Course Syllabus
CPSC 1105 Introduction to Information Technology
Online
Revised: January 8, 2010

Instructor

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Required Textbook

Title: GO! Technology in Action, Complete (6th edition) (includes MyITLab for GO! with Microsoft Office 2007)
Authors: Evans, Martin, Poatsy
Publisher: Prentice Hall
ISBN: 0558199712
Year: 2009

eText ISBN-10: 0-13-814860-0


Note: the e-text version of the course textbook is available through CourseSmart (http://www.coursesmart.com/9780138148607). If you purchase the e-text version of the text, be sure to purchase the 6th Edition with 13 chapters and 736 pages as given by the link above. In addition, if you purchase the e-text version of the text, you must purchase the MyITLab access code separately from the MyITLab Web site at http://www.myitlab.com.

Course Description

Prerequisites – none.

This course provides an introduction to computer and information technologies. It discusses the nature of information, computer hardware, software, communications technology, and computer-based information systems. The
Upon completion of this course, students will demonstrate an appreciation of the role of information technology in modern society. They will be familiar with the principal components of computer hardware and the functions of different types of software that make computers useful in daily life. They will demonstrate a basic understanding of the processes involved in the development of software for problem solving, and the life cycle of information systems. Students will be introduced to modern data communication technology including the Internet and the World Wide Web. They will be aware of various issues related to computer security and privacy. Students will obtain basic practical skills necessary for manipulating and presenting information in a productive way. Software packages used will deal with word processing, spreadsheets, presentation graphics, databases and Web page creation.

The following are this course's outcomes:

- **Students will demonstrate an understanding of the role of information technology.**
  - Strategies and Actions used to produce the outcome:
    - Study the application of information technology in everyday life.
    - Class discussion about what an information system is, and aspects of information technology.
  - Assessment Methods: Written and Practical Assignments, Quizzes, and Exams.

- **Students will demonstrate knowledge of the main components of a computer system.**
  - Strategies and Actions used to produce the outcome:
    - Study different types of hardware components such as the CPU, memory and input/output devices.
    - Class discussion of how different hardware components work together and, with system software, make a computer system operational.
  - Assessment Methods: Written and Practical Assignments, Quizzes, and Exams.

- **Students will demonstrate familiarity with and basic proficiency in popular application packages such as Microsoft Word, PowerPoint, Excel, Access and Expression Web.**
  - Strategies and Actions used to produce the outcome:
    - Study the application of different types of software applications
    - Supervised laboratory sessions for gaining hands-on experience with using common application packages.
  - Assessment Methods: Written and Practical Assignments, Quizzes, and Exams.

- **Students will demonstrate knowledge of the use of programming**
languages and the process of software development.

- Strategies and Actions used to produce the outcome:
  - Study of the concepts of computer programming and the use of programming languages, algorithms, compilers.
  - Classroom discussion and hands-on experience of computer programming using a user-friendly programming environment.
- Assessment Methods: Written and Practical Assignments, Quizzes, and Exams.

- Students will be familiar with the concepts and technology used in modern computer networks including the Internet.
  - Strategies and Actions used to produce the outcome:
    - Study concepts of data communication technology.
    - Classroom discussion of how computer networks are constructed and how they enable communication of information.
  - Assessment Methods: Written and Practical Assignments, Quizzes, and Exams.

- Students will demonstrate awareness of possible threats to computer security and how information can be protected.
  - Strategies and Actions used to produce the outcome:
    - Study various types of security threats and protection mechanisms.
    - Classroom discussion of computer security and relevant tools.
  - Assessment Methods: Written and Practical Assignments, Quizzes, and Exams.

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### Online Course Access

This course is being provided through the use of MyITLab. You can access MyITLab at:

http://www.myitlab.com

To access this course through MyITLab, you will need three things:

1. A valid email address
2. The course ID (to be provided below)
3. Your student access code (from the course textbook or purchased separately from the MyITLab Web site)

You can use any valid email address although using your CSU email address will probably be more reliable. The course ID for this course is:

**CRSAB1V-805973**

Your student access code comes with the course textbook. If you purchase a textbook that does not have a student access code or your purchase an e-text, you can purchase the student access code separately from the [http://www.myitlab.com](http://www.myitlab.com) site (look in the left menu under the LOGIN for "Don't
have an access code”).

