

CIS*1200 (DE) Fall 2016 Course Outline

Welcome

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

Course Description

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

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.
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About Your Instructor

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

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

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

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

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.

Learning Resources

Required Textbook

Technology in Action

Edition: 12th

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 opens in new browser window/tab](#) or the [Guelph Campus Co-op Bookstore opens in new browser window/tab](#).

MYITLAB (Required)

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

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 and Assessment Policies

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.

Assessment Scheme

| Assignment | Weight |
|---|-------------|
| Individual Assignments* (4) Word, Excel, PowerPoint, and Access/JavaScript | 20% |
| Quizzes (2) | 20% |
| Group Discussion (2) | 30% |
| Final Exam** | 30% |
| Total | 100% |

*Three individual assignments (Word, Excel, and PowerPoint) may be submitted late. Assignment 4 (Access/JavaScript) has no extensions or late submissions. There is a 20% per day penalty for late assignments.

**Special arrangements are required by Open Learning to write an invigilated final exam off-campus and students registered with SAS will follow the required procedures with SAS exam office.

*Note: For specific assignment and quiz due dates, see the **Schedule** link in the course Navbar.*

Assessment Policies

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 20% per day 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

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

How to Succeed in This Online Course

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

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

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!

Technical Requirements

You are expected to have an understanding of Internet and email basics. You will be navigating and searching the Internet and corresponding with others in your class using web-based conferencing and email.

Please ensure that your computer system meets the [Minimum Requirements opens in new browser window/tab](#).

If you do not have these technical requirements, consider either upgrading your personal computer, or using a machine on campus. Trying to use someone else's computer for the course may prove to be frustrating and difficult.

Please follow this quick [System Check opens in new browser window/tab](#) to determine if you have the right setup. (Results will be displayed in a new browser window).

Undergraduate Policies and Resources

As a student of the University of Guelph, it is important for you to understand your rights and responsibilities and the academic rules and regulations that you must abide by.

If you are a registered **University of Guelph Degree Student**, consult the [Undergraduate Calendar](#) for the rules, regulations, curricula, programs and fees for current and previous academic years.

If you are an **Open Learning Program Student**, consult the [Open Learning Program Calendar](#) for information about University of Guelph administrative policies, procedures and services.

Email Communication

University of Guelph Degree Students

As per university regulations, all students are required to check their uoguelph.ca e-mail account regularly: e-mail is the official route of communication between the University and its students.

Open Learning Program Students

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which the Open Learning and Educational Support will notify you of events, deadlines, announcements or any other official information.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor **in writing**, with your name, ID number and email contact.

University of Guelph Degree Students

Consult the [Undergraduate Calendar](#) for information on regulations and procedures for Academic Consideration.

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#) for information on regulations and procedures for requesting Academic Consideration.

Drop Date

University of Guelph Degree Students

The last date to drop one-semester courses, without academic penalty, is indicated in the **Schedule** section of this course website. [See the Undergraduate Calendar for regulations and procedures for Dropping Courses.](#)

Open Learning Program Students

Please refer to the [Open Learning Program Calendar](#).

Copies of Assignments

Keep paper and/or other reliable back-up copies of all assignments: you may be asked to resubmit work at any time.

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

University of Guelph Degree Students

Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact the Student Accessibility Services as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email [SAS](#) or [visit the SAS website](#).

Open Learning Program Students

If you are an Open Learning program student who requires academic accommodation, please [contact the Academic Assistant to the Director](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support. Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require textbooks produced in an alternate format (e.g., DAISY, Braille, large print or eText), please [contact the Academic Assistant to the Director](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course in order to determine the required readings.

The provision of academic accommodation is a shared responsibility between OpenEd and the student requesting accommodation. It is recognized that academic accommodations are intended to “level the playing field” for students with disabilities.

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The [Academic Misconduct Policy](#) is detailed in the Undergraduate Calendar.

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

Copyright Notice

All content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course, or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University's electronic resource licenses.

For more information about students' rights and obligations with respect to copyrighted works, see [Fair Dealing Guidance for Students](#).

Grades

The assignment of grades at the University of Guelph is based on clearly defined standards, which are published in the Undergraduate Calendar for the benefit of faculty and students.

