

## Welcome

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Welcome to CIS 1200, Introduction to Computing! I am hoping that you will learn some things in this course that will help you both further in your academics and into your professional careers. Whether it be the inner workings of your computer, how to work within the Internet or social media, this course will give some insight into the world of technology. You will learn the basics of Word processors, Spreadsheets and Presentation software but also delve a little deeper into advanced features that are available in these software applications.

# Course Description and Learning Outcomes

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## Course Description

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This course covers an introduction to computer hardware and software, data organization, problem-solving and programming. The course includes exposure to application packages for personal and business use. For students who wish a balance between programming and the use of software packages.

## Learning Outcomes

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By the end of this course you should be able to:

- Articulate the importance of computer fluency in contemporary society;
- Identify and describe the functions of computer hardware and peripheral devices;
- Describe when and how the Internet evolved;
- Examine the use of mobile devices in both business and private settings;
- Discuss and apply basic computer networking solutions;
- Effectively use word processing, spreadsheet, presentation software;
- Identify and compare the uses of various databases.

## About Your Instructor

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John Saville

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My name is John Saville and I originally designed this course many years ago and have been teaching it online ever since. I hold a Master of Computer Science and my research specialty is adult learners in online environments. I actually live quite a distance from the University, near Brockville Ontario. I have a wonderful family which includes not only the two legged creatures but also two dogs, three cats and 7 horses.

## Method of Learning

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The course is designed to bring you through the information in a logical manner. First you will start with the very basics of the computer and smoothly move through more difficult features. In the late units we will revisit some of the earlier topics but delve into more advanced information about those earlier topics. Each unit has a short video introduction to the unit, instructor's notes, and readings from the text.

MYITLAB is an integral part of the course. All of your assignments except the JavaScript assignment are located in MYITLAB. MYITLAB also houses your electronic textbook and training activities to help you be successful in the course. Using MYITLAB also allows us to offer two attempts at most assignments. The error report from your first attempt can be used to improve and learn more about the software you are working with.

## Course Structure

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This course consists of 12 units:

- Unit 01: Using technology to change the world
- Unit 02: Understanding the parts
- Unit 03: Using the Internet
- Unit 04: Application software
- Unit 05: System software
- Unit 06: Understanding and assessing hardware
- Unit 07: Networking
- Unit 08: Digital and mobile devices
- Unit 09: Computer security
- Unit 10: Software programming
- Unit 11: Databases
- Unit 12: How the Internet Works

## What to Expect for Each Unit

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In each unit, you will be expected to view unit introduction video, read your course notes, and work on the current assignment. Twice during the course you will work with a group of your peers to debate current issues in the world of technology.

You will have an assignment to complete in MYITLAB every 3 weeks. Each is based on a specific piece of application software. As well you will be completing two quizzes that will test you on what you have learned to date from your readings, course notes and video unit introductions.

There will be a final proctored exam the date and time of which will be posted on the University of Guelph website.

*It is strongly recommended that you follow the course **Schedule** located in the Navbar. The **Schedule** outlines what you should be working on during each week of the course and lists the*

*important due dates for your assignments. By following the **Schedule**, you will be better prepared to complete your assignments and succeed in this course.*

## Ask Questions

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In this course, you are expected to ask questions of your instructor and find solutions to content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. You can post your questions in the **Ask Your Instructor** Discussion. To access the discussion, select the Discussions link in the course Navbar on this website. If you have a question concerning a personal matter, please send your instructor a private message. See the *Problems, Questions, Comments* section at the end of the **Outline** for instructor's contact information.

### Required Textbook

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#### **Technology in Action**

Edition: 13th

Author(s): Alan Evans, Kendall Martin, Mary Anne Poatsy

Published by: Prentice Hall

Required Textbook

You may purchase this textbook at the [University of Guelph Bookstore](#) or the [Guelph Campus Co-op Bookstore](#) .

### MYITLAB (Required)

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MYITLAB offers many benefits including access to your e-text and access to training for your assignments. MYITLAB is easy to use however it is important that you remember that you **MUST** register by clicking on the Pearson link on the course main page. Please view this [MyITLab Signup document](#) that will guide you through the MYITLAB registration process. You will need to do this only once at the beginning of the course.

