



UNIVERSITY OF DENVER—COLORADO WOMEN'S COLLEGE

ITS 1670: Information Technology Today

Spring/2014: Thursday/6pm – 9:50pm

Class Session Dates (September 8th through November 14th)

INSTRUCTOR'S NAME: Shelley Rossell

Voice Mail: 303-351-2271; Email srossell@du.edu

I will respond to email or voicemail messages within 48 hours.

PREREQUISITES:

Students are responsible for completing course prerequisites before registering for a class. Students may be removed from a course for which they have not fulfilled the prerequisite course work.

COURSE DESCRIPTION:

The course is an overview of information technology, how IT systems work and how they are used in organizations and everyday life. Topics include its history and impact on organizations, how computers work, software applications and databases, the uses of technology, issues of security and the ethical use of technology.

STUDENT LEARNING OUTCOMES:

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

1. Understand the components of an information system and describe their functions.
These include:
 - a) The computer system hardware and the way it works
 - b) The software, including Microsoft applications and system software
 - c) Networks to which a computer may be attached, including the Internet
 - d) Databases
2. Appreciate the evolution of the computer over history and understand future trends for computing.
3. Understand the societal and ethical issues surrounding using computers in business, organizations and society.

ACADEMIC INTEGRITY:

Colorado Women's College fully endorses the University of Denver's Honor Code and the procedures put forth by the Office of Citizenship and Community Standards. Academic dishonesty—including plagiarism, cheating, and falsification of data and research—is in violation of the code and will result in a failing grade for the assignment or for the course.

As student members of a community committed to academic integrity and honesty, it is your responsibility to become familiar with the DU Honor Code and its procedures (www.du.edu/honorcode).

COURSE TEXTS AND MATERIALS: *The following are required.*

1. **Textbook:** *Discovering Computers 2012: Introductory* by Gary B. Shelly - Shelly Cashman Institute & Misty E. Vermaat - Purdue University Calumet
2. **Connectivity:** You must have Internet access to take the on-line tests and complete the homework. If you need help configuring your own laptop to access DU's web site and servers, the TWC Pioneer Resource Center computer lab can provide you with assistance.
3. **Canvas:** We will make extensive use of the Canvas system in this course. All course materials, including the syllabus, assignments and on-line tests are accessed via Canvas. You can access Blackboard directly at **canvas.du.edu**.

COURSE REQUIREMENTS (*here you may include points, percentages, and calculations as needed per requirement and for totals*)

Activity	Points
6 On-line tests (50 points each)	300
Research paper	300
MS-Office demo	150
Assignment 1: PGP encryption	100
Assignment 2: Social networking	100
Class participation and reading assignments	50
Total Points Possible	1000

1.

Percentage	Grade
95-100	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0-59	F

ATTENDANCE AND PARTICIPATION

Attendance is mandatory in all class sessions. Active participation in class and online discussions is also required and will be a determiner in a student's final grade. An absence, for any reason, will result in forfeiting points for in-class student presentations. These may not be made up in another class session. If an emergency arises, it is the student's responsibility to contact her instructor.

A grade of incomplete will be granted only under special circumstances as determined by the instructor. <http://www.du.edu/registrar/records/incompletetpolicy.html>

TECHNOLOGY USE IN THE CLASSROOM

In order to create and maintain an optimal learning environment in the classroom, students should use technology appropriately as directed by the instructor for the purposes of the course. Work done on laptops, cell phones, and other devices that is not relevant to the class can hinder the process of communication and shared discussion of ideas that require full engagement by all participants.

ADA ACCOMMODATIONS

Students who require accommodations under the Americans with Disabilities Act must contact the instructor to discuss their needs. Failure to notify the instructor immediately may hinder the college's ability to accommodate accordingly. Students with learning disabilities should also contact the University Disability Services Program at <http://www.du.edu/studentlife/disability/>. University Disability Services houses the Learning Effectiveness Program (LEP) and the Disability Services Program (DSP).

OBSERVATION OF RELIGIOUS HOLIDAYS

Students wishing to observe a religious holiday not celebrated on the academic calendar may do so provided advanced written notice is given the instructor during the first two weeks of the quarter. With advanced written notice, the absence will be considered an excused absence. For additional information, contact DU's Center for Religious Services (<http://www.du.edu/crs/>).

DIVERSITY, INCLUSIVENESS, RESPECT

CWC is committed to fostering a diverse learning community that is inclusive and respectful. We encourage and appreciate expressions of different ideas, opinions, and beliefs, so that conversations and interactions that could be potentially divisive instead turn into opportunities for intellectual and personal growth. Respecting what others say, their right to say it, and listening to each other are the ways that we all can further thoughtful and enlightening dialogue.

COURSE SCHEDULE (PROPOSED)

NOTE: THIS SCHEDULE IS SUBJECT TO CHANGE. CHECK THE COURSE SCHEDULE IN CANVAS FOR THE MOST UPDATED VERSION

Week	In-Class	Preparation for Class / Due
1	<ul style="list-style-type: none">▪ Introductions▪ Review course Canvas site▪ Review syllabus and assignments▪ Chapter 1 class discussion▪ Review research topic expectation▪ Brainstorm MS-Office features	<ul style="list-style-type: none">▪ Read Chapter 1 – Introduction to Computers▪ MS-Office: Think about the features of Word, Excel, and PowerPoint and what you'd like to how to do, or learn more about.
2	<ul style="list-style-type: none">▪ Chapter 2 class discussion▪ Propose your research topic▪ MS-Office: Brainstorm cont'd and demo topic selections▪ Research paper outline and paper expectation review▪ Assignment 1 review	<ul style="list-style-type: none">▪ Read Chapter 2 – The Internet and the Web▪ DUE: Introduction to Instructor▪ DUE: Propose research topic
3	<ul style="list-style-type: none">▪ Applications▪ Chapter 3 class discussion	<ul style="list-style-type: none">▪ Read Chapter 3 – Application Software▪ DUE: Assignment 1

4	<ul style="list-style-type: none"> ▪ Chapter 4 class discussion ▪ Guest Lecture: Careers in IT 	<ul style="list-style-type: none"> ▪ Read Chapter 4 – Components of the System Unit ▪ DUE: Research paper detailed outline and source list
5	<ul style="list-style-type: none"> ▪ Chapters 5 and 6 class discussion 	<ul style="list-style-type: none"> ▪ Read Chapters 5 and 6 – Input & Output
6	<ul style="list-style-type: none"> ▪ MS-Office demos ▪ Assignment 2 review 	<ul style="list-style-type: none"> ▪ DUE: MS-Office Demos
7	<ul style="list-style-type: none"> ▪ Chapter 9 class discussion ▪ MS-Office demos cont'd 	<ul style="list-style-type: none"> ▪ Read Chapter 9 – Communications and Networks ▪ DUE: Research paper draft
8	<ul style="list-style-type: none"> ▪ Chapter 10 class discussion ▪ Database exercise 	<ul style="list-style-type: none"> ▪ Read Chapter 10 – Databases ▪ DUE: Assignment 2
9	<ul style="list-style-type: none"> ▪ Chapter 11 class discussion 	<ul style="list-style-type: none"> ▪ Read Chapter 11 – Computer Security and Safety, Ethics, and Privacy ▪ DUE Research paper
10	<ul style="list-style-type: none"> ▪ Research project presentations ▪ Recap of the class 	<ul style="list-style-type: none"> ▪ DUE: Research paper class presentation