For additional information concerning access to MyITLab, please review the following:

http://cs.colstate.edu/myitlab/myitlab_registration.html

or download and view the following PowerPoint:

http://cs.colstate.edu/myitlab/myitlab_StudentRegistrationEnrollment.ppt

If you still have issues accessing MyITLab, please contact me (via phone or email).

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**Assessment Methods**

Grades in this course will be based on the following assessments:

- Responses to weekly discussions - 25%
- Comments to other students' responses to weekly discussions - 5%
- Assignments (including Microsoft Office expert exams) - 30%
- End-of-chapter self-tests - 20%
- Midterm Exam - 10%
- Final exam - 10%

Final grades will be assigned according to the following schedule:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
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<tr>
<td>80 – 89</td>
<td>B</td>
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<tr>
<td>70 – 79</td>
<td>C</td>
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<tr>
<td>60 – 69</td>
<td>D</td>
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<tr>
<td>&lt;60</td>
<td>F</td>
</tr>
</tbody>
</table>

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**How This Course Will Work**

This course will consist of readings, non-graded assignments, and graded assignments. The readings will comprise of chapters from the *Technology in Action* textbook and other posted material. The non-graded assignments will consist of various multimedia designed to enhance your understanding of the material in the *Technology in Action* textbook and Microsoft Office training. The graded assignments will consist of:

- Responses to weekly discussions
- Comments to other students' responses to weekly discussions
- Microsoft Word, Excel, PowerPoint, and Access expert exams
- Assignments related to using information technology
- *Technology in Action* end-of-chapter tests
• A midterm and final exam

The first few days of the course, you will need to read the welcome announcement, review the course syllabus, be sure your system is MyITLab ready, and complete the READI assessment (not graded). You’ll also need to respond to the introductory discussion question by introducing yourself and becoming acquainted with the other members of the class. Thereafter, on a weekly basis, you will need to:

1. complete the weekly readings (approx. two hours per week);
2. complete the non-graded assignments (approx. four hours per week);
3. complete the graded assignments (approx. three hours per week); and
4. submit responses to weekly discussion questions and comment on other students' responses (approx. one hour per week).

Expected workload: 10 hours per week.

Information concerning how to navigate the MyITLab system will be available in the welcome announcement posted in the MyITLab system. You will see this announcement when you first log into the MyITLab system.

Grading Criteria

The Microsoft Office expert exams, Technology in Action end-of-chapter tests, and midterm and final exams will be graded automatically by the MyITLab system. You will be able to take the Technology in Action end-of-chapter tests as many times as you wish. The highest score will count. You will be able to take the Microsoft Office expert exams up to three times. Again, your highest score for each exam will count. You will be able to take the midterm and final exams only once.

The grades you earn for the assignments related to using information technology will be based on the quality of your responses. Grading rubrics associated with how these assignments will be graded will be available in the MyITLab system.

The grades you earn for responses to the discussion questions will also be based on the quality of your responses. Responses that generally address the requirements of the discussion question will earn a grade of 8 out of 10. Responses that go above and beyond a typical response will earn higher scores.

The grades you earn for comments to other students' responses to the discussion questions will also be based on the quality of your posts. Comments that generally add value to the discussion will earn a grade of 8 out of 10. Comments that go above and beyond a typical comment will earn higher scores.

Student Responsibilities

As a student in this course, you are responsible to:

• manage your time and maintain the discipline required to meet the course requirements;
• complete reading assignments;
• actively participate in online discussions at least once a week;
• complete assignments by their due dates; and
• read any e-mail sent by the instructor and respond accordingly.

“I didn’t know” is not an acceptable excuse for failing to meet the course requirements. If you fail to meet your responsibilities, you do so at your own risk.

