



# IS 102 – WB Introduction to Computer Applications and Technology

## Self-Paced Course - Web Based

Session begins on the 1<sup>st</sup> day of enrollment month and ends on the last day of the 6<sup>th</sup> month.

### Instructor Information

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**Instructor Name:** Scott Hagberg

**UIU Faculty Email:** [hagbergs@uiu.edu](mailto:hagbergs@uiu.edu)

**Telephone number:** 563-425-5200 or 1-800-553-4150

**Availability:** Typically available in the evenings until 8 PM

If you need to contact Upper Iowa University, please call the toll-free number (800) 553-4150.

### Course Description

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**Semester Credits:** 3 credits

**Catalog Course Description:** This course is an introduction into the computer applications and technology and their social implications. The course covers popular applications for personal and business use, including: Office Suite, image, audio, web, backup and security applications. The course also covers the foundational technologies enabling these applications, including: hardware, software, and communications devices.

This course meets the general education requirement in computer skills.

**Prerequisites:** None

**Credit Hour Policy:** As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

*For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: [UIU Policies](#).*

## Course Required Materials & Resources

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It is the student's responsibility to make sure the student has access to all required course materials by the start of the session.

### **Discovering Computers 2018**

**Authors:** Vermaat, Misty E. / Sebok, Susan L. / Freund, Steven M.

**Edition:** 2018

**Publisher:** Cengage Learning

**ISBN-13:** 978-1-337-28510-0

**ISBN-10:** 1-337-28510-2

**Format:** Paperback



**Ordering Textbooks.** Purchase your textbook through the online university bookstore, [BNC Virtual](#), or by phone at (800) 325-3252.

## Course Outcomes

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- Understand technological concepts, systems and operations
- Use technology to communicate
- Use technology to gather and analyze information
- Use technology to enhance their creative, critical thinking, problem solving and decision-making skills
- Understand the social implications of technology

## Program Student Learning Outcomes

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- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- Communicate effectively in a variety of professional contexts.
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- Support the delivery, use, and management of information systems within an information systems environment.

## General Education Assessment

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Upper Iowa University General Education program is guided by the Peacock Pillars and promotes foundational learning in multiple disciplines. The four Peacock Pillars (demonstrate technological literacy, exercise critical thinking across disciplines, communicate effectively, and engage as members of a diverse community) are student learning outcomes achieved by all Upper Iowa University graduates, and represent critical skills necessary for meaningful participation in society. The Pillars assessed by this course are indicated below:

- Demonstrate technological literacy

## Course Requirements and Grading Criteria

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### Course Requirements

The course is completely developed in uiuLearn and consists of 8 Units. All course materials will be available and all work should be completed in uiuLearn. Completion of a unit will release the subsequent unit. Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it is important to maintain a regular schedule, if possible, to complete all course work. It is too easy to set work aside and decide to do it later.

### Student Autobiography

Student Autobiography is the first assignment in Unit 1. This is your opportunity to introduce yourself to me. Please include your hobbies, academic interests, academic goals, career

goals, and some about your family. Submit this autobiography as an MSWord document to the Student Autobiography Assignment submission folder under Unit 1 in uiuLearn.

## **Participation**

### **Discussions and Participation**

There are two parts for a discussion - Initial Response to Discussion Question (DQ) and Commenting on the Feedback provided by the instructor.

#### **Initial Response to Discussion Question and Commenting on the Feedback**

##### **Initial Response to Discussion Question**

You are expected to research and post a substantive response in your own words to the topic with at least one reference and a minimum of 150 words.

##### **Commenting on the Feedback**

Your instructor will provide feedback to your initial response. Review the feedback and post a comment to the discussion.

## **Assignments**

### **Terminology Assignments**

Terminology (Terms) Assignments are short answer and related to the content of the textbook. They may require additional research outside of the textbook. They will also expose the student to some of the features of Microsoft Office.

### **Technology Projects**

Technology (Tech.) Projects give the student the opportunity to analyze and use technology such as Internet search, website development, audio editing, image editing, video auditing, and Office applications (presentation, word processing, spreadsheet, and database). Detailed directions and submission instructions for each project can be found in the course under the Unit in which the project is due.

## **Assessments**

### **Midterm Exam**

The midterm exam contains multiple-choice questions covering the material from the first half of the course. The midterm exam is 100 questions and has a time limit of 1 hour 15 minutes.

### **Final Project (General Education Project)**

The final project is a comprehensive project applying the Unit terms and technologies discussed throughout the course. Detailed directions and submission instructions for the final project can be found in the course under Unit 7 and the completion is due in Unit 8.

### **Final Assessment**

The comprehensive final exam contains 160 multiple choice questions. The final exam has a time limit of 2 hours.

### **Grading Criteria**

The course letter grade will be based on the grading criteria outlined in the table below.

