



Undergraduate Course Syllabus

IT 100: Introduction to Information Technology

Center: Online

Course Prerequisites

None

Course Description

This is the fundamental computer fluency course required for all Southern New Hampshire University students. It is designed to promote a working knowledge and understanding of computer information technology concepts, skills and capabilities that support academic and professionally related goals and requirements. Students learn about the application and science of information technology. Concepts to master include the fundamentals of computer information technologies along with issues that affect people today such as : Internet and other network technologies, web publishing, digital media, hardware, software, file and database management, information security, viruses, and spyware, social impact, as well as algorithmic thinking and the limits of computation. Students develop capabilities such a managing complexity, assessing the quality of information, collaborating and communicating using IT, anticipating technological change and thinking abstractly and critically about IT. Students develop computer-related skills in support of their college studies and career goals. This is accomplished, in part, by the mastery of word processing, spreadsheet, presentation, and database software.

Course Outcomes

- Set-up a personal computer
- Use basic operating system facilities
- Use a word processor to create a document
- Use a graphics or artwork package to manipulate an image
- Connect a computer to the Internet
- Use the Internet to locate information
- Use a computer to communicate with others
- Use a spreadsheet to model a simple process
- Use a database to access information
- Use on-line help and instructional materials
- Web publishing
- Effective application of IT for communications

Concepts Fundamental knowledge underpinning IT.

- Fundamentals of computers
- Organization of information systems
- Fundamentals of networks
- Digital representation of information
- Structuring information
- Modeling and abstraction
- Algorithmic thinking and programming
- Universality
- Limitations of Information Technology
- Social impact of computers and technology (including predictable futures, security, privacy and ethics)
- PC security (including, virus, firewall, spyware, and popup ads)
- Intellectual property right issues (copyright, patent, global web vs. local trademarks)
- Future trends

Capabilities Applying higher-level thinking processes to IT problems.

- Engage in sustained reasoning
- Manage complexity
- Test a solution
- Find problems in a faulty use of IT
- Navigate a collection and assess quality of the information
- (critical thinking in the context of IT sources & results)
- Collaborate using IT
- Communicate using IT about IT
- Expect the unexpected
- Anticipate technological change
- Think abstractly about Information Technology

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

IT-100: Access code for MyITLab, which includes the following eBook:

MyITLab Access Code

Southern New Hampshire University

Pearson Custom

10th Edition

ISBN: 9781269869881

MBS Direct SKU #: 1508859

Optional Materials:

Technology in Action, Complete (physical textbook)

Evans, Alan

Pearson

10th Edition

2014

9780133056228

Instructor Availability and Response Time

Your class interaction with your instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be active in Blackboard at least five days a week, and you will normally communicate with your instructor in the open Blackboard discussion forum so that your questions and the instructor's answers benefit the entire class. You should send emails directly to your instructor only when you need to discuss something of a personal or sensitive nature, and in those cases your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
MyITLab Introduction: Getting Started: Quiz	1	20	20
Discussion	8	30	240
MyITLab Simulations			
Module 2	2	10	20
Module 4	3	10	30
Module 5	3	10	30
Short Paper	1	120	120
PowerPoint Presentation	1	140	140
MyITLab Exams	5	80	400
		Total Course Points:	1000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Points</u>	<i>Total Points: 1,000</i>	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

*Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

Weekly Assignment Schedule

The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. All assignments are due by 11:59 p.m. Eastern Time on the last day of the module week.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	Using Technology to Change the World MyITLab Readings and Resources: Technology in Action Module One in MyITLab for Chapter 1 (etext, Sound Bytes) 1-1 MyITLab Introduction: Getting Started: Quiz 1-2 Discussion: Technology: How Has It Impacted Your Life?