As your instructor in this course, I am responsible to:

• prepare weekly lessons that demonstrate and help students understand the course material,
• prepare exams that allow students to demonstrate their knowledge of the course material,
• actively participate in online discussions;
• grade exams and assignments, and post scores within one week of the end of the week in which they are submitted; and
• read any e-mail sent by students and respond accordingly within 48 hours.

Within the discussion area, although I will read every posted discussion question and response, I will not necessarily respond to every post.

Actively engaging in class discussions and assignments regularly is important to your success in this course. If you do not post a response to the Intro Discussion during the first week of the course, you may be dropped from the course. If you do not post a response to the weekly discussion question two weeks in a row, you may receive a WF. If an emergency prevents you from turning in an assignment or taking an exam as scheduled, please contact me to make alternative arrangements.

The following is the tentative schedule for the course. It is subject to change. Detailed assignment requirements will be provided in MyITLab divided by week. To access this content within MyITLab, click on Course Content in the main MyITLab menu.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Reading</th>
<th>Non-graded Assignments</th>
<th>Graded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/11 - 1/17</td>
<td>Welcome announcement</td>
<td>Review the course syllabus</td>
<td>Week 1 Discussion</td>
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<td>Complete the &quot;myitlab Installation Wizard&quot;</td>
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<tr>
<td>Date</td>
<td>Event/Assignment</td>
<td>Chapter 1 End-of-Chapter Self-Test</td>
<td>Week Discussions</td>
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<td>1/18</td>
<td>Martin Luther King Holiday</td>
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<td>2 1/19 - 1/24</td>
<td>Chapter 1: Why Computers Matter to You: Becoming Computer Literate</td>
<td>Chapter 1 End-of-Chapter Self-Test</td>
<td>Week 2 Discussion</td>
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<td>Technology in Focus 1: The History of the PC</td>
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<td>Chapter 1 SoundBytes</td>
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<td>TIF 1: History of the PC PowerPoints</td>
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<td>Word Project 5A: Audio/Video Expert Demonstration Document</td>
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<td>Word Project Chapter 5 Project 5A Skill-Based Training</td>
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<td>Word Project 5B: Audio/Video Expert Demonstration Document</td>
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<td>Word Project Chapter 5 Project 5B Skill-Based Training</td>
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<tr>
<td>3 1/25 - 1/31</td>
<td>Chapter 2: Looking at Computers: Understanding the Parts</td>
<td>Chapter 2 End-of-Chapter Self-Test</td>
<td>Week 3 Discussion</td>
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<td>Chapter 2 Active Help Desk Calls</td>
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<td>Chapter 2 SoundBytes</td>
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<td>Chapter 2 PowerPoints</td>
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<td>Word Project 6A: Audio/Video Expert Demonstration Document</td>
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| 4 | 2/1 - 2/7 | Chapter 3: Using the Internet: Making the Most of the Web’s Resources  
Technology in Focus 2: Information Technology Ethics | Chapter 3 Active Help Desk Calls  
Chapter 3 SoundBytes  
Chapter 3 PowerPoints  
TIF 2: Information Technology Ethics PowerPoints  
Word Project 7A: Audio/Video Expert Demonstration Document  
Word Chapter 7 Project 7A Skill-Based Training  
Word Project 7B: Audio/Video Expert Demonstration Document  
Word Chapter 7 Project 7B Skill-Based Training | Chapter 3 End-of-Chapter Self-Test  
Blog Assignment  
Week 4 Discussion |
<p>| 5 | 2/8 - | Chapter 4: Application | Chapter 4 Active | Chapter 4 End- |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Activities</th>
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| 2/14      | Software: Programs That Let You Work and Play | Help Desk Calls  
Chapter 4  
SoundBytes  
Chapter 4  
PowerPoints  
Word Project 8A: Audio/Video Expert Demonstration Document  
Word Project 8B: Audio/Video Expert Demonstration Document  
Word Chapter 8  
Project 8A Skill-Based Training  
Word Chapter 8  
Project 8B Skill-Based Training |
Chapter 5  
SoundBytes  
Chapter 5  
PowerPoints  
TIF 3: Computing Alternatives PowerPoints  
Excel Project 9A: Audio/Video Expert Demonstration Document  
Excel Chapter 9  
Project 9A Skill- |
|           | Technology in Focus 3: Computing Alternatives                     | of-Chapter Self-Test  
Week 5 Discussion  
Chapter 5 End-of-Chapter Self-Test  
ePortfolio Assignment  
Week 6 Discussion |
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<th>2/22 - 2/28</th>
<th>Chapter 6: Understanding and Assessing Hardware: Evaluating Your System</th>
<th>Chapter 6 Active Help Desk Calls</th>
<th>Chapter 6 SoundBytes</th>
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<td>2/22 - 2/28</td>
<td>Chapter 6: SoundBytes</td>
<td>Chapter 6 PowerPoints</td>
<td>Excel Project 10A:</td>
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<td>Chapter 6: PowerPoints</td>
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<td>Audio/Video Expert</td>
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<td>Excel Chapter 10 Project 10A Skill-Based Training</td>
