

Revised: 04/28/2015

Nashville State Community College Computer and Engineering Technologies Division Computer Information Systems

Master Course Syllabus

CIS 1010 Intro Information Technology

3 Credits

3 Class Hours

Designed to provide the student with a useful and updated introduction to information technology. Topics include computer hardware, the Internet, application software, system software, networking and security, and mobile computing. Students work together in teams and learn how to create PowerPoint presentations. Prerequisite(s): Level 2 placement in English and Reading. Note: CIS 1010 is not to be taken by CIS majors and does not qualify as a technical elective for CIS majors.

Textbook & Other Materials

Textbook: *Technology in Action, 11th edition* by Evans, Martin & Poatsy **and** *Go! PowerPoint 2103 - Brief* by Gaskin & Vargas
ISBN 0-133-93358-X {This is a special number created by Pearson for this required two book bundle.}

Reference Materials: None

Supplies: None

Computer Skill Expectations

- Basic computer skills to include opening and closing applications; mouse/keyboard skills; and, correct use of external storage devices;
- File/folder management skills to include: creating, opening, saving, renaming, copying, moving, deleting, printing and compressing files;
- Completion of [Online Learning Orientation](#);

Course Outcomes

Upon successful completion of this course, students should be able to:

- Understand the importance of information technology in society
- Demonstrate the ability to create business presentations using standard application software
- Understand hardware configuration and operating systems for personal, networked and mobile computers.

Course Assessments

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

- **Graded Tests/Assignments**

- Graded Tests
 - Chapter tests will be administered via the Internet using the NS Online course management system. These tests will measure the understanding of the material presented in the textbook and any assigned supplemental material. It is expected that these tests will be taken individually.
- Assignments
 - Chapter assignments, submitted via the Internet using the NS Online course management system, will reinforce material presented in the textbook. These assignments will include active participation in on-ground or on-line discussions. Points will be deducted from written assignments for spelling errors, incorrect grammar, and inability to properly organize a cohesive response.
 - Microsoft PowerPoint 2013 is required to complete the assignments for that portion of the class. However, it is not required that you purchase a copy because the computers in Nashville State computer labs have this software installed.

- **Grading Policy**

- All assignments will have an assigned deadline and no points are awarded after deadline
- Students are expected to do their own work on assigned individual exercises
- Students are expected to participate in class sessions

- **Grading Scale**

Grades will be determined as follows (Grade = Total points earned by student/ Total possible points):

Grade	Range %
A	89.5 – 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	< 59.5

Attendance Policy

A student enrolled in the 100% online courses is expected to participate in the course by completing assignments/assessments by the posted deadlines. Logging on to the course management system is not considered to be participating in the course, nor is simply emailing the instructor. Absences are counted from the first day the online class is made available to students. Two consecutive weeks of absences will violate the instructor's attendance policy.

A student enrolled in the hybrid course is required to attend all scheduled face-to-face class meetings. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. Because of the nature of the hybrid class, absences are also tracked for failure to complete assignments/assessments by the posted deadlines. Logging on to the course management system is not considered to be participating in the course, nor is simply emailing the instructor. If a student is absent from a face-to-face class meeting, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels

It is the student's responsibility to check NS Online and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NS Online contains specific course information and MyNSCC contains information important for other purposes.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at (616) 353-3721.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your [Student Handbook](#) for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that

obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nsc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are canceled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be canceled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not canceled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor's discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus or NS Online content.