MIDSTATE COLLEGE
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Summer 2015

Course: CIS112 Essentials of Information Technology

Credit: 4 Quarter Hours   **Method of Delivery:**   eLearning

Course Description: Students will be taught skills relevant to all computer careers. The course begins with a look at the history and evolution of the Internet. Topics such as compression, etiquette, and the File Transfer Protocol will be investigated. Also, numbering systems including binary, hexadecimal and octal will be covered. At the conclusion of the course, students will be able to perform common Internet tasks that will be useful in any computer-related endeavor.

Text: Enhanced Discovering Computers, Complete, 1st Ed.
Author(s):   Vermaat
Publisher: Cengage, 2013
ISBN: 9781133598312

Materials needed for this course: Microsoft Office 2013

Learning Objectives:

Upon completion of this course, the student will be able to:

1. Use a computer and use computer-related terminology intelligently.
2. Browse the web and utilize other aspects of the Internet.
3. Use various types of software.
4. Identify and use various computer components, including input and output devices.
5. Recognize and name different operating systems and types of computer networks.
6. Store and retrieve information from a database.
7. Explain how programs are created.

Midstate Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Midstate Plagiarism Policy:
Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:
The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

Instructor: **Maria Uskova** **Phone:** 692-4092 ext. 1241 (voice mail only)

E-mail: muskova@midstate.edu

Course Requirements
- The online educational venue offers students the flexibility to access the course at any time. This course, however, has *very specific, time-restricted discussion forums, assignment and tests due dates.*
- Plan to devote as much time if not more to an eLearning course as you would to a traditional class (eLearning classes, in fact, take more time).
- In a completely online course for 4 credit hours, students should plan to spend *about 8 hours each week:* 4 hours (as in regular classroom) learning the material AND 4 hours doing the homework. Students should plan ahead, schedule time wisely and *never* wait until the "eleventh hour" to start and submit the assignments.
- Class participation, by posting in the Week Discussion Forum and completing one Weekly Summary per week is worth 10% of the grade each (please remember that it can make a difference between "A" and "B"). Both the Discussion Forum and Weekly Summary are Required Posts - you must post there first before being allowed to View others messages. The Discussion Forum and Weekly Summary message areas expire on Monday at 8 am of the next week.
- Attach ALL required files in one post each week and put them into the ASSIGNMENTS DROPBOX. **Each file should be clearly named and have student's name, week and project/assignment number.**

Grading Policy

Class participation, by posting in the Week Discussion Forum and completing one Weekly Summary per week will be graded weekly.

Each week your assignments are worth 100 points. To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. Late work will be docked 10% for each week it is late. If you're experiencing problems and want an extension on due date, request needs to be made before work is due to be considered. **No late homework will be accepted after week ten.** Exams must be taken during the Week they are assigned.

Good writing skills (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment and class postings.

Participation Requirements

Class participation: You have to participate in the Week Discussion Forum and complete one Weekly summary.

Weekly Summary: In addition to your other requirements, you need to post a weekly summary. Each week you will present a brief report to the class summarizing in your own words what was learned from the readings, assignments, and course activities. You are required to write a minimum of 2 meaningful paragraphs (no less than 5-8 sentences each) to receive full credit. Each Weekly Summary is due by Monday morning at 8:00 a.m. CST. Post to the Weekly Summary Forum. This is a Required Post and you will be allowed to View others posts only after you have posted your summary first, each new Week.

Examination Information: There will be Pretest, Midterm Exam, Posttest and Final Exam. Questions on the Exams may be presented as true/false or multiple choice.

Methods of evaluating student performance:

- Weekly assignments (homework and projects) from the textbook will be used to reinforce course concepts. They will assess student's ability to understand main principles and demonstrate knowledge of key terms.
- Weekly discussions and summaries will be used stress course objectives.
- Quizzes and exams will assess the student's comprehension of the course content.

Instructor's Grading Scale:

These percentages are all approximate values

Homework	20%
Projects	30%
Exams	30%
Discussions	10%
Summaries	10%

DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting The Required Post format requires you to post a top-level message before you can read and reply to messages posted by other users. Your first post should be detailed, well prepared, grammatically correct and error free. Spelling and grammar count. Make sure you proof read all your messages before posting. No posts after 8 am on Monday will be counted.	60%
Response to posting of a classmate	30%
Correct spelling, grammar and sentence structure	10%
Total points per weekly discussion	100 %

WEEKLY SUMMARY GRADING GUIDELINES	
Each week you will present a brief report to the class summarizing in your own words what was learned from the readings, assignments, and course activities. You are required to write a minimum of 2 meaningful paragraphs (no less than 5-8 sentences each) to receive full credit. Each Weekly Summary is due by Monday morning at 8:00 a.m. CST.	90% (45% for each paragraph)
Correct spelling, grammar and sentence structure	10%
Total points per weekly discussion	100 %

Course Mail, E-Mail and Forums Etiquette:

Please follow the guidelines below for course email and forums posting etiquette.

When communicating via email, students must make certain that each email includes course and descriptive subject line. Since we'll practice excellent communication skills, I expect each message to have a salutation, a clear, concise, grammatically correct message, a complimentary close and signature/name. Emails that do not follow the rules of business communication will receive an empty reply. Students should answer all emails within 24 hours.

Etiquette in eLearning forums (or Netiquette - short for Internet etiquette) should be the same as in a face-to-face classroom. If you think a comment would be inappropriate in a face-to-face situation, it would also be inappropriate in an eLearning classroom.

Please follow the guidelines below for course-mail, e-mail and forums posting etiquette.

Keep message brief. Avoid sending a course-mail, e-mail or forum message with incorrect spelling and grammar. Spelling and grammar count. Avoid using abbreviations and acronyms. Students who are not familiar with common abbreviations may confuse the instructor and/or fellow classmates by using incorrect abbreviations.

Be polite. Avoid offensive language. Read the message before you send it in.

Use meaningful subject line.

Avoid using sarcasm. Written text can easily be misinterpreted.

Avoid using all CAPS and/or exclamation marks. Using all capital letters in an electronic-mail or forum message is the same as SHOUTING!

Avoid breaking a discussion thread. Breaking a discussion thread makes it difficult for classmates to follow the sequence of posts.

Avoid posting irrelevant information in a discussion forum - use Classroom Discussion Forum, messages or e-mail, instead. Forum discussions should stick to the discussion topic given by the instructor. Information that is irrelevant to the discussion does not belong in the discussion forum.

Using the Internet, do not assume materials are accurate and up-to-date.

Students are responsible for knowing "what's going on" throughout the term. Students must check announcements, assignments, weekly units, discussion forums, email several times each week. Students must check the online grade book and email the instructor immediately if questions arise about grades.

Summer 2015 eLearning Tentative Course Outline		
Weeks	Chapters	Course Objectives
Week 1	Chapter 1	1
Week 2	Chapter 2	2
Week 3	Chapter 3	3
Week 4	Chapter 4	4
Week 5	Chapter 5	4
Week 6	Midterm Chapter 6	4
Week 7	Chapter 7	4
Week 8	Chapter 8	5
Week 9	Chapter 9	5
Week 10	Chapter 10	6
Week 11	Chapter 11 Chapter 13	1 7
Week 12	Chapter 14, 15 Final Exam	1