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<td>Demonstration Document</td>
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<td>Excel Project 10B:</td>
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<td>Chapter 7: Networking and Security: Connecting Computers and Keeping</td>
<td>Chapter 7 Active Help Desk Calls</td>
<td>Audio/Video Expert</td>
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<td>Them Safe from Hackers and Viruses</td>
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<td>Demonstration Document</td>
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<td>Technology in Focus 4: Protecting Your</td>
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<td>Excel Project 10B:</td>
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<td>Chapter 7: SoundBytes</td>
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<td>Audio/Video Expert</td>
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<td>Chapter 7: PowerPoints</td>
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<td>Chapter 7: End-of-Chapter Self-Test</td>
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<td>Audio/Video Expert</td>
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<td>Jing/Flickr Assignment</td>
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<td>Week 7 Discussion</td>
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<td>Excel Skill-Based Exam</td>
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<td>3/1 - 3/7</td>
<td>Chapter 7: Networking and Security: Connecting Computers and Keeping</td>
<td>Chapter 7 Active Help Desk Calls</td>
<td>Chapter 7 End-of-Chapter Self-Test</td>
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<td>Excel Skill-Based Exam</td>
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<td>3/1 - 3/7</td>
<td>Technology in Focus 4: Protecting Your</td>
<td>Chapter 7 SoundBytes</td>
<td>Week 8</td>
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<td>Chapter 7: PowerPoints</td>
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<td>Discussion</td>
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<td>9</td>
<td>3/8 - 3/14</td>
<td>Spring Break</td>
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<td>10</td>
<td>3/15 - 3/21</td>
<td><strong>Midterm Exam (Chapters 1-7)</strong></td>
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<td>11</td>
<td>3/22 - 3/28</td>
<td>Chapter 10: Behind the Scenes: Building Applications</td>
<td>Chapter 10 End-of-Chapter Self-Test</td>
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<td>Create a Video Assignment</td>
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<td>Week 10 Discussion</td>
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<td>Date</td>
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<td>12</td>
<td>3/29-4/4</td>
<td>Fluency with Alice: Introduction, Chapters 1 - 4</td>
<td>Alice Animated Movie Assignment</td>
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<td>PowerPoint Project 16A: Audio/Video Expert Demonstration Document</td>
<td>Week 11 Discussion</td>
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<td>PowerPoint Chapter 16 Project 16A Skill-Based Training</td>
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<td>13</td>
<td>4/5-4/11</td>
<td>Chapter 8: Mobile Computing: Keeping Your Data on Hand</td>
<td>Chapter 8 End-of-Chapter Self-Test</td>
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<td>Technology in Focus 5: Digital Entertainment</td>
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<td>Chapter 8 Active Help Desk Calls</td>
<td>Week 12 Discussion</td>
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<td>TIF 5: Digital Entertainment PowerPoints</td>
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<td>PowerPoint Project 17A: Audio/Video Expert Demonstration Document</td>
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<td>PowerPoint Chapter</td>
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| 14 | 4/12 - 4/18 | Chapter 11: Behind the Scenes: Databases and Information Systems | 17 Project 17A Skill-Based Training  
PowerPoint Project 17B: Audio/Video Expert Demonstration Document  
PowerPoint Chapter 17 Project 17B Skill-Based Training | Chapter 11 End-of-Chapter Self-Test  
Second Life Assignment  
Week 13 Discussion |
| 15 | 4/19 - 4/25 | Chapter 13: Behind the Scenes: The Internet: How it Works | Chapter 13 Active Help Desk Calls  
Chapter 13 SoundBytes | Chapter 13 End-of-Chapter Self-Test  
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<tr>
<th>16</th>
<th>4/26 - 5/2</th>
<th>Chapter 9: Behind the Scenes: A Closer Look at System Hardware Technology in Focus 6: Careers in IT</th>
<th>Chapter 9 Active Help Desk Calls</th>
<th>Chapter 9 SoundBytes</th>
<th>Chapter 9 PowerPoints</th>
<th>TIF 6: Careers in IT PowerPoints</th>
<th>Assignment</th>
<th>Week 14 Discussion</th>
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<tr>
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<td>Chapter 13 PowerPoints</td>
<td>Access Chapter 13 Project 13A Skill-Based Training</td>
<td>Access Chapter 13 Project 13B Skill-Based Training</td>
<td>Access Chapter 13 Project 13B Skill-Based Training</td>
<td>Assignment</td>
<td>Week 14 Discussion</td>
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</tbody>
</table>
CSU is committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations, including diversity of thought, opinion, and values. Students are encouraged to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, I will intervene as I monitor the dialogue in the discussions. I will request that inappropriate content be removed from the discussion and will recommend University disciplinary action if deemed appropriate. Students as well as faculty should be guided by common sense and basic etiquette. The following are good guidelines to follow:

