Welcome to CIT 106, Using a Personal Computers
Your active involvement and participation in learning will help you become comfortable, confident, and proficient using computer applications. This syllabus is our contract with you. Please read it carefully to understand the policies and procedures that govern this course.

There is no prerequisite for the course. However, we recommend you have experience using a keyboard, a mouse, email, and navigating the internet. If you have any problems during the semester, contact your CIT 106 instructor for help.

Know your instructor’s name and how to contact him or her. If you have any problems during the semester, contact your CIT 106 instructor for help.
Instructor’s name ___________________________________ Email ____________________________
Other contact information ____________________________.

Course Objective
The objective of this course is to help you develop computer skills using an operating system, application software and the Internet to enhance and support your academic, personal and professional life.

Course Description
This three-credit-hour, introductory survey course offers experience using Windows XP Operating System; Microsoft Office 2007 Application Software Suite (including Word, Excel, Access, and PowerPoint); the Internet; email; and Oncourse, IUPUI’s course management system.

The CIT 106 task list is a checklist of topics we will cover and for which you are responsible. Successfully performing these tasks will help you reach the course objective.

Test Out Opportunity
Under certain conditions, it is possible to test out of this course. See the terms and conditions detailed at http://www.engr.iupui.edu/~stevens/cit106/cit106testoutannouncement.htm.

Required Materials

Recommended Materials, Supplies, and Experience
Note: You are not required to have a computer at home with Internet access though it certainly is more convenient. As an IUPUI student, you are eligible to use computers on campus. Many public libraries have Internet access. However, they may restrict uploading and downloading files. System crashes do occur unexpectedly. Plan to have an alternate place to use a computer with Internet access so that you can meet course deadlines.

Software for use on home computer to correlate to software used in labs:
• Windows XP, Microsoft Office 2007 (Including Word, Excel, Access and PowerPoint.) This is available in bookstore on CD or for download. For more information go to http://iuware.iu.edu/.
- Internet access
- Windows Media Player (WMP) to view CIT 106 tutorials. WMP is available for download from http://www.microsoft.com/windows/windowsmedia/player/versions.aspx

**System Requirements for Microsoft Office Professional Edition 2007**
- 500 MHz processor, 256 MB of memory and 2 GB of disk space

**Portable Storage Devices, Notebooks**
- Store backup copies of work saved on a portable storage device of your choice. These might include 3.5", 1.44 MB floppy diskettes; 100 MB zip disks, or memory sticks (also known as flash drives, jump drives, thumb drives, etc.) that can be plugged into the computer's USB port. If you come to campus to use a computer lab, computers may not be equipped to allow you to record on CDs or DVDs. The kind of portable storage device you can use is determined by the equipment in the labs. Your instructor or the lab tech can help you identify what will work in the lab. Check UITS labs for equipment descriptions to determine what storage devices will work. http://uits.iupui.edu/scripts/ose.cgi?amch.ose.help
- Notebook with dividers to hold assignments, handouts, reviews, etc.

**Computer Network Accounts**
- University Information Technology Services (UITS). Needed to log onto Oncourse; to get your university and Oncourse e-mail; to log onto CNC (Computer Network Center) services; to access OneStart and other technology resources; to access Microsoft Office training materials which is online supplemental software training through UITS.
- CNC: All on-campus sections of CIT 106 are taught in Computer Network Center (CNC) labs. CNC, http://www.engr.iupui.edu/cnc/, in the School of Engineering and Technology provides and supports instructional and research computing facilities for students, faculty and staff in the ET school. The CNC directly manages 9 instructional and 1 large open PC lab, ET 002, which is available for student use. See http://www.et.iupui.edu/cnc/Information/cnc_labs.aspx for available lab hours.
- Because you are participating in a CIT (Computer and Information Technology course in the School of Engineering and Technology), you will store your files on Drive H: which is managed by CNC, not UITS. You will only have direct access to Drive H: from CNC Labs.

**Official Email Address**
Students are issued an official IUPUI email account. Official communication about this course will come via Oncourse mail. Faculty may assume that a student’s official university email is a valid mechanism for communicating with a student outside Oncourse if necessary, although faculty should exercise caution about including sensitive data, such as grades, in an email. This policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors. An further explanation is available at http://registrar.iupui.edu/iu-email.html.

**Open Labs**
**ET 002**
- ET 002 is the open lab for Engineering and Technology students and runs under the auspices of the Computer Network Center. ET 003 staffs a HELP WINDOW offering application and computer related assistance. All computers are equipped with CD-RW drives and USB ports. ET 002 and other CNC labs have direct access to Drive H, which UITS labs do not.
• Consult [http://www.et.iupui.edu/cnc/Information/cnc_labs.aspx](http://www.et.iupui.edu/cnc/Information/cnc_labs.aspx) for a list of available lab hours.

**UITS Labs**

UITS labs will NOT have direct access to Drive H, a network storage device located in CNC computer labs where the CIT courses are taught.

