*Syllabus for*   
CIT 110   
Computing & Information Technology Basics  
J-Term 2015

*Instructor:*  Mr. William J. Hitchcock   
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*Office Hours:* available by appointment

*Course Time & Location:*

Section 1 Mon-Fri 09:00 a.m. – 12:00 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. These applications, including word processing, database, spreadsheet, program development, and web page authoring, will be used as tools to help students analyze problems and structure solutions. Topics will include personal computer hardware and software, operating systems computer networks, and information assurance.

*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 them.

*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 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)

*Assessment for the Course (corresponds to outcomes above)*

1. Exam questions. Lab assignments. Note: the final lab assignment has students reflect back on all of their assignments, and choose the one that they feel they learned the most from. They will be given the opportunity to improve on that project, applying tools and techniques that they have learned throughout the course.
2. Examinations and lab assignments
3. Examinations
4. Lab assignment
5. Examinations and lab assignments
6. Examinations
7. Examinations

*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 the final lab assignment for the student to analyze the correct solution to the problem given, as well as reflecting on their own learning process.

*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 will be assigned.
* 10% Miscellaneous: attendance, discussion, 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 (<http://inside.loras.edu/Academics/IQ/Documents/Academic%20Honesty%20Policy.doc> ).  All work must be turned in on time and to the best of one's ability 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/constitution/code.html) 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 participate during all class lectures, discussions, and labs.

All work must be neat, free of errors, and turned in on time to receive full credit.

No make-up quizzes, lab assignments, etc. Students may read & report on a selected “outside reading assignment” and earn up to one grade level on your final grade e.g. if you would normally have earned a B, you could move up to a B+.

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 end of the semester.

In accordance with federal law, if you have a diagnosed disability or believe that you have a disability that might require reasonable accommodations, please discuss your needs with me at your earliest convenience.  Documentation of your disability must be on file with the Lynch Office of Disability Services (LODS), 120 Academic Resource Center, (563-588-7134) for you to receive accommodations.

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