

**COURSE # IM 1010**

Information Systems and Technology

**Instructor**

**Instructor:**

**Phone:**

**Email:**

**Office Hours:**

**Course**

**Course Description**

# Provides basic information on basic computer fundamentals, digital living concepts, and key applications. Includes PC computer system concepts, basics of the Windows operating system, software licensing and installation, electronic communication, Internet and research fluency, and ethical computer usage. Provides hands-on experience in the basic features of Microsoft Word, Excel, Access, and PowerPoint as common business problem solving and communication tools. May be delivered as traditional campus course, a hybrid course, or an online course.

**Text and Materials**

# You have paid a fee for this course that provides you with the MindTap Computing Course Management system and an e-copy of the following textbook:

* *The Illustrated Collection, Microsoft® Office 365® & Office 2019,* David Beskeen; Carol M. Cram; Jennifer Duffy; Lisa Friedrichsen; Lynn Wermers  
  ISBN-10: 0-357-02624-1  
  ISBN-13: 978-0-357-02624-3

# An access code for MindTap is also required. This code was purchased when you registered for the course.  Click on the IM 1010 Fall 2019 link in your Canvas class.  It will be bundled with an e-text (see above).  DO NOT BUY AN ACCESS CODE; you have already paid for one.

You need a storage device or storage system to saving files (any of the following: cloud storage, flash or USB drive, etc.)

You will need an Internet browser to load the course management system. We recommend Chrome.

You must have access to Microsoft Windows Word software. This software is not provided as part of this course. As a UVU student, however, you may download the Microsoft Office 365 software through the school at no charge. To download the software from UVU, visit: <https://my.uvu.edu/students/technology-services/>

You may also use Virtual Software which does not require a download. If you have a MAC you will need to use Virtual Software to be able to get full credit on assignments. To use Virtual Software visit <https://www.uvu.edu/studentcomputing/virtualsoftware.html>

You paid course fees to help defray the costs of providing you with the best computer education. These fees help pay a portion of the allocated printouts, file servers, networking infrastructure, lab computers, overhead projectors, support hardware, presentation software, lab computer software, file server software, associated software, etc.

**Course Objectives**

Upon successful completion you should understand computer fundamentals, use basic computer applications, and function safely in the online environment. Included:

**Computer** **Fundamentals**

* Computers and information processing
* Hardware: Parts of a computer, important peripheral devices
* System software
* Networks, security, and privacy
* Troubleshooting and maintenance
* Application software
* The Internet
* Digital ethics and awareness
* Cloud computing
* Windows 10 features
* Office 2019 features

**Word**

* Document creation with Word 2019
* Cover letters, resumes
* Research papers, newsletters, merged mailing labels

**Excel**

* Formulas and Mathematical Operations
* Formatting and Conditional Formatting
* Functions and Analyzing Data

**Access**

* Database navigation and editing
* Tables, Forms, and Reports
* Data Import
* One-to-Many Relationships

**PowerPoint**

* Presentation creation with PowerPoint 2019

**All training, quizzes, tutorials, projects, and exams will be turned in through MindTap**. **NO** hard copies of handouts or notes will be distributed.

**Grading Policy**

Grades will be based on SAM training, SAM projects and a MOS skill exam.

SAM Trainings 20%

SAM Exams 30%

SAM Projects 50%

The following table shows percentage totals and their corresponding letter grades.

|  |  |  |  |
| --- | --- | --- | --- |
| **Percent** | **Grade** | **Percent** | **Grade** |
| 94 + | A | 73-76 | C |
| 90-93 | A- | 70-72 | C- |
| 87-89 | B+ | 67-69 | D+ |
| 83-86 | B | 63-66 | D |
| 80-82 | B- | 60-62 | D- |
| 77-79 | C+ | < 60 | E |

**Course Content**

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**SAM Training**

Each module will include Training Practices in this course. These assignments will introduce and utilize concepts from the e-text.

All training will be due at **11:59 PM** on the date listed the MindTap courseware.   Please turn in assignments on time!

**SAM Module Exams**

Module exams will be given that will cover additional material in the e-text.  Module Exams will be due at **11:59 PM;** exams submitted late will