2	<p>Looking at Computers: Understanding the Parts</p> <p>MyITLab Readings and Resources: Technology in Action; and Skills for Success Microsoft Office 2013 Volume 1</p> <p>Module Two in MyITLab for Chapter 2 and Chapter 6 (etext, Active Helpdesks, SoundBytes)</p> <p>2-1 Discussion: Your Ideal Computer</p> <p>2-2 MyITLab Word Chapter 2 Hands-On Exercise 1 Skill-Based Training</p> <p>2-3 MyITLab Word Chapter 2 Hands-On Exercise 2 Skill-Based Training</p> <p>2-4 MyITLab Exam One</p>
3	<p>Using the Internet</p> <p>MyITLab Readings and Resources: Technology in Action</p> <p>Module Three in MyITLab for Chapter 3 and Chapter 13 (etext, Active Helpdesks, SoundBytes)</p> <p>3-1 Discussion: The Power of Google</p> <p>3-2 Short Paper: (Crowd)surfing the Internet</p>
4	<p>Operating Systems and File Management</p> <p>MyITLab Readings and Resources: Technology in Action; and Skills for Success Microsoft Office 2013 Volume 1</p> <p>Module Four in MyITLab for Chapter 5 (etext, Active Helpdesks, SoundBytes) and Excel 2013 Chapter 1</p> <p>4-1 Discussion: Open Source Software</p> <p>4-2 MyITLab Excel Chapter 1 Hands-On Exercise 1 Skill-Based Training</p> <p>4-3 MyITLab Excel Chapter 1 Hands-On Exercise 2 Skill-Based Training</p> <p>4-4 MyITLab Excel Chapter 1 Hands-On Exercise 3 Skill-Based Training</p> <p>4-5 MyITLab Exam Two</p>
5	<p>Application Software: Programs for Work and Play</p> <p>MyITLab Readings and Resources: Technology in Action, and and Skills for Success Microsoft Office 2013 Volume 1</p> <p>Module Five in MyITLab for Chapter 4 and Chapter 11 (etext, Active Helpdesks, SoundBytes) and Excel 2013 Chapter 2</p> <p>5-1 Discussion: Analytics</p> <p>5-2 MyITLab Excel Chapter 2 Hands-On Exercise 1 Skill-Based Training</p> <p>5-3 MyITLab Excel Chapter 2 Hands-On Exercise 2 Skill-Based Training</p> <p>5-4 MyITLab Excel Chapter 2 Hands-On Exercise 3 Skill-Based Training</p> <p>5-5 MyITLab Exam Three</p>
6	<p>Networking and Security</p> <p>MyITLab Readings and Resources: Technology in Action, and Skills for Success Microsoft Office 2013 Volume 1</p> <p>Module Six in MyITLab for Chapter 7 and Chapter 12 (etext, Active Helpdesks, SoundBytes)</p> <p>PowerPoint 2013 Chapter 1</p> <p>6-1 Discussion: The Internet Ran Out of Space</p> <p>6-2 MyITLab Exam Four</p>

7	Digital Lifestyle MyITLab Readings and Resources: Technology in Action, and Skills for Success Microsoft Office 2013 Volume 1 Module Seven in MyITLab for Chapter 8 and Chapter 9 (etext, Active Helpdesks, SoundBytes) and PowerPoint 2013 Chapter 2 7-1 Discussion: Computer Security 7-2 PowerPoint Presentation: Technology Integration
8	Software Programming MyITLab Readings and Resources: Technology in Action Module Eight in MyITLab for Chapter 10 (etext, Active Helpdesks, SoundBytes) 8-1 Discussion: The Future of IT 8-2 Discussion: Reflection 8-3 MyITLab Exam Five

Attendance Policy

Online students are required to post to the Blackboard discussion board during the first week of class. If a student does not submit a posting to the discussion board during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Guide to Student Success

Review the [guide to student success](#).

Diversity and Disability Statement

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns.

We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services. We look forward to hearing from you. Our contact information is below.

Disability Resource Center (DRC)
(877) 591-4723 (select option 4)
(877) 520-8916 (fax)
drc@snhu.edu

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).