IFT 100: Introduction to Information Technology
Spring 2020 - Spring Session A ONLINE
 Credits: 3   Prerequisites: None

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Email and Internet: ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. All instructor correspondence will be sent to your ASU email account.

Office Hours: I will be available Sunday from 12:00 pm to 3:00 pm every week or by appointment. All times are Arizona time zone.

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Course Description

This course covers fundamental computer concepts and terminology; history of computers, current hardware and software, major applications of computers, database concepts, telecommunications and networking technologies, and an introduction to programming and web design.

Course Perspective

This course covers the essential concepts of computer fundamentals by introducing the student to Information Technology (IT) and how technology is used to enhance productivity. The student will be exposed to how computers and technology impact society. The course explains computer and networking systems at the macro level. A basic understanding of computer architecture is incorporated into this introductory course.

Course Learning Objectives

- Describe the basic terminology of Computers and the use of Internet
- Describe how Information Technology drives growth in Computer and Networking Systems
- Produce a professional looking Word document, PowerPoint presentation, Excel Spreadsheet, and a relational database using Access
- Assess the knowledge gained through hands-on lab tasks and weekly activities
- Integrate Word, Excel, Access and PowerPoint
- Select and analyze the technologies used for multimedia needs
- Analyze the technologies used in modern information communications technology (ICT) information transfer
- Collaborate with peers to develop and respond to questions and information on new technology, ideas and developments

Course Schedule

The course schedule will be posted in Canvas

Note: The instructor has the right to modify the syllabus (course schedule, rubrics) as needed.

Canvas Help

Canvas will be used exclusively for this course. If there are technical issues, please contact the ASU Help Desk and ask for LMS support. They are available to help 24/7 and can be reached at https://contact.asu.edu/ or by calling 1 (855) 278-5080.

Textbook Requirements

ISBN-13: 978-1260441871
CompTIA IT Fundamentals+ All-in-One Exam Guide, Second Edition (Exam FC0-U61) 2nd
Edition

You can purchase this book online through the School bookstore or Amazon.com. You do not
need any activation codes or online content, so if you want to buy a used version of the book
that's fine, just make sure that it is the second edition.

If you buy this book brand new it will give you 10% off an exam voucher. This class will not
require you to take the exam or pass the certification in order to pass the class. If you do all the
reading and participate in all areas of the class, as you should, you well be set to take this
certification and the end of the semester. I will explain more about IT certs in the first lesson, but
they are an important part of the requirements to getting hired in the IT field. I highly encourage
you to take and pass as many as you can before you graduate.

This book is required reading and will account for a good portion of your grade, so buy it sooner
rather than later, as it will be hard to catch up without it. Failure to purchase the book for any
reason, including being out of stock, will not exclude you from completing the course work.

Computer Requirements
- A web browser (Google Chrome, Mozilla, etc.)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Office 365 Suite

Technology Used in this Class
- Canvas – canvas.asu.edu
- Zoom – asu.zoom.us
- Slack – asu.enterprise.slack.com
- Microsoft Office 365 – office365.asu.edu
- Google.com – google.com

Late or Missed Assignments
- Notify the instructor BEFORE an assignment is due if an urgent situation arises and the assignment will not be submitted on time.
- All assignments MUST be submitted to the designated area of Canvas. Do not submit an assignment via email, **it will not be accepted!**
- Late assignments receive a 50% deduction for being late.
- Assignments are late if assignments are not posted by the due date specified in the course schedule.
- Late assignments are accepted up to the last day of class.
- Technological issues are not considered valid grounds for late assignment submission. In the event of an Arizona State University service outage, students should contact the instructor and when systems are restored, submit those assignments according to syllabus instructions.
- Unless an Incomplete grade has been granted, learner assignments submitted <u>after</u> the last day of class will not be accepted.

Grades
- Assignments, due dates, points available and total points available for the course will be posted on Blackboard.
- Final grade is computed by totaling the exam and assignment scores.

COURSE GRADING	
>= 98.0 <= 100.0	**A+**
>= 93.0 < 98.0	**A**
>= 90.0 < 93.0	**A-**
>= 88.0 < 90.0	**B+**
>= 83.0 < 88.0	**B**
>= 80.0 < 83.0	**B-**
>= 78.0 < 80.0	**C+**
>= 70.0 < 78.0	**C**
>= 60.0 < 70.0	**D**

< 60.0	E

Classroom Policies

Academic Conduct and Responsibility

Violation of these standards can lead to dismissal from the class and/or the university. For assignments, the use of research is encouraged and welcomed. To protect from plagiarism, you are required to properly use citations. For help with citations, refer to APA www.apastyle.org.

Academic Integrity

The Academic Integrity Policy for ASU can be found at http://provost.asu.edu/files/AcademicIntegrityPolicyPDF.pdf.

- Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments.
- Arizona State University maintains the highest standard for academic honesty and trusts that each student will perform ethically and professionally when preparing required work for this course.
- Each assignment must represent the student's collective original work, even for work designated as group work.
- Although ASU encourages collaboration between students, and faculty, in the sharing of ideas and experiences, individual work needs to represent the student's original thought and be distinguishably different from other students work.
- While discussions between students are encouraged, cheating will not be tolerated. Any student found cheating on an exam, a quiz, or assignment may be given a failing grade for the course and flagrant violations can result in additional consequences.
- You are cheating if you represent someone else's work as your own or if someone else represents your work as theirs.
- All graded work (exams, homework assignments, as well as any written exercises or quizzes) in this class must represent your own individual work only.
- Students may discuss the conceptual aspects of an assignment, and students must turn in their own, independently developed solutions.
- Grading will include comparing the structure and content of your solution with that of other students.
- By registration in this class, you are assumed to have read, understand and agreed to this policy, as well as to the procedures conveyed at the web sites below.

  - Academic integrity policy: https://provost.asu.edu/academicintegrity/

  - Student code of conduct: https://eoss.asu.edu/dos/srr/codeofconduct

  - Student life's Student Academic Integrity Policy:

  - http://www.asu.edu/studentlife/judicial/integrity.html

  - Fulton School of Engineering's Academic Integrity Information Page:

Drop and Add Dates/Withdrawals

It is the responsibility of the student to withdraw from this class. This course adheres to a standard schedule and may be part of a sequenced program, therefore, there is a limited timeline to drop or add the course.

Withdrawal date deadlines can be found in the schedule of classes at www.asu.edu. Anyone that does not complete their assignments and exams and does not withdraw from the class will receive an 'E' grade. Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal, and a Grade of Incomplete.

Grade Appeals

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the University Policy for Student Appeal Procedures on Grades.

ADA Statement

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you believe you have a disability requiring an accommodation please contact the Disability Resource Center at ASU Polytechnic located in Sutton Hall, Suite 240, phone 480-727-1039 / TTY: 480-727-1009. Eligibility and documentation policies online: http://www.asu.edu/studentaffairs/ed/drc/

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Discussion Requirements

- Post a minimum of 3 posts per Discussion topic (thread created by the faculty).
- First post (initial) is to answer the Discussion Question
- Remaining 2 posts (responses) are response to another students' post **which is required to add more content to the discussion.**
- Posting on a minimum of 2 different days for participation. It is not acceptable to post initial and responses on the same day.
- All posts are required to follow APA Guidelines.
- Make sure you understand the Discussion Rubric

Grading:

All conversation happens within the lesson weeks' time and no points awarded when done after the respective lesson week module is concluded.

First/Initial Post – Answer to the Question: 15 points
Second/Response Post -   Response to another student's question: 15 points

Discussion Rubric

Your post will be measured on the following criteria for each Post:

Participation Quality - 5 points
- All assigned discussion topics were answered completely
- Posts were on topic
- All posts demonstrated analysis of the topic and added new content to the discussion.
- Follow Netiquette in the Discussion Forums
- The posts to be **no less than 100 words. (100 to 200 words)**

Timing -   5 points
- Post were posted on time:
- Posts made to Weekly Discussion topic on at least 2 different days

Clarity and Organization of Writing (using APA) – 5 points
- Posts were organized and logical
- No spelling or grammatical errors
- References were used and in correct format.
- Citation is used and in correct format.

Discussion Guidelines

To ensure your success as a contributor to Discussions and as a student in this class, we suggest the following guidelines for posting:

- Make sure your contribution adds something new to the Discussion. A simple "I agree" may be your initial response, then you can think about how you can take the conversation to the next level.
- Make your posting clear and easy to follow by dividing longer messages into paragraphs.
- Address classmates by name or user name, and sign your own messages.
- Feel free to pose new questions to your classmates within your own message.
- Use correct spelling, capitalization, grammar, syntax, and punctuation.
- If you plan on posting a lengthy response, it is a good idea to type your response in Microsoft® Word® or Notepad™, then copy and paste it into the Discussion area. This way you will always have a record of your communication if for some reason you lose your connection to the course.

Netiquette in the Discussion Forums

Your comfort level with expressing ideas and feelings in writing will add to your success when you are communicating with your peers or your professor in an online setting. The ability to write is necessary, and you need to understand what is considered appropriate when communicating online.

The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As an ASU student, you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

- Wait to respond to a message that upsets you and be careful of what you say and how you say it.
- Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
- Never post a message that is in all capital letters — it comes across to the reader as SHOUTING! Use boldface and italics sparingly, as they can denote sarcasm.
- Keep messages short and to the point.
- Always practice good grammar, punctuation, and composition. This shows that you have taken the time to craft your response and that you respect your classmates' work.
- Keep in mind that Discussion Boards are meant to be constructive exchanges.
- Be respectful and treat everyone as you would want to be treated yourself.
- Use spell check!