Introduction to Information Technology Syllabus

ICT 1303

Syllabus

Course Description

This course provides an introduction to information technology and computing systems. It covers both the history and theory of information systems as well as the practical application of technologies. The student will be introduced to computer software, hardware, and networking technologies, as well as information security, privacy, and social issues inherent in information technologies. The practical applications of productivity software, data management, HTML, and CSS are covered, as well as an introduction to computer coding through Scratch and Java. Future trends in information technology are addressed through topics including data mining, visualization, natural language processing, artificial intelligence, and Blockchain.

Course Outcomes

- Explain and summarize the history and development of information technologies, including computing hardware, software, and Internet-based technologies.
- Compare and analyze the fundamental structures of computer networks and the Internet.
- Compare functions of and create projects based on current information applications, including productivity, data management, visualization, and website development.
- Design and implement information solutions with basic computer coding.
- Analyze and evaluate security, privacy, policy, and other social issues inherent in information technology development and use.
- Summarize and compare emerging information technologies and their impacts on users, society, and organizations.
- Evaluate and create information technology solutions through systems design and programming.

Course Materials

All reading and materials necessary to complete required exercises are provided within the course platform. Links to additional, optional resources on external websites are also provided for each lesson in the Lesson Toolbox.

Course Length

This is a self-paced course allowing students to learn according to their personal schedules. Overall, it is estimated that the course will take approximately 159 hours to complete.

It is recommended that students work through the course at a comfortable pace that allows regular, incremental (daily and/or weekly) progress. If assistance is needed with scheduling time in this course, students may refer to the pacing guide provided in the course documents, located on the course page. Please note, there is no penalty for late assignments as this is a self-paced course. However, if a student is enrolled in a TEL course through a school or institution, s/he is required to finish the course according to the academic calendar of the respective school or institution.

Prerequisite(s)

None

Minimum Passing Grade

To earn college credit for this course, students must earn a minimum average grade of 70% or higher. If a high school student receives less than 70% in this course, it is up to the school offering the course to grant high school credit for its completion.

Grading Policies

Grade Weighting

Assignment Category	Number	Grade Percentage
Check Your Knowledge (CYK) Quizzes	57	10%
Peer Review	3	5%
Mastery Assignments	2	20%
Module Quizzes	13	25%
Course Exam 1	1	20%
Course Exam 2	1	20%

Assignment Descriptions

Assignment Category	Description
Check Your Knowledge (CYK) Quizzes	Multiple-choice quizzes that are auto-graded. Students may take these as many times as desired to practice for Module Quizzes. Students receive full credit for attempting each CYK Quiz. Students must complete the CYK Quiz at least once to earn participation credit.
Peer Review	Peer-reviewed assignments fall into one of two categories: (1) a draft assignment that the student will later turn in as a final assignment for a grade from the instructional staff, or (2) a practice or homework assignment designed to help the student practice the materials in the course to prepare for an exam and/or a final project or paper. Students will be graded based on the feedback they receive from peers and the quality of the feedback they give others. The portion of a student's grade that comes from peers will be determined by how accurate the peer grade is compared to an expert grader. However, when looking at the feedback, remember that some feedback is more helpful than others. It is the responsibility of the student to give their work a final evaluation if they are supposed to revise their work and turn it in for a final grade.

Mastery Assignments	Rubric-based assignments that reinforce concepts in the course. Assignments are aligned to course outcomes and require the student to spend extra time developing, reviewing, and revising their assignments prior to submission. Students are encouraged to seek out feedback from peers and experts to fully develop their assignments. Students are also encouraged to self-evaluate their work using the rubrics provided.
Module Quizzes	Multiple-choice quizzes that are auto-graded. Students may use notes and refer back to lessons using a separate browser or the printable versions of lessons. Quizzes are not timed. Students may take only once.
Course Exam 1	Proctored, multiple-choice exam that is auto-graded. Students may take only once.
Course Exam 2	Proctored, multiple-choice exam that is auto-graded. Students may take only once.

Assignment Schedule

Assignment	Module Due	Feedback Source	Grading Category
Mastery Assignment 1 - Computer Purchase Research	3	Peer Review	Peer Review
Mastery Assignment 2 - Support Systems Problem Solving	6	Peer Review	Peer Review
Mastery Assignment 3 - IT Presentation	8	Peer Review	Peer Review
Mastery Assignment 4 - Music Artist Database	9	Instructional Staff	Mastery Assignment
Mastery Assignment 5 - JavaScript Programming	12	Instructional Staff	Mastery Assignment

In this course, you will be completing some written assignments or projects that use a peer-review system called Peerceptiv. You will be required to submit your assignment and then review other students' work for the same assignment. The benefits of this process are to allow you to see what other students are doing in the course and evaluate another person's work. Evaluating another person's work is an essential skill that you will need to develop over your academic and professional career. Peer-evaluation will also help you develop your ability to critically reflect on your own work and receive feedback from others. Getting multiple perspectives on your work is an important factor in helping you refine your work and critically determine the value of feedback from others. In fact, once you receive another person's comments on your assignment, you will be able to rate the review! If the feedback on your work was helpful, you will be able to let the reviewer know (anonymously). If the feedback was unhelpful, you will be able to rate that as well.

