*Syllabus for*
CIT 110
Computing & Information Technology Basics
Fall 2018

*Instructor:*  Mr. William J. Hitchcock
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*Office Hours:*

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| --- | --- | --- | --- | --- | --- | --- |
| Mon |   |   | 1:30 PM | 3:00 PM |   |   |
| Tue | 8:00 AM | 9:30 AM | 11:00 AM | 12:30 PM |  |  |
| Wed |   |   | 1:30 PM | 3:00 PM | 5:00 PM | 6:00 PM |
| Thu | 8:00 AM | 9:30 AM | 11:00 AM | 12:30 PM |  |  |
| Fri |   |   |   |   |   |   |
| and by appointment |

*Course Time & Location:*

Section 1 Tue Thu 12:30 p.m. – 01:50 p.m. ARCE 402

Section 2 Tue Thu 02:00 p.m. – 03:20 p.m. ARCE 402

*Prerequisite:*

Any Loras College math modeling course or equivalent background.

*Text:*

No text required, but students will need to get a student subscription to the Wall Street Journal, as well as complete additional assigned on-line readings.

*Online Resources*:

* Loras eLearn - <http://elearn.loras.edu>

*Description:*

This is an introductory course focused on the use of computing technology to solve problems, as well as offering hands-on experience with common computer applications.

Applications including MS Outlook, MS Notepad, MS Excel, MS Access, and Raptor, will be used to generate documents, web pages, spreadsheets, databases, and computer programs. These tools will be used to help students analyze problems and implement viable solutions.

Topics studied will include personal computer hardware and software, operating systems, computer networks, and information assurance techniques.

*Objectives:* At the end of this course,

* Students will be able to properly identify and analyze problems.
* They will be able to understand terminology and functions of various computing technologies, and
* Be able to apply these technologies as structured solutions.
* Students will know how this technology is integrated into organizations; and how organizations and individuals utilize it.

*Outcomes:*

1. Given a problem, students will be able to solve it by correctly applying the appropriate tool.
2. Students will be able to explain the purposes of different software applications and determine what would be the most appropriate use of each.
3. Students will be able to identify the key hardware and software elements of a computer and be able to describe their purposes.
4. Students will be able to identify the benefits and drawbacks of various operating systems.
5. Students will be able to explain the terminology and uses of a network and the Internet. (i.e. topologies, protocols, resource sharing)
6. Students should be able to identify basic terminology of information assurance. (i.e. passwords, checksums)

*Dispositions:*

Active learning will be required on homework assignments and labs as the students will use technologies to solve problems. Reflective thinking will be required on lab assignments in which students need to identify what they’ve learned and/or choose the most important concepts from readings.

*Grading:*

* 45% Tests: examinations covering both lecture and lab material will be administered.  The final exam is comprehensive.
* 45% Homework: assignments focusing on the use of various software packages, WSJ summaries, etc.
* 10% Miscellaneous: attendance, discussion, quizzes, etc.

*Values:*

Each student is expected to follow the policies spelled out in the Loras College Undergraduate Bulletin, especially those concerning Academic Policies, including the Academic Honesty Policy (see links to this including: <https://lorasedu.sharepoint.com/Academics/IQ/Documents/Academic%20Honesty%20Policy.pdf#search=academic%20honesty> and <http://myweb.loras.edu/Loras/PDF/UndergraduateBulletin.pdf> ).

All work should be turned in on time, free of errors, and completed in a professional manner to receive full credit.

The use of "information technology" raises many issues such as the right to privacy, software piracy, fair reporting of information, etc.  Throughout the course, we will address these issues through readings, discussion, and practice.  All knowledgeable users of information technology should be aware of their duties and responsibilities concerning IT ethics.  Students are encouraged to [follow the guidelines](http://www.acm.org/about-acm/acm-code-of-ethics-and-professional-conduct) spelled out by such groups as the ACM ([Association for Computing Machinery](http://www.acm.org/)) which address IT professional ethics.

*Other:*

All students are expected to attend and actively participate during all class lectures, discussions, and labs.

Professionalism is expected - so no: improper use of electronic devices, loud/disruptive/inappropriate behavior, eating/drinking, coming & going, etc.

No make-up on missed quizzes.

At most one exam may be rescheduled so long as the instructor approves the reason **prior** to the time the exam is given.  Notification must be made in person or by direct phone conversation.  Re-scheduled exams will be administered at the discretion of the instructor (e.g. typically the last day of classes).

*DISABILITY STATEMENT: The College makes reasonable accommodations for persons with disabilities. Students should notify the Lynch Learning Center located in ARC 120 and their instructor of any disability related needs.  For more information, see* [*www.loras.edu/learningcenter*](http://www.loras.edu/learningcenter)*.  Any student eligible for and needing academic adjustments or accommodations because of a disability is requested to speak with the professor.*

Due to the dynamic nature of this course, this syllabus is subject to change.