



Georgia Gwinnett College
School of Science and Technology
ITEC 1001: Introduction to Computing
Spring 2015

Course Information:

Class Time: MWF 11:00 a.m. – 12:15 p.m.

Class Location: A – 1910

Section: 19

Instructor Information:

Instructor Name: Yan Z. Ding

Office Location: C – 1156

Cell phone: 404-734-1482

E-mail: yding@ggc.edu

Course Description:

Introduction to computing technologies and applications. Areas of study include: computer hardware; application and system software; networking and security; and applications including word processing, spread sheet, presentation, and database software.

Course Prerequisites:

None.

Course Outcome Goals:

- 1) Understand the evolution of information technology and future trends.
- 2) Describe ethical issues surrounding the uses of digital information.
- 3) Demonstrate proficiency in the use of various personal productivity software.
- 4) Understand the functionality and interaction among the main hardware components of a computer and appropriate terminology.
- 5) Acquire basic knowledge of computer security, protection mechanisms and privacy threats on the Internet.
- 6) Understand the role of computing tools in supporting collaborative projects.
- 7) Understand the principles of computer networking.
- 8) Understand the different types of application and systems software and their roles in computing.

Integrated Educational Experience Goals:

The IEE goals are a set of learning outcomes achieved in all GGC graduates. These outcomes are achieved as a result of learning experiences across the academic and student affairs programs.

This course directly contributes to the goals **bolded** below.

- 1. Clearly communicate ideas in written and oral form.**
- 2. Demonstrate creativity and critical thinking in inter- and multidisciplinary contexts.**

3. **Demonstrate effective use of information technology.**
4. **Demonstrate an ability to collaborate in diverse and global contexts.**
5. Demonstrate an understanding of human and institutional decision making from multiple perspectives.
6. **Demonstrate an understanding of moral and ethical principles.**
7. Demonstrate and apply leadership principles.
8. Demonstrate quantitative reasoning.

Keys to success in this course

Good education is a shared responsibility. In order to help you succeed in this course and do your best I will:

1. ensure that the syllabus and tentative class schedule is uploaded into D2L by first day of semester;
2. give guidance on what is expected of you to succeed on quizzes, exams, and assignments;
3. put grades in D2L on a timely basis, typically within two weeks;
4. be on time for class; design class time to help you succeed;
5. give you my email and GGC cell phone number and respond to your email and phone calls in a timely manner according to technology covenant; and
6. meet with you outside of class if you need additional help.

In order for you to succeed in this course and do your best you should commit yourself to:

1. attend, pay attention and participate actively in every class;
2. review course materials on a regular basis;
3. do well on the assignments; and
4. ask me questions if you have any.

Required Text and Other Resources:

We use **one ISBN, 0133880451**, for the ITEC 1001 resources, including

- MyITLab for Office 2013 (MIL2013).
 - **MyITLab Student Support Phone Number: 1-844-292-7016**
- E-text for Technology in Action, Evans, Martin & Poatsy, 11th edition.
- E-text for the Go! Series 2013 volumes 1 and 2.

Purchasing Options:

- GGC Bookstore
- Online at <http://www.myitlab.com>

When purchasing **ISBN 0133880451** from the bookstore, you will get one packet with an access code for MIL2013. Once you enroll yourself in MIL2013 using the access code you purchased, you'll be able to access both e-textbooks from with MIL2013. You will also have the option to purchase a print upgrade for the Technology in Action 11th edition.

Software & Supplies:

- 1) **Microsoft Office 2013.** If you do not have MS Office 2013 for your home computer, please check with your instructor for free download instructions.
- 2) A **USB Flash Drive** is recommended.

Grading Policy:

The final grade will be derived from your performance on the tests, assignments (labs, assignments, quizzes), and class participation as follows:

A=90-100%
B=80-89%
C=70-79%
D=60-69%
F=59% and below

Graded Events

Assignments on MS Office applications	40%
Assignments on textbook chapters	15%
Quizzes on textbook chapters	15%
Tests on Microsoft Office applications	10%
Final Exam	20%

Tests & quizzes

Unless otherwise specified, tests and quizzes **must be taken in the classroom**. Make up tests and quizzes will only be given due to extraordinary circumstances. Arrangements must be made in advance if an absence is anticipated.

Assignments

- Submissions **must be made via Desire2Learn or MIL2013 only**. Assignments submitted via regular e-mail or e-mail attachments will not receive credit.
- Submissions must have **proper grammar and spelling**. Otherwise, the assignment may be subject to a grade penalty.
- **Late assignments.** Late assignments are not accepted. Assignments not received by their due dates will receive a grade of 0, unless an extension is given by the instructor.