### Course Website

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The course website acts as your classroom. There is a variety of course content, texts, graphics, videos, activities, and other relevant information provided within each unit. You will also find the links to required and suggested online resources throughout the course. It is recommended that you log in to your course website every day to check for announcements, access course materials, review weekly schedule and assignment requirements, participate in discussions, and take quizzes.

## Course Evaluation

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The table below outlines the assignments that you are responsible for throughout the course. Select the **Assignments** link to review the details about each assignment listed in the course evaluation table. For specific assignment and quiz due dates, see the **Schedule** link in the course Navbar.

Assessment Scheme	
Assignment	Weight
Individual Assignments* (4) Word, Excel, PowerPoint, and Access/JavaScript**	20%
Quizzes (2)	20%
Group Discussion (2)	30%
Online Final Exam***	30%
<b>Total</b>	<b>100%</b>

\*Three individual assignments (Word, Excel, and PowerPoint) may be submitted late. Assignment 4 (Access/JavaScript) has no extensions or late submissions. There is a 1% per hour penalty for late assignments.

\*\*Students are required to use the Microsoft Office 2016 suite or Mac for Office 2016. Different versions have different features and may result in a lower grade for the assignment.

\*\*\*The final exam for this course will be conducted online in the CourseLink (Brightspace) **Quizzes** tool (located in the top **Navbar** of the course website) and will require the use of online proctoring software, a webcam and a microphone. You will have ample opportunities to practice using the **Quizzes** tool and the software prior to the final exam date to ensure that your system is correctly set up. Please review the following content for more information about the final exam and Respondus Lockdown Browser and Monitor, as well, visit the **Assignments** link for more information about the assessments in this course.

### Using Respondus LockDown Browser and a Webcam for the Online Final Exam

This course requires the use of Respondus LockDown Browser and Respondus Monitor and a webcam for the online final exam. Video monitoring software allows for you to take an exam online within CourseLink at a time scheduled by the University. It prevents the following during the course of an exam:

- The use of other operating software;
- The use of search engines;
- Communication via instant messaging;
- Blocks non-web-related software (e.g., Adobe PDF, Microsoft Word).

The webcam Monitor software requires that you complete your exam on a computer with a webcam and microphone so your exam can be proctored. The Lockdown Browser and Monitor software has been

implemented to maintain the academic integrity of the exams conducted online. Watch this [short video](#) for an overview of LockDown Browser and Monitor.

Automated Video Analysis of the final exam is often referred to as “flagging,” and provides instructors with additional information about each exam session that is recorded with Respondus Monitor. Learn more about [Automated Video Analysis](#).

## **Technical Requirements for Respondus Lockdown Browser and Monitor**

**You must meet the following technical requirements in order to take the final exam:**

1. Your computer must be a PC or a Mac.
2. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. You will be required to do an environment scan of your room so please ensure you can move your computer, laptop or webcam for this scan.
3. At this time, the software is not supported for tablets.
4. Ensure all of the software on your computer is updated, that your computer is in excellent operating condition, and that you have a stable Internet connection, prior to writing any exam.
5. It is recommended that you access the Internet via a wired connection.
6. You are responsible for self-testing the functionality of the system well in advance of the final exam, so that any troubleshooting that is required can be accomplished (see Practice Test Using Respondus for further details).

If you encounter any technical issues during the practice test or the final exam, please contact the Courselink Support at [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca) or 519-824-4120 ext. 56939.

It is recommended that you review the student [Quick Start Guide \(PDF\)](#) and then [download and install LockDown Browser](#).

**Important:** Please ensure to follow the [Instructions for using Lockdown Browser and Monitor](#).

## **Technical Problems**

If your computer freezes during the test, if the software fails to work, etc., contact the Courselink Support IMMEDIATELY:

Courselink Support  
Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)  
Tel: 519-824-4120 ext. 56939  
Toll-Free (CAN/USA): 1-866-275-1478

## **Practice Test Using Respondus**

Practice Test is a mandatory activity that you are required to take before the online final exam. The purpose of the practice test is to ensure that your system is set up appropriately and that you are comfortable using Respondus Lockdown Browser and Monitor. You will have ample opportunity to take a practice test starting in Week 1 and throughout the course. While this test is **not** based on course content, it will give you a feel of a range of question types you encounter in the final exam. There will be no mark given for completing the Practice Test. By taking this test, you will be able to set up Respondus Lockdown Browser and Monitor, and identify any



technical issues early on in the course. It is also recommended that you complete the test using the computer that you will use for the final exam. Visit the **Assignments** link for more information about the assessments in this course.

