Welcome to CIT 106 Online, Using a Personal Computer
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.

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; the 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.

Recommended Computer Experience
This is an unusual course because it has no prerequisites but requires you to operate a computer from the first day. Therefore, we recommend the following minimum computer experience:
Use the Internet as follows:
  • Typing an http:// address in the browser address bar
  • Clicking on hyperlinks to go to another web page
  • Sending and receiving email

Use very basic word processing skills such as creating, saving and spell checking a document.

Determine your readiness for an online course:
  • To help determine if an online course is for you, take the readiness index at http://asuonline.asu.edu/support/readinessquiz.cfm.

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.
Textbook Required  

Bookstore  
Textbooks and software are available from the IUPUI bookstore on campus or online.  

To purchase online through the IUPUI Bookstore:  
· Go to http://bookstore.iupui.edu  

Step 1  
· Go to Buy Textbooks Online Today  
   1. Select Term (Summer)  
   2. Select Department (CIT)  
   3. Select Course (Course Catalog Number)  
   4. Select Section (Course Section Number)  
Continue  

Step 2  
· Review Your Courses  
· View Textbook List  
· Follow the steps to complete your transaction  

Recommended Materials and Supplies  
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 occur so 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), Version 9 or newer, to view CIT 106 specific tutorials. WMP is available for download from http://www.microsoft.com/windows/windowsmedia/9series/player.aspx  

System Requirements for Microsoft Office Professional Edition 2007  
· Windows Server 2003 64-bit, Windows Vista 32-bit, Windows Vista 64-bit, Windows XP or Windows XP Professional 64-bit  
· 500 MHz processor  
· 256 MB of memory  
· 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, you may find the computer labs are not equipped to allow you to record on CDs or DVDs. The kind of portable storage devices you can use is limited 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 homework, 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 access Microsoft Office training materials which is online supplemental software training through UITS; to log onto CNC (Computer Network Center) services; to access OneStart and other technology resources.  
· 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 labs, 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**
You have been issued an official IUPUI email account. Official communication about this course will come to you via Oncourse and possibly your IUPUI email account and not private accounts set up with AOL, Yahoo, Hotmail, or another email service provider. Faculty may assume that a student’s official university email is a valid mechanism for communicating with a student, 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. A further explanation is available at http://registrar.iupui.edu/nu-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 002 is staffed at the HELP WINDOW at ET 003 offering application and computer related assistance. All computers are equipped with CD-RW drives and USB ports. ET 002 and other CNC labs have access to Drive H, which UITS labs do not. Consult http://www.et.iupui.edu/cnc/Information/cnc_labs.aspx for a list of available lab hours.

**UITS Labs**
- Open UITS lab hours: http://www.iupui.edu/~stc/staffing/viewStaffing.pl
- UITS lab locations: http://www.iupui.edu/~stc/text_lab_map.html
- UITS available software and hardware: 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 entirely over the Internet. Many of the exercises are in your textbook. The instructor may make other exercises available.

CIT 106 instructors expect that you will participate in your learning by spending sufficient time at the computer 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 master the assigned exercises and projects. Consider this analogy—can you become a proficient golfer just by watching Tiger Woods on television? Probably, not. Study and practice, practice, 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 6-12 hours per week 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>
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<tbody>
<tr>
<td>.. work daily on lessons and assignments and avoid waiting until the last minute?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.. use a computer to go through the textbook chapters and hands-on activities instead of just reading the book?</td>
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<tr>
<td>.. submit assignments as directed by my instructor?</td>
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<td>.. watch the video lectures?</td>
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<td>.. work through extra exercises prepared by my instructor?</td>
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.. contact a classmate or instructor for clarification if needed?
.. e-mail my instructor with questions or concerns?
.. check the course website or Oncourse as a resource and for last minute updates?
.. 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?
.. know the chapter's material before moving on to the next section since they build on earlier chapters.
.. consult the Task List or objectives for each lesson to make sure I mastered topics?

Withdrawing from Class before the End of the Semester
Visit 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 Tuesday, Oct. 14, 2008.

Last day to withdraw with grade of W or F, is Tuesday, November 11, 2008. You must be passing to earn a “W;” otherwise, you will earn an "F.”

Course Grading Scale

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<th>Letter Grade</th>
<th>Percentage Required</th>
<th>Letter Grade</th>
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<th>Letter Grade</th>
<th>Percentage Required</th>
<th>Letter Grade</th>
<th>Percentage Required</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>100%</td>
<td>B+</td>
<td>88-89%</td>
<td>C+</td>
<td>78-79%</td>
<td>D+</td>
<td>68-69%</td>
</tr>
<tr>
<td>A</td>
<td>92-99%</td>
<td>B</td>
<td>82-87%</td>
<td>C</td>
<td>72-77%</td>
<td>D</td>
<td>62-67%</td>
</tr>
<tr>
<td>A-</td>
<td>90-91%</td>
<td>B-</td>
<td>80-81%</td>
<td>C-</td>
<td>70-71%</td>
<td>D-</td>
<td>60-61%</td>
</tr>
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Course Points

| Exams and Tests: File Management (25), Essential Computer Concepts (25), Word (50), Excel(50), Access (50), PowerPoint (50) | 250 |
| Assignments (18 at 5 points each) | 90 |
| Projects: Word Internet Project (50), Excel PowerPoint Project (50), Access Project (25) | 125 |
| **Total Course Points** | **465** |

Graded Events Policy

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 for your preparation.

Assignments, projects, tests and other graded events are due at 11:55 p.m. on the assigned date unless indicated otherwise. Your professor will inform you how points are allocated and awarded for all graded events.

The final exam must be taken on the assigned date and time.

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 DOCUMENTATION OF A SUDDEN, SERIOUS ILLNESS FOR YOURSELF OR FOR SOMEONE FOR WHOM YOU ARE RESPONSIBLE.**

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.

**Submitting Documentation:** Send documentation via fax to CIT at 317-274-9702. Include a cover sheet to my attention, explain the absence, and explain the documentation.
Projects
Late projects are assessed an automatic 20% penalty. Any project submitted more than 72 hours late will receive no credit.

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
Assignments are due at the 11:55 p.m. on the due date unless stated otherwise. The instructor will notify you of requirements to earn these points including late homework policies. All work must display your name and section number within the document header to receive any credit for the homework. Homework is listed in the Assignments section of each lesson.

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 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.

University Calendars
Fall 2008 Academic Calendar http://registrar.iupui.edu/enrollment/4088/cal4088x.html
Fall 2008 Final Exam calendar 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 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/.

Useful Links
- Data files http://www.engr.iupui.edu/~stevens/cit106/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://iware.iu.edu
- Oncourse http://oncourse.iu.edu
- Steps and ProSteps Classes http://itraining.iu.edu/
- Webopedia, an online dictionary of computer terms, http://www.webopedia.com
- Tutorials specific to CIT 106 http://www.iupui.edu/~cpt106/tutorials.htm. Requires the use of Windows Media Player Version 9 and Windows XP. See Recommended Materials for web site. Note: many tutorials were created for Office 2003 but still have value for basic concepts.
- OneStart https://onestart.iu.edu/
Supplemental Help
- Know your instructor’s name and how to contact him or her so that you can get answers to your questions.
- 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
- There are many software application tutorials on the web. Do a web search for topics of interest.

Joining CIT Student Listserv
Want to receive email notices of CIT news, job opportunities and other CIT-related announcements? 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)