• Open UITS lab hours: [http://www.iupui.edu/~stc/staffing/viewStaffing.pl](http://www.iupui.edu/~stc/staffing/viewStaffing.pl)
• UITS lab locations: [http://www.iupui.edu/~stc/text_lab_map.html](http://www.iupui.edu/~stc/text_lab_map.html)
• UITS available software and hardware: [http://uits.iupui.edu/scripts/ose.cgi?amch.ose.help](http://uits.iupui.edu/scripts/ose.cgi?amch.ose.help)

(Click on the link to the classroom for more hardware and software details.

**Class Structure**

This course is taught in a computer lab and is primarily hands-on. However, there will be times when it will be necessary to sit through lectures and demonstrations to learn how to perform specific tasks. Many of the exercises are in your textbook. The instructor may make other exercises available. There will also be out-of-class assignments.

CIT 106 instructors expect that you will participate in your learning by coming to class and spending sufficient time outside class to master the material. Reading the text alone will not prepare you. To master the material, you must use a computer on a consistent basis to do the exercises and projects assigned.

Consider this analogy—Can you become a proficient golfer just by watching Tiger Woods on television? Probably, not. Study and practice, practice, more practice is essential for your success.

**Trying for an A?**

No one can promise you an A or even a B, but it's not difficult to do well in this class—if you are willing to put some time and effort into it. Previous students who have been successful in the course tell us it is necessary to spend an average of 4-8 hours or more per week (in a traditional 15-week semester) outside class to master the material. The course requires very different study habits than a more traditional course like history or sociology. Time on task is essential for your success.

How prepared are you for the *Graded Events* listed later in this syllabus? Use this checklist to determine if you have used all the resources available to you. If you can answer YES to most of the checklist, it will greatly increase your chances for success in this course and reaching computer proficiency.

<table>
<thead>
<tr>
<th>Did I . . . . .</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>.. work daily on lessons and assignments?</td>
<td></td>
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</tr>
<tr>
<td>.. use a computer to go through the textbook chapters and hands-on activities instead of just reading the book?</td>
<td></td>
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<tr>
<td>.. submit assignments as directed by my instructor?</td>
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<tr>
<td>.. work through extra exercises prepared by my instructor?</td>
<td></td>
<td></td>
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<tr>
<td>.. contact a classmate or instructor for clarification if needed?</td>
<td></td>
<td></td>
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<tr>
<td>.. e-mail my instructor with questions or concerns?</td>
<td></td>
<td></td>
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<tr>
<td>.. check the course website or Oncourse as a resource and for last minute updates?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.. review for tests by using a computer to go back through textbook exercises, any additional exercises provided by my instructor, and practice tests available in Oncourse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.. consult the Task List or objectives for each lesson to make sure I mastered topics?</td>
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</table>

**Attendance and Administrative Withdrawal**

There is a direct correlation between a time on task and success in this course.
The CIT Department has decided to implement the university's recommended Administrative Withdrawal procedures for CIT 106. **Administrative Withdrawal:** A basic requirement of this course is that you will participate in class and conscientiously complete writing, reading, and computer assignments. Keep in touch with me if you are unable to complete an assignment on time. If you submit less than 50% of the work within the first four weeks of the semester without contacting the instructor, you may be administratively withdrawn from the section. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. Visit [http://www.registrar.iupui.edu/withdrawal-policy.html](http://www.registrar.iupui.edu/withdrawal-policy.html) for more details. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

**Withdrawing from Class before the End of the Semester**
Visit [http://www.registrar.iupui.edu/withdraw.html](http://www.registrar.iupui.edu/withdraw.html) for information on the university withdrawal policy.

In accordance with the Department of Computer and Information Technology policy and the Registrar's office, the last day a "W" will be automatically granted is based Tuesday, October 14, 2008. After that and in accordance with the academic calendar, you can earn a "W" but only if you are passing up to November 11, 2008, a second withdrawal deadline; otherwise, you will earn an "F."

**Graded Events Policy**
Post tests and the final exam will be objective tests delivered in the Oncourse Test and Survey Tool or may be hands-on, task-based activities in the application software. Practice tests will be available as preparation.

Assignments, projects, tests and other graded events are due on the assigned date and time specified by the instructor.

Tests and the final exam must be taken on the assigned date and time. If you arrive more than 10 minutes late to class, do not expect to take the timed tests or exams. They are timed and available for delivery in a limited timeframe.

Graded events are preassigned on the calendar so you can plan accordingly and are likely to be updated frequently. Where appropriate, your instructor does have the right to give a makeup test under very limited conditions. MAKEUP TESTS WILL NOT BE GIVEN WITHOUT PRIOR ARRANGEMENT WITH YOUR INSTRUCTOR AND OFFICIAL DOCUMENTATION SUBSTANTIATING YOUR ABSENCE.

If you find yourself unable to submit a graded event on time, you will be allowed to make it up ONLY if 1) you give the instructor prior notification and 2) you provide written official documentation upon your return, such as a doctor's note, police report, or letter from your employer. Only when both of these conditions are met will the instructor grant a makeup of graded events.

**Projects**
Late projects are assessed an automatic 20% penalty. Any project submitted more than 72 hours late will receive no credit. See the Overview of Graded Events for project due dates.