Collaboration Policy

You are encouraged to collaborate with your classmates for the assignments. However, *collaboration is limited to discussions of ideas only, and you must complete your assignments on your own*. For quizzes (including those assigned as take-home quizzes), tests and exams, collaboration is *not* allowed.

Academic Honesty

Your work must be your own. Cheating will result in a grade of 0 for the applicable assignment; further disciplinary action, including assigning a failing grade (F) for the entire course, may also be taken.

Technology Covenant

Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the classroom and in the larger learning community.

Course Materials and Grading

You can expect to access the course materials and grades via Desire2Learn. Students should check Desire2Learn regularly, as course changes will always be announced and recorded on the course Desire2Learn site.

Communication

- I want to have face-to-face conversations with you, when possible. However, we may need to establish a time and place via email or by phone.
- I prefer email communication for most situations. On Monday through Friday you can expect me to respond on the same day to your messages received before 7:00 pm. Messages received after 7:00 p.m. will be returned by the next day. On the weekend or when I am away from campus (e.g., during holidays or at a conference), my response will be irregular.
- When corresponding by email, I will communicate with you using only your GGC email. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

Method	Description
Face-to-face	The most effective way to communicate with the instructor is during class, after class or by appointment.
Email	A good written method to communicate with the instructor. Please make sure to verify that your email follows the Written Communication Etiquette rules described below BEFORE sending it. Emails that do not comply with the rules will be returned to the sender.
Desire2Learn Message	A good written method to communicate with the instructor. By using Desire2Learn, it is easy to identify the student, course number and section.
Phone	Can be used when no response was received using the above mentioned methods or immediate response is needed. Please make sure to identify yourself when you call.

Written Communication Etiquette

As our course prepares students not only for academic but also for professional life, it is essential to be trained in the writing of messages for future colleagues, clients, and/or business partners using formal language rather than the informal communication used between friends and relatives. Based on this foundation, all written communication with the instructor is considered official and it should therefore comply with the following rules:

1. Emails should only be sent using GGC accounts such as xyz@ggc.edu
2. The subject line should contain few words summarizing the message purpose. A blank subject line is not accepted.
3. The entire message should have proper spelling and grammar.
4. Text message abbreviations such as “u” instead of “you” or “cu” instead of “see you” are not accepted.
5. The message should start with a salutation message.
6. The message body should:
 - a. Start with your name, course number and section number. For instance it could read “This is Jacqueline Wilson from your ITEC1001 section 1 class”
 - b. Clearly describe the message’s purpose.
 - c. Explain the response needed from the instructor.
7. Finish with proper valediction such as “Regards” or “Sincerely” and the student’s full name.

Example of a well-written message

From: jwilson@ggc.edu

To: yding@ggc.edu

Subject: Assistance with Loan Amortization for ITEC 1001

Dear Dr. Ding,

This is Jacqueline Wilson from your ITEC1001 section 1 class. I would like to schedule a meeting with you since I have been unable to figure out the formula for compound interest used in the Loan Amortization project assigned last class. I am available to meet between 1:00 pm and 3:30 pm on Tuesday and Thursdays. Would you please inform me what date, time and location we can meet?

Sincerely,

Jacqueline Wilson

Official Correspondence

When you email the instructor, you should consider the email as official correspondence. As such, the email should not appear as a text message but should have proper grammar and punctuation as stated in the “Written Communication Etiquette” section above. Improperly constructed email will be followed with the following response. **“At GGC, email is considered official and professional correspondence. I will be glad to help you when you resend the email with proper grammar and punctuation.”**

Expectations of Students

All students at GGC need to have access to a computer with Internet access. If you do not have one, computer labs are available on campus.

Technology Changes

This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including: technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Academic Enhancement Center

The Academic Enhancement Center provides free drop-in tutoring for GGC students. Tutoring is available in many subjects including reading college texts, writing assignments, grammar focus, research and citation, college algebra, calculus, chemistry, and physics, and IT. The Academic Enhancement Center is located on the 2nd floor of the library. The hours of operation of the AEC can be found at <http://www.ggc.edu/academics/student-success-programs/academic-enhancement-center>.

The Speaking Center provides help with presentations and public speaking. It is located in B2400.

College Policies:

Attendance Policy

The classroom experience is a vital component of the college learning experience. Interaction with instructors and with other students is a necessary component of the learning process. Students are

expected to attend regularly and promptly all class meetings and academic appointments. Students who are absent from classes bear the responsibility of notifying their instructors and keeping up with class assignments in conjunction with instructor provisions in the course syllabus. An individual instructor bears the decision as to whether a student's absence is excused or unexcused and whether work will be permitted to be made up; the decision of the instructor in this case is final. Students who are absent because of participation in college-approved activities (such as field trips and extracurricular events) will be permitted to make up the work missed during their college-approved absences.