Course Policies

Academic Integrity Policy

TEL students are expected to practice academic integrity. If it is determined that a student has failed to comply with the Academic Integrity Policy, the issue(s) in question will be addressed by TEL, and subsequent action will be taken.

Cheating

TEL students are expected to refrain from acts of cheating. Examples of cheating include, but are not limited to the following:

- Accessing or attempting to access unauthorized course material
- Providing or attempting to provide unauthorized course material(s) to another person
- Using or attempting to use study aids during an academic exercise or examination
- Copying or attempting to copy another person's work
- Allowing another person to copy or attempt to copy your work
- Allowing someone else to complete your work
- Completing or attempting to complete someone else's work

Plagiarism

TEL students are expected to produce original work and refrain from acts of plagiarism. Examples of plagiarism include, but are not limited to the following:

- Copying someone else's work word-for-word
- Adopting someone else's ideas and presenting them as your own
- Using someone else's original work without acknowledging or citing the source

TEL instructors and instructional staff will use plagiarism detection software to check writing assignments for plagiarism.

Appropriate Use of Technology

TEL students are expected to use technology appropriately. Examples of the misuse of technology include, but are not limited to the following:

- Bypassing or attempting to bypass proctoring services
- Using or attempting to use unauthorized technology devices for examinations
- Providing or attempting to provide system credentials to an unauthorized person

Action in Response to Academic Misconduct

Students who knowingly and willingly engage in academic misconduct will be subjected to disciplinary action. Issues brought to or discovered by TEL will be evaluated on a

case-by-case basis. Action stemming from the result of an inquiry may include, but is not limited to the following:

- Issuance of an Academic Integrity Warning
- A grade reduction for the assignment or examination in question
- A zero for the assignment or examination in question
- Dismissal from the course

Grade Discrepancies

Grades are awarded for a student's individual academic work during each semester based upon the student's mastery of the content. Disagreeing with a grader's score of the student's work does not qualify for a grade appeal. Moreover, students caught violating the Academic Integrity Policy must file an appeal if they disagree with the assessment of the student's actions. Students who wish to appeal a grade to the Learning Experience Team must submit this form to start the appeals process. Upon the receipt of the appeal, the following process will be enacted:

1. Grade appeals will be submitted to an alternative, qualified member of our instructional staff. Specific grade discrepancies will be escalated to the office of TEL's Academic Dean for the re-evaluation of the assignment, rubric, and correct answers. At the Dean's request, TEL's Learning Experience Team will conduct a thorough investigation using all evidence provided from the rubric, assignment instruction, notes from the original instructional staff member, and other relevant outsourced information. Academic integrity appeals will be submitted to the Appeal Committee, consisting of TEL's Academic Dean, Director of Curriculum, and Director of Instructional Support.
2. The Appeal Committee will evaluate the appeal and all documented evidence. In the case of grade discrepancies, an evaluation of the student's awarded grade will be determined in accordance with the proper policies/standards outlined in the course syllabus.
3. The Learning Experience Team will receive the Appeal Committee's assessment and forward this information to the student.
   a. Once the Learning Experience Team provides a response to the disputed grade, the student will have the option to accept or to decline. If the student chooses to decline the response, the student's original grade will stand. If the student accepts the response, the grade will be changed, provided that the grade is different from the original grade.
   a. In the case of an academic integrity appeal, the student can either accept the assessment and subsequent action or they can restart the course.

Exams

In this course, students will take their midterm and final examinations online. These exams are proctored through MonitorEDU. This service provides live online exam proctoring and support. This service records the student's computer webcam, speakers, and desktop during the exam. **Students must use TEL's exam-proctoring solution, or have exams proctored by a school official (approved by TEL), to receive credit for the course.**

A Student Quick-Guide will be provided on how to use this service in the exam modules.

Technical Requirements

This course is delivered 100% online, and students are required to have access to a computer, laptop, or web-capable mobile device — along with consistent access to the Internet — to access course material and complete assignments.

Required technology:

- Desktop or portable computer, including Windows PC, Macintosh OS, or Chromebook (tablets, cell phones, and iPads are not supported)
- [Google Chrome Browser](), with the [ProctorExam Screen Sharing Chrome Browser Extension]() and pop-up blocker disabled
- Working built-in or external webcam, speakers, and microphone
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended. Test Internet speed at: http://www.speedtest.net.

To access detailed information about the minimum hardware requirements necessary to take full advantage of TEL courses, visit the course home page.

Disability Services Statement

TEL is committed to providing equitable student access to course content and materials by providing reasonable accommodations for all persons with disabilities. TEL also complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students who need special accommodations must make their requests by contacting the TEL Support Team to coordinate reasonable accommodations upon registration and before the course begins. Students over the age of 18 taking college-level courses require a 504 for special accommodations.

Any student seeking to request academic accommodations on the basis of a documented disability should contact the TEL Support Team at disabilityservices@tellibrary.org to coordinate reasonable accommodations.

Course and Technical Support

Questions about course requirements, technical issues, or other issues while taking this course can be directed to the TEL Support Team via the Red Question Mark Widget button at the bottom right of each course page. The TEL Support Team will prioritize the request and respond accordingly.