<b>Activity/Criteria</b>	<b>Points</b>
Discussion Question - Initial Response Discussion Question - Response and Comment on the Feedback	138
Technology Assignments (13 x 34 points)	442
Chapter Terms Assignments (5 x 20 points)	100
Final Project	120
Midterm Exam	100
Final Exam	100
<b>TOTAL</b>	<b>1000</b>

### **Grading Scale**

This course will use the following scale:

Letter Grade	Points / Percentage
A	930 – 1000 / 93-100%
A- (minus)	900 – 929 / 90 - 92%
B+	870 - 899 / 87 - 89%
B	830 - 869 / 83 - 86%
B- (minus)	800 – 829 / 80 - 82%
C+	770 – 799 / 77 - 79%
C	730 – 769 / 73 - 76%
C- (minus)	700 – 729 / 70 - 72%
D+	670 – 699 / 67 - 69%
D	630 – 669 / 63 - 66%
D- (minus)	600 - 629 / 60 - 62%
F	0 – 599 / 0- 59%

## Grades and Feedback

I will post grades in the Gradebook and provide feedback in the relevant areas in uiuLearn. This syllabus contains all assignments necessary for completing your self-paced course. Submit your completed assignments via uiuLearn.

If you need assistance with the course, please feel free to contact the Self-Paced Degree Program office.

To protect the integrity of the final assessment/exam, you only receive your final grade on the exam; you do not receive any feedback on the answers to the exam questions. The answers to the questions on the exam are not shared with students. Please remember to stay academically honest.

## Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

## Course Schedule

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Course units should be completed in the order they are shown in the table below. Within units, the non-graded materials should be read and reviewed prior to completing the graded materials.

1. Review the **entire** course syllabus before beginning the course. Be sure you understand the course procedures and objectives. Procedures do change, so please review **ALL** requirements and policies even if this is not your first course including, but not limited to, administrative withdrawal. Your course status will be affected if policies are not followed.
2. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.
3. The feedback you receive from the instructor of your work is **critical** to your success on subsequent lessons. These comments allow you to improve and modify the next units if necessary.
4. Assignments are submitted using uiuLearn. Please complete all assignments and modules in order.
5. If the information in your syllabus is not clear or if units are not graded within a reasonable period of time, please contact your instructor using uiuLearn's email tool, if that doesn't work contact the Self-Paced Program office. We would like the opportunity to address concerns, however, we may not know unless we hear from YOU!
6. **ALWAYS** keep a copy of your completed work when submitting it for grading.

## Unit 1

Unit 1 Topic	Chapter 1: Introducing Today's Technologies Chapter 2: Connecting and Communicating Online
Activities	Read: Course Syllabus, About the Instructor and Chapters 1 and 2 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Tech Assignment B – Terms Assignment –

## Unit 2

Unit 2 Topic	Chapter 3: Computers and Mobile Devices Chapter 4: Programs and Apps
Activities	Read Chapter 3 and 4 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Tech Assignment B – Terms Assignment –



## Unit 3

Unit 3 Topic	Chapter 5: Digital Security, Ethics, and Privacy: Chapter 6: Computing Components
Activities	Read Chapter 5 and 6 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Tech Assignment B – Terms Assignment –

## Unit 4

Unit 4 Topic	Chapter 7: Input and Output
Activities	Read Chapter 7 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Tech Assignment B – Mid Term Exam –

## Unit 5

Unit 5 Topic	Chapter 8: Digital Storage Chapter 9: Operating Systems
Activities	Read Chapter 8 and 9 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Tech Assignment B – Terms Assignment –

## Unit 6

Unit 6 Topic	Chapter 10: Communicating Digital Content Chapter 11: Building Solutions
Activities	Read Chapter 10 and 11 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Tech Assignment B – Terms Assignment –

## Unit 7

Unit 7 Topic	Chapter 12: Working in the Enterprise
Activities	Read Chapter 12 Topics Overview
Discussion	DQ 1 – DQ 2 – DQ 3 – Comment on Feedback in all Discussion threads –
Assignments	Tech Assignment A – Start Final Project – (in Unit 7/ Unit 8)

## Unit 8

Unit 8 Topic	Topics Overview
Activities	Review Previous Covered Chapters
Discussion	DQ 1 – DQ 2 – Comment on Feedback in all Discussion threads –
Assignments	Final Project – Final Exam –

## Course Expectations

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### Email

Upper Iowa University employees and students are issued an UIU email account ([doej@uiu.edu](mailto:doej@uiu.edu)). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

### Technology Requirements

Access to a reliable up-to-date computer, updated virus protection, and an Internet connection are necessary to access course materials and complete course activities.

Note: You are responsible for ensuring that you have a reliable up-to-date computer, updated virus protection, and Internet connection to access the course materials and complete course activities. You need to make alternate arrangements in case of unexpected computer and Internet problems. Remember to regularly back up course files to avoid data loss in the event of hardware failure or user error.

### Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

## University Policies

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University Policies are listed in detail within the course content on uiuLearn. Students are responsible for reviewing and understanding the applicable policies.

### Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period\* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

\*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to [uiu.edu/financialaid](http://uiu.edu/financialaid).

## Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Students through the cpacredits.com partnership follow the withdrawal policy listed above. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

## Extension

Students will be allowed to request an extension and receive an 'X' (-extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**

- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

#### Extension grade details

- When the extension is granted and an “X” grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An ‘X’ grade posted to the student’s official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

## Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. The Application Packet for New Students can be found here: [Student Accessibility Services](#). In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student’s advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Contact the Director at (563) 425-5949, [accessibility@uiu.edu](mailto:accessibility@uiu.edu), whose office is on the 2nd floor of the Student Center, Office of Student Life, Room 229.

## Copyright Statement

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In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

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