## Exam Scheduling Information

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The final exam will be delivered online via the CourseLink (Brightspace) **Quizzes** tool and use Respondus Lockdown Browser and Monitor. The exam is 2 hours in length. The date of the exam is found on the [Final Examination Schedule](#) or on the **Schedule** page. To accommodate students who may be located in various time zones, the exam will be available from 8:30 am to 11:30 am Eastern Time. You can start the exam at any point during this window of time but will only have 2 hours to complete. It is highly recommended that you start the exam well before the end of the window of time. The exam will no longer be available to students after this time.

## Policy Violation Consequences

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If you are flagged as committing academic misconduct, you will be contacted directly by the course instructor and subject to the penalties as outlined in the [Academic Misconduct section of the Undergraduate Calendar](#).

## Storage and Retention of Exam Videos

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Only authorized University of Guelph faculty or staff will have access to the video of your exam. The video monitoring company does not have access to the videos. Videos will be flagged and reviewed by the course instructor (or his/her designate) to ensure academic integrity. Videos will be retained for a period of one year following the completion of the course.

### Assessment Policies

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#### Late Policy

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise the course instructor [or other designated person] in writing, with name, address and e-mail contact. As the assignments are available for an extended period, requests for extensions must be done prior to the due date. The normal policy is that the weight of an assignment missed for these reasons will be placed on to the final exam. Note: If appropriate documentation of your inability to meet that in-course requirement is necessary, the course instructor, or delegate, will request it of you.

Requests for extensions **MUST** be made prior to the due date. If granted, the weight of that assignment or quiz will be added to your final exam.

MYITLAB uses a built-in Integrity checker. Please consult the announcements for further information.

The first three assignments may be submitted late and are subject to a 1% per hour late penalty. The Access and JavaScript assignments will not be accepted if late. Quizzes must be completed by the due date.

#### Extensions

There are no extensions for any reason however if you have a medical or other acceptable reason why you could not complete an assignment or quiz **AND** you notify me prior to the due date, the weight of that assignment or quiz will be moved to the final exam.

#### Regrade Policy

##### *For Assignments*

1. To request a regrade students **MUST** have submitted their assignment on time. Students who submit their assignment late are not eligible for a regrade.
2. You must request the regrade by midnight of the 4th day after the due date. (i.e. assignment closes on Friday, request must be made by the following Tuesday at midnight).
3. You must have reviewed your grade summary on MYITLAB. You need to give myself or the TA's specific questions that you believe were marked incorrectly. If you do not give specifics your assignment will not be regraded.
4. Regrades for assignments may be requested from a TA during office hours or from the instructor by email. In either case the above steps must be followed. Regrades requested from the instructor will normally be completed after the late period has been completed. TA's will complete regrades before the due date **ONLY** if the student making the request has completed both of their attempts. Requests posted in the conference do not count.
5. Submissions made after the due date will not be eligible to be regraded.

##### *For Quizzes:*

1. You must request the regrade by midnight of the 4th day after the quiz closes. (i.e. quiz closes on Friday, request must be made by the following Tuesday at midnight). Do not make any regrade requests prior to

the quiz period ending.

2. You must have gone over your quiz and given me specific questions that you believe were marked incorrectly. If you do not give specifics your quiz will not be regraded.
3. You must request the regrade by sending me an email. Requests posted in the conference do not count.
4. Regrades for quizzes will be completed by the Instructor only. TA's will not regrade quizzes.

## Copying/plagiarizing

Many students find it helpful to consult their peers while doing assignments. This practice is legitimate and is expected. Unless a degree of permissible cooperation is specified by the instructor, assignments are required to be the work of the individual student. Therefore, it is not acceptable practice to pool thoughts and produce common answers. Disregard of this requirement will be drawn to the student's attention and reported to the Dean's Office. To avoid this situation, it is suggested that students do not write anything down during such talks, but keep mental notes for later development on their own. Major occurrences of academic dishonesty, such as the submission of work that is not the student's own, will be dealt with according to the procedures set out in the Senate guidelines, and may result in expulsion from the University.

## Viewing Grades

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Unofficial assignment marks will be available on the **Grades** page of the course website.