Health and Safety Policy

Certain laboratories include use of strong acids, solvents and preservatives. Any pregnant women, hypersensitive individuals, or immunocompromised people should report their condition to the instructor and to their physician, preferably before contact with the materials (see lab exercises). Additional instructions for lab will be presented during the first lab. Students are required to follow all instructions. Students failing to conform to lab rules and safety precautions will be first warned by removal from the lab. On second offense students will be removed from both lecture and lab.

Americans with Disabilities Act Statement

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

Equal Opportunity Statement

Georgia Gwinnett College is an Equal Opportunity College open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Georgia Gwinnett College does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and athletics and other school-administered programs.

Affirmative Action Statement

Georgia Gwinnett College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

Academic Respect

The college exists to foster educational excellence. To this end, a classroom atmosphere that supports learning must be maintained. Students are expected to be active, attentive participants in the class. Students are also expected to abide by class policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the Student Handbook.

Academic Integrity

Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett College bears the

responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the Student Handbook.

School of Science and Technology Policies:

Make-up Exam Policy

Special arrangements to take a regular exam early must be made in advance in writing. Early exams are available only at the instructor's discretion and only under extreme circumstances.

IF an emergency arises and you miss an exam, you **MUST** notify your instructor on the same **DAY** as the exam. Notification by email, text or phone message is acceptable. At the instructor's discretion, make-up work may have a different format or different content from the regular assignment. Make-up work should be completed within two days of the original due date.

Final Exam

The final exam will be given sometime during May 6 – 12. The date and time of the final exam is set by the registrar and cannot be changed at the convenience of the student. You should not plan to be absent anytime during that week. A make-up final exam will only be given in cases of a **verifiable excused absence**.

Course Changes

This course syllabus provides a general plan for this course. The instructor reserves the right to make changes to the syllabus, including changes to assignments, projects, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

Social Media

Follow the School of Science and Technology on Facebook. You will hear about important events and information including Career Services events, scholarships, studies abroad opportunities, summer research opportunities, and employment opportunities.

Follow the Dean on Twitter (@tommundieSST).

Tentative Schedule: (The schedule is subject to change depending upon the pace of the course)

Week	Topic
1	Introduction & Overview Microsoft PowerPoint
2	Ch. 1: Using Technology to Change the World Microsoft PowerPoint
3	Ch. 1: Using Technology to Change the World Microsoft PowerPoint
4	Ch. 2: Computer Hardware Microsoft PowerPoint
5	Ch. 2: Computer Hardware Microsoft Excel
6	Ch. 3: The Internet & the Web Microsoft Excel
7	Ch. 3: The Internet & the Web Microsoft Excel
8	Ch. 4: Application Software Microsoft Excel
9	Ch. 4: Application Software Microsoft Access
10	Ch. 5: System Software Microsoft Access
11	Ch. 5: System Software Microsoft Access
12	Ch. 7: Networking Microsoft Word
13	Ch. 7: Networking Microsoft Word
14	Ch. 9: Computer & Information Security Microsoft Word
15	Ch. 9: Computer & Information Security Microsoft Word

ITEC1001 Goals, Outcomes, and Assessments			
#	Course Outcome Goals	General Education Outcomes	Assessments
1.	Understand the evolution of information technology and future trends	Clearly communicate in written and oral form. Demonstrate critical and creative thinking. Demonstrate science literacy. Understand and effectively use information technology.	Tests
2.	Describe the ethical issues surrounding the uses of digital information	Clearly communicate in written and oral form. Demonstrate critical and creative thinking. Demonstrate an understanding of moral and ethical principles	Tests
3.	Demonstrate proficiency in the use of various personal productivity software	Clearly communicate in written and oral form. Understand and effectively use information technology.	Tests
4.	Understand the functionality and interaction among the main hardware components of a computer and appropriate terminology	Clearly communicate in written and oral form. Demonstrate critical and creative thinking. Demonstrate science literacy.	Tests
5.	Acquire basic knowledge of computer security, protection mechanisms and privacy threats on Internet	Clearly communicate in written and oral form. Demonstrate science literacy. Understand and effectively use information technology.	Tests
6.	Understand the role of computing tools in supporting collaborative projects	Clearly communicate in written and oral form. Demonstrate critical and creative thinking. Understand and effectively use information technology.	Tests
7.	Understand the principles of computer networking	Clearly communicate in written and oral form. Demonstrate science literacy. Understand and effectively use information technology. Demonstrate an ability to collaborate in diverse and global contexts.	Tests
8.	Understand the different types of application and systems software and their roles in computing	Clearly communicate in written and oral form. Demonstrate critical and creative thinking. Demonstrate science literacy.	Tests