Nashville State Community College

Computer & Engineering Technologies 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: 
Phone: 

Textbook & Other Materials:
Computing Essentials 2017, 26th edition by Timothy O'Leary, Linda O'Leary & Daniel O'Leary; 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/. You are expected to have your textbook by the end of the first week of school.

Reference Materials: None
Supplies: None

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

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 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
  ○ 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):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range %</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5 – 100</td>
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Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. 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. If a student is absent from a class, 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.

Per TBR 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 two-thirds into the part-of-term. That date equates to the last day to withdraw from the course. For CITC 1305, two consecutive weeks of absences will result in receiving a failing grade for the semester.

An FN is awarded to students who never attended class.

Student Communication Channels

It is the student’s responsibility to check D2L Brightspace/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 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. If you wish to request any special 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. 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 sanctions. Please consult your Student Handbook for more specific 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 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 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 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.

**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

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.

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.

Students should use their own best judgement in determining whether to report to campus during inclement weather when classes are not cancelled.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the NS Online/D2L course, e-mailing through NS Online/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NS Online/D2L to complete classwork and the assignment that will be posted in the course D2L site.