## How to Succeed in This Online Course

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This is a fully online course that differs in a number of ways from your typical university courses. The online course supports the flexibility in accessing the content and managing your learning and communication with your instructor and course mates. You may do your work at any location and whenever you have the time. However, there are deadlines for assignments that you must meet. You need to keep pace with the course and submit your assignments or participate in online discussions on a schedule set by your instructor.

### Where to Get Started with This Course

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Your course website acts as your classroom. Start by navigating through all the course components to become comfortable with the organization of the course and familiar with the course expectations. If you are new to online learning or to this version of Courselink go to the **Start Here** link (located in the upper left portion of the Navbar) to get familiar with various content areas and tools of this site.

Then continue with the course **Outline**. You also need to visit the **Schedule** page where you will find a weekly timeline for the course along with due dates. On the **Assignments** page, you will find out about completing required elements for the course. The **Units** will provide you with unit introduction videos and instructor's notes. The **Resources** section of the course website has useful general information and links. If you have any questions you can ask them in the **Ask Your Instructor** discussion area.

### Keys to Succeeding in This Course

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To get the most from your learning experience and succeed in this course, you will be expected to do the following:

- **Log in to the course site every day** to access all the necessary information and check for new course developments. If you feel lost in the online course environment, don't panic. Look for **News** postings (i.e., instructor's announcements) on your course home page that might give you information about how to proceed.
- **Spend approximately 9 to 12 hours per week** to complete your work on the course. Remember when you take a regular course on campus; you usually spend 3 hours a week in class and 6-9 hours a week outside of class on homework. All these hours you will need to spend online now.
- **Keep up** with the unit and textbook readings on a weekly basis.
- **Participate actively** in discussions by posting messages and replying to the discussions in a timely manner. Because you are part of a community of learners in this course, a lot depends on your participation in course activities.
- **Make meaningful contributions** to group discussions and avoid last minute participation. If you are required to provide comments to your peers' discussion contributions, you will be letting your peers down if you don't post your replies in a timely manner.
- **Use the instructions and criteria list** in planning for your individual assignments and review them before you submit your original work for marking. Sadly, high quality work has lost marks simply because the stated instructions were not followed.
- **Complete all required assignments on time** as specified on the **Schedule** page. Be sure to check the technical requirements and make sure you have the proper computer, that you have a supported browser, and that you have reliable Internet access. Remember that technical difficulty is not an excuse not to turn

in your assignment on time. Don't wait until the last minute as you may get behind in your work. Check out the next section to see if you meet the minimum technical requirements for this course.

- **Ask questions** of your instructor, TAs, and course mates in order to find solutions to issues with which you are unfamiliar. Use **Ask Your Instructor** discussion for this purpose.
- **Determine and implement effective time management skills** for this course. Read carefully the course schedule to help you create a structure for participation and manage your workload in the course. Plan to set aside time each week to complete course readings and assignments. Visit the **Schedule** page to chart out your workload and timelines for completion.
- **Work hard, or even harder**, than in your typical face-to-face course. Assess and make modifications to your learning in order to become an independent learner, with guidance from your instructor. Be prepared for self-study and for monitoring and pacing your learning.
- **Make friends and have fun!** Because everyone must post messages in the discussions, you can get to know your instructor, TA, and classmates sometimes even better than you do in your regular course. Keep in mind that the more you contribute to your online course, the more you will get out of it.

## OPTIMIZE YOUR LEARNING WITH WEEKLY ROUTINE

As mentioned earlier, flexibility and self-regulation are inherent in online learning. They can also be major challenges if you tend to procrastinate or lack time management skills. Therefore you need to set aside uninterrupted time when you are at your best for studying and take responsibility for what you learn and what you do throughout the course. Try to make up a weekly time plan and learn to follow it. Schedule your study throughout the week so that you don't have to finish all assignments in one day, e.g., try to complete Task A by Thursday and Task B by Monday. An ideal combination would be 1-2 learning tasks per day.

You might consider the following as a weekly routine for your study:

1. Check for course updates from your instructor in the **News** located on the course home page.
2. Review the **Schedule** for assignment due dates and other information.
3. Consult the **Assignments** page for requirements.
4. Work through the **Unit** section assigned for the week.
5. You can bookmark where you are in the course when you leave so that you can return to that place from the **Bookmarks** widget located on the course home page.
6. Visit **Discussions** area and participate by asking questions, making comments, or offering support to your course mates.

These are just a few tips that you might find helpful to succeed in this online course. Each of you has different learning styles and preferences, apply those that fit your situation. Good luck with your course!