19</td>
<td>Excel continued on Monday</td>
<td>HW2 due; Excel assigned; <strong>Mid-Term Exam on Thurs, covers Chs 1,2,6,8,4, and 5. Word and Excel Concepts</strong></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Feb 26</td>
<td>Understanding Software Programming; Word; Databases</td>
<td>10 / 11</td>
<td>Wednesday, Feb 28: last day to withdraw without a WF; Word due</td>
</tr>
<tr>
<td>9</td>
<td>Mar 5</td>
<td>MS Access</td>
<td>11</td>
<td>Excel due; Access assigned</td>
</tr>
<tr>
<td>10</td>
<td>Mar 12</td>
<td>Monday, Mar 12 – Friday, Mar 16 Spring Break, No Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Mar 19</td>
<td>Using the Internet</td>
<td>3</td>
<td>HW3 assigned</td>
</tr>
<tr>
<td>12</td>
<td>Mar 26</td>
<td>Securing Your System</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Apr 2</td>
<td>Securing Your System (cont); How the Internet Works</td>
<td>9, 13</td>
<td>Access due</td>
</tr>
<tr>
<td>14</td>
<td>Apr 9</td>
<td>How the Internet Works (cont); Networking</td>
<td>13 / 7</td>
<td>HW3 due; HW4 assigned</td>
</tr>
<tr>
<td>15</td>
<td>Apr 16</td>
<td>Networking; MS PowerPoint</td>
<td>7</td>
<td>PowerPoint assigned</td>
</tr>
<tr>
<td>16</td>
<td>Apr 23</td>
<td>Networking in Business World</td>
<td>12</td>
<td>HW4 due; PowerPoint due</td>
</tr>
</tbody>
</table>

**Final Exam: Thursday, May 3, 8 to 10 am**