- Never post, transmit, promote, or distribute content that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments.
- If you disagree with someone, respond to the subject, not the person.
- Never post content that is harmful, abusive; racially, ethnically, or religiously offensive; vulgar; sexually explicit; or otherwise potentially offensive.

In addition to the above, a **positive attitude** is essential to a healthy learning environment. Not only should your posts be respectful and insightful, but they should also be positive in order to benefit the entire class. In addition, all posts should be grammatically correct and should be spell-checked prior to posting to avoid confusion.

### Assignment Due Dates and Times

All assignments (non-graded and graded) are due no later than 11:59 PM (23:59) (Eastern Time) on the last day of the week in which they are assigned. Graded assignment due dates will be posted in the MyITLab calendar. Clicking on any given day in the calendar will provide a list of the graded assignments due by that day. Note that non-graded assignments may not be listed on the calendar. All assignments, graded and non-graded, will be available by clicking on Course Content in the menu.

### Late Assignments

If circumstances prevent the timely posting of assignments, please notify me by email within MyITLab. If the MyITLab system is down, please email me at my CSU email address: whitehead_christopher@colstate.edu. If you cannot email me, please call my office or cell phone. Unless you make prior arrangements with me, any assignment submitted after its assigned due date will be considered late, will
**Extra Credit**

There are no provisions for extra credit in this course.

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**Incompletes**

If unusual circumstances preclude you from completing the course and you have satisfactorily completed all the other course requirements up until that point, I will award you a grade of "Incomplete" provided you contact me regarding the unusual circumstances and you agree to certain conditions for removal of the "Incomplete." You must, however, contact me and arrange for the Incomplete as soon as you are aware that you will be unable to complete the course and before the last day of class.

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**Corrections to Grades**

To see your grades for individual assignments, click on Grades within MyITLab. If you believe a posted grade is incorrect, please email me within MYITLab.

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**Software and Technology Requirements**

To participate in this course, you must have (or have access to) a computer that meets CSU's online course minimum computer hardware requirements as outlined at:

http://academics.colstate.edu/classes/cptr_req.asp

In addition, you must have (or have access to) Internet connectivity and the computer you use for the course must be equipped with either the Internet Explorer 6 or higher Internet Explorer Web browser (note that the MyITLab system is not compatible with any other browser).