At instructor's discretion, it is possible to earn full credit for a late project under extenuating circumstances, provided that 1) you notify the instructor prior to the due date that you will be absent and why and 2) you provide written official documentation upon your return, such as a doctor's note, police report, or letter from your employer. If both conditions are met, the instructor will accept a late project for full credit.

**Assignments**
There are 100 points allocated to in-class or out-of-class assignments. The instructor will determine how
and when assignments are to be submitted and how the 100 points are to be allocated. The assignments will be posted on the course calendar. Late assignments will not be accepted unless official documentation is provided.

**Incomplete Policy**

An "Incomplete" might be assigned if the following three conditions are all met:

- Course progress is satisfactory
- Verifiable personal circumstances of an emergency nature prevent completion of the course
- At least 75% of the total course work points have been completed with a passing grade

An "Incomplete" will only be considered on the basis of a formal, written request from the student.

**Extra Credit**

Extra credit points are not available in this skill-building course. It is much more effective to learn as you go since each topic builds upon knowledge learned previously and is assimilated over time. It is counterproductive and ineffective to expect to cram your learning into extra credit projects if you have not participated in learning activities throughout the semester.

**Graded Events Points and Course Grading Scale**

<table>
<thead>
<tr>
<th>Graded Events</th>
<th>Points</th>
<th>Letter Grade</th>
<th>Percentage Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Computer Concepts Test</td>
<td>25</td>
<td>A+</td>
<td>100%</td>
</tr>
<tr>
<td>File Management Test</td>
<td>25</td>
<td>A</td>
<td>92-99%</td>
</tr>
<tr>
<td>Word 2007 Test</td>
<td>50</td>
<td>A-</td>
<td>90-91%</td>
</tr>
<tr>
<td>Excel 2007 Test</td>
<td>50</td>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>Word/Internet integrated Project</td>
<td>50</td>
<td>B</td>
<td>82-87%</td>
</tr>
<tr>
<td>PowerPoint/Excel Integrated Project</td>
<td>50</td>
<td>B-</td>
<td>80-81%</td>
</tr>
<tr>
<td>Access Project</td>
<td>25</td>
<td>C+</td>
<td>78-79%</td>
</tr>
<tr>
<td>Assignments</td>
<td>100</td>
<td>C</td>
<td>72-77%</td>
</tr>
<tr>
<td>Final Exam (Access 2007 &amp; PowerPoint 2007)</td>
<td>100</td>
<td>C-</td>
<td>70-71%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>475</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**University Calendars**

Fall 2008 Academic Calendar: [http://registrar.iupui.edu/enrollment/4088/cal4088x.html](http://registrar.iupui.edu/enrollment/4088/cal4088x.html)

Fall 2008 Final Exam Calendar: [http://registrar.iupui.edu/enrollment/4088/4088-final.html](http://registrar.iupui.edu/enrollment/4088/4088-final.html)

**Academic Integrity**

Academic integrity includes more than cheating and plagiarism. Please see the university's Academic Misconduct policy, [http://registrar.iupui.edu/misconduct.html](http://registrar.iupui.edu/misconduct.html) to learn more. Cheating of any kind will be grounds for failure. You are to submit your own work for grading that has been created independent of others. To learn more about plagiarism visit [http://www.indiana.edu/~istd/](http://www.indiana.edu/~istd/).
Useful Links

- Data files: http://www.engr.iupui.edu/~stevens/cjt106/NPdatafiles/datafilesNPforCIT106.htm
- CNC Labs available on campus: http://www.et.iupui.edu/cnc/Information/cnc_labs.aspx
- CNC Help Desk Request Form: http://www.et.iupui.edu/cnc/contactUs.aspx
- UITS Student Support: http://uits.iupui.edu/ or 274-HELP
- Software purchases and downloads: http://iuware.iu.edu/
- Oncourse: http://oncourse.iu.edu
- Steps and ProSteps Classes: http://ittraining.iu.edu/
- Webopedia, an online dictionary of computer terms: http://www.webopedia.com
- OneStart: https://onestart.iu.edu/

Supplemental Help

- Your instructor or the course coordinator is available at a mutually arranged time to answer questions.
- If you are interested in having a tutor, please contact University College Bepko Learning Center at https://tutor.uc.iupui.edu to see if any are available and how to contact them.
- IUPUI offers instructor-led classes known as STEPS and PROSTEPS to supplement and reinforce what is covered in class. See the following address for a schedule: http://ittraining.iu.edu/iupui/
- Online training for Microsoft Office: http://iuware.iu.edu/list.aspx?id=158

Joining CIT Student listserv

Want to receive email notices of CIT news, job opportunities and other CIT-related announcements? Of course you do! Here’s how to join:

Send an email from the address you want to receive messages to listserv@iupui.edu. The body of the email should contain the following line: subscribe cit-students lastname firstname (substitute your name for lastname firstname)

Course Coordinator

Ms. Jan Stevens, CIT 106 Course Coordinator, IUPUI, ET 301F, 274-9701
janstev@iupui.edu