



Course Syllabus

IS 102 - Intro Cmptr Appl & Tech

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Robin Deitsch

UIU Faculty Email: deitschr@uiu.edu

Course Description

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.

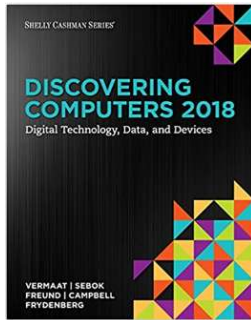
Prerequisites: None

Course Fee: 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](#).



Discovering Computers 2018

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

Important Information

SIMnet for Word, Excel, and Powerpoint 365/2019 is NOT required for this course.

Course Outcomes

- 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

- 1. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- 2. Communicate effectively in a variety of professional contexts.

- 3. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
- 4. Support the delivery, use, and management of information systems within an information systems environment.

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Assignments

Reflection Assignments

Each response must be at least 150-word minimum.

You must include references for Reflection Questions 1 and 2, as part of this assignment is researching the topics that are asked about. Include the reference to those sources using APA format. The content of your responses should be substantive and supported by the Learning Activities for each unit.

Terminology Assignments

Terminology (Terms) Assignments are short answers 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 editing, 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 on Tuesday 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

Activity	Points
Student Introductions	0
Reflection Questions (23 X 6 points)	138
Technology Assignments (13 x 34 points)	442
Chapter Term Assignments (5 x 20 points)	100
Final Project	120
Midterm Exam	100
Final Exam	100
TOTAL	1000

Grading 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%

Extension Policy

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 re-enroll 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.

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

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.

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Course Schedule

Unit 1-7 is Monday through Sunday. Unit 8 is Monday through Thursday.

Due dates posted in uiuLearn (Any additional due dates will be discussed in class.)

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
Reflection	Student Introductions
Questions	RQ 1 - DQ 3
Assignments	Tech Assignment A Tech Assignment B Terms Assignment

Week 2

Week / Unit 2 Topic	Chapter 3: Computers and Mobile Devices Chapter 4: Programs and Apps
Activities	Read Chapters 3 and 4 Topics Overview
Reflection	
Questions	RQ 1 - RQ 3
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 Chapters 5 and 6 Topics Overview
Reflection Questions	RQ 1 - RQ 3
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
Reflection Questions	RQ 1 - RQ 3
Assignments	Tech Assignment A Tech Assignment B Midterm Exam

Unit 5

Unit 5 Topic	Chapter 8: Digital Storage Chapter 9: Operating Systems
Activities	Read Chapters 8 and 9 Topics Overview

Unit 5 Topic	Chapter 8: Digital Storage Chapter 9: Operating Systems
Reflection	RQ 1 - RQ 3
Questions	
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 Chapters 10 and 11
	Topics Overview
Reflection	RQ 1 - RQ 3
Questions	
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
Reflection	RQ 1 - RQ 3
Questions	
Assignments	Tech Assignment A
	Start Final Project – (DUE IN Unit 8)

Unit 8

Unit 8 Topic	Topics Overview
Activities	Review Previous Covered Chapters
Reflection	RQ 1 - RQ 2
Questions	
Assignments	Final Project
	Final Exam

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (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.

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](#). Respect the opinions of others using appropriate language and communications.

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University 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.

Students who have registered for this course through our partnership are required to follow the withdrawal policy outlined on the partnership website. Please refer to the partnership site for official withdrawal procedures and deadlines.

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/financial aid](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. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

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. 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.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.