Nashville State Community College

Science, Technology, Engineering & Mathematics Division
Computer Information Technology Program

CITC 1305 Introduction to 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 will learn how to create PowerPoint presentations. Prerequisite(s): Level 2 placement in English and Reading. Note: CITC 1305 is not to be taken by CIT majors and does not qualify as a technical elective for CIT majors.

Instructor   Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:

Textbook &   Other Materials:

Textbook (required):	*Computing Essentials 2017, 26th edition* by Timothy O'Leary, Linda O'Leary & Daniel O'Leary; You are expected to have your textbook by the end of the first week of school.
ISBN:	978-1307153620 {This is a special number created by McGraw-Hill for this required book which is a combination of *Computing Essentials 2017* **and** *Microsoft PowerPoint 2016*, **and** includes access codes for Connect and Simnet.} To purchase directly from the publisher using either a credit card or the access code, go to https://create.mheducation.com/shop/.
Reference Materials:	None
Supplies:	None

Simnet System Requirements:	Browser	Chrome: 50+; Edge: 13+; FireFox: 46+; IE: 11+; Safari: 9+;
	Pop-up Blocker	Disable
	Window Size	1010 x 660 (minimum)
	JavaScript	Enable
	Cookies	Enable

Once enrolled, but before the semester begins, all students should verify that they have the correct textbook and materials information by consulting the online bookstore. You will be able to access your D2L/NS Online course shell the first day of the semester. For this course, you will need your textbook the first week of class.

If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

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:

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

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Identify the four types of computers and the five types of personal computers;
- Distinguish between system softwre and application software;

- Compare different web utilities, including plug-ins, filters, file transfer utilities, and Internet security suites;
- Discuss the Internet of Things (IoT)
- Identify general-purpose and specialized applications, software suites, and mobile apps;
- Compare desktop operating systems; and, compare mobile operating systems;
- Differentiate between the five basic types of system units;
- Define input and output;
- Distinguish between primary and secondary storage;
- Expain connectivity, the wireless revolution, and communication systems;
- Discuss primary privacy issues, cybercrimes, and computer ethics;
- Create PowerPoint presentations;

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-line discussions. Points will be deducted from written assignments for spelling errors, incorrect grammar, and inability to properly organize a cohesive response. Do not upload compressed files in the discussion area.
    - Microsoft PowerPoint 2016 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

- **Grading Scale**
  Grades will be determined as follows: (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

Absences are counted from the first day 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. 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.

According to NSCC policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an "FA" if the last day of attendance was earlier than the last day to voluntarily withdraw from classes. For CITC 1305 Fall and Spring, **two consecutive weeks of absences will result in receiving a failing grade for the semester**. For CITC 1305 Summer, **one week of absence from the class will result in receiving a failing grade for the semester**. Absence from this online course means not participating in the course which is defined as not turning in assignments, not uploading assignments, not participating in discussions and not responding to the instructor. Simply logging in is not participating in the course.

An FA is awarded to students who failed for attendance reasons.
An FN is awarded to students who never attended class.

Student Communication Channels

It is the student's responsibility to check D2L/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. Desire2Learn (D2L) /NS Online contains specific course information and myNSCC contains information important for other purposes.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act(ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center {formerly known as the Office of Services to Students with Disabilities}, at (615) 353-3721 or (615) 353-3741, or email accesscenter@nscc.edu. The office is in K-106.

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 measures. Please consult your Student Handbook for more specific information regarding the Student Code of Conduct policy.

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 online classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the online learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught).

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

Academic Misconduct (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.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Inclement Weather Policy & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus

closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadline or due dated for assignments, but students are responsible for completing all assigned work by the due date established by the instructor. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

Class Cancellation Policy

If the class is "cancelled", the instructor will notify all students by posting in the NS Online/D2L course, or emailing through NS Online/D2L.