Although this course covers the use of Microsoft Office 2007 (Word 2007, Excel 2007, PowerPoint 2007, and Access 2007), this software is not required for this course. Any assignments you complete in this course that cover any of the Microsoft Office software will be completed through the use of a simulated Microsoft Office environment within MyITLab. Access to the actual software is, however, recommended in order to make the most of your learning experience. If you have access to the CSU campus, the Microsoft Office 2007 software is available in the main computer lab in the first floor of the CCT building or in the Computer Science lab in CCT 450.

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**Getting Help**

During each week of the course, I will provide a discussion area within MyITLab entitled "Questions about Week X?" where X will be the given week. If you have a question about an assignment or need help with an assignment in any given week, please post your question in that discussion area.

Student assistants in the Computer Center and in the open lab on campus can
help you with basic computer-related problems (such as logging onto the network, saving your work, etc.), but they are not obligated and may not possess the necessary skills to help you with your assignments. Tutors in the School of Computer Science tutoring lab (CCT 450) can help you with the assignments. Their schedule is typically posted in the School of Computer Science office. Do not ask the tutors to do assignments for you. They are instructed to assist you in understanding concepts only.

For other general computer related problems or questions, please contact the CINS computer help desk at 706-507-2910 or email helpdesk@colstate.edu.

For help with MyITLab, please contact the MyITLab Student Technical Support:

http://www.myitlab.com/support_student.asp

For other information related CSU, please see the Student Resources section of the CSU Online Web site:

http://online.colstate.edu/student_resources.asp

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**Academic Honesty/Plagiarism Policy**

Academic dishonesty includes, but is not limited to, activities such as cheating and plagiarism (http://aa.colstate.edu/advising/a.asp#AcademicDishonestyAcademicMisconduct). It is a basis for disciplinary action. Any work turned in for individual credit must be entirely the work of the student submitting the work. All work must be your own. For group projects, the work must be done only by members of the group. You may share ideas but submitting identical assignments (for example) will be considered cheating. You may discuss the material in the course and help one another with debugging; however, any work you hand in for a grade must be your own. A simple way to avoid inadvertent plagiarism is to talk about the assignments, but don't read each other's work or write solutions together unless otherwise directed by me. For your own protection, keep scratch paper and old versions of assignments to establish ownership until after the assignment has been graded and returned to you. If you have any questions about this, please contact me immediately. For assignments, access to notes, the course textbooks, books and other publications is allowed. All work that is not your own, MUST be properly cited. This includes any material found on the Internet. Stealing or giving or receiving any code, diagrams, drawings, text or designs from another person (CSU or non-CSU, including the Internet) is not allowed. Having access to another person's work on the computer system or giving access to your work to another person is not allowed. It is your responsibility to prevent others from having unauthorized access to your work.

**No cheating in any form will be tolerated.** Penalties for academic dishonesty may include a zero grade on the assignment or exam/quiz, a failing grade for the course, suspension from the Computer Science program, and dismissal from the program. All instances of cheating will be documented in writing with a copy placed in the School's files. Students will be expected to discuss the academic misconduct with the faculty member and the chairperson. For more details see
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<td>CSU does not guarantee the confidentiality of information shared by students in the course environment. Therefore, students should not share any confidential information from employers unless explicitly released for public use.</td>
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<td>ADA Accommodation Notice</td>
<td>If you have a documented disability as described by the <strong>Rehabilitation Act of 1973</strong> (P.L. 933-112 <strong>Section 504</strong>) and <strong>Americans with Disabilities Act (ADA)</strong> and would like to request academic and/or physical accommodations please contact Joy Norman at the <strong>Office of Disability Services</strong> in the Center for Academic Support and Student Retention, Tucker Hall (706) 568-2330, as soon as possible. Course requirements will not be waived but reasonable accommodations may be provided as appropriate.</td>
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