Grading System

In courses, which comprise a part of the student's program, standings will be reported according to the following schedule of grades:

Letter Grade

Percentage

| | |
|----|--------|
| A+ | 90-100 |
| A | 85-89 |
| A- | 80-84 |
| B+ | 77-79 |
| B | 73-76 |
| B- | 70-72 |
| C+ | 67-69 |
| C | 64-66 |
| C- | 60-62 |

| | |
|----|-------|
| D+ | 57-59 |
| D | 53-56 |
| D- | 50-52 |
| F | 0-49 |

Rights and Responsibilities

For distance education (DE) courses, the course website is considered the classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because these courses are online.

Please consult the Open Learning and Educational Support website for more information on [your rights and responsibilities when learning in the online environment](#).

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Religious Holidays

Should a student need to miss scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories for religious reasons, please advise the instructor within two weeks of the distribution of this course outline so that alternate arrangements can be made.

Problems, Questions, Comments

Teaching

Instructor:

John Saville

Email: jsaville@uoguelph.ca

Teaching Assistants (TAs):

If a teaching assistant is assigned to this course you can find them on the 'Classlist' page by clicking on the link found in the main top navigation menu and then click on the 'Teaching Assistants' tab.

Technical Support

If you have any questions regarding the technical requirements or access to the course website please contact:

Distance Education

Open Learning and Educational Support

University of Guelph

Email: help@OpenEd.uoguelph.ca

Phone: (519) 824-4120 Ext. 56939

Toll Free # for Canada & USA only: 1-866-275-1478

Fax: (519) 824-1112

Office: Room 211 Day Hall

General Inquiries

Distance Education

Open Learning and Educational Support

University of Guelph

Email: info@OpenEd.uoguelph.ca

Phone: (519) 824-4120 Ext. 55000

Office: Room 160 Johnston Hall

Schedule

| Due Dates |
|--|
| <p>Submit Assignment 1 Due: Friday, September 30 at 11:59 p.m. EDT</p> |
| <p>Participate in Group Discussion 1 <i>Publish your first original post that supports the statement</i> Due: Friday, October 7 at 11:59 p.m. EDT</p> |
| <p>Participate in Group Discussion 1 <i>Reply to another student's post that supports the statement</i> <i>Publish your second original post that negates the statement</i> Due: Wednesday, October 12 at 11:59 p.m. EDT</p> |
| <p>Take Quiz 1 Opens: Friday, October 14 at 12:01 a.m. EDT Closes: Sunday, October 16 at 11:59 p.m. EDT</p> |
| <p>Participate in Group Discussion 1 <i>Reply to another student's post that negates the statement</i> Due: Wednesday, October 19 at 11:59 p.m. EDT</p> |
| <p>Complete Discussion 1 Group Report Due: at Friday, October 21 at 11:59 p.m. EDT</p> |
| <p>Submit Assignment 2 Due: Friday, October 21 at 11:59 p.m. EDT</p> |
| <p>Participate in Group Discussion 2 <i>Publish your first original post that supports the statement</i> Due: Friday, November 11 at 11:59 p.m. EDT</p> |
| <p>Submit Assignment 3 Due: Friday, November 11 at 11:59 p.m. EDT</p> |
| <p>Participate in Group Discussion 2 <i>Reply to another student's post that supports the statement</i> <i>Publish your second original post that negates the statement</i> Due: Wednesday, November 16 at 11:59 p.m. EDT</p> |
| <p>Take Quiz 2 Opens: Friday, November 18 at 12:01 a.m. EDT Closes: Sunday, November 20 at 11:59 p.m. EDT</p> |
| <p>Participate in Group Discussion 2 <i>Reply to another student's post that negates the statement</i> Due: Wednesday, November 23 at 11:59 p.m. EDT</p> |

Complete Discussion 2 Group Report
Due: Friday, November 25 at 11:59 p.m. EDT

Submit Assignment 4
Due: Friday, December 2 at 11:59 p.m. EDT

Complete Discussion 2 Group Report
Due: Friday, November 25 at 11:59 p.m. EDT

Submit Assignment 4
Due: Friday, December 2 at 11:59 p.m. EDT

Submit Assignment 4
Due: Friday, December 2 at 11:59 p.m. EDT

Submit Assignment 4
Due: Friday, December 2 at 11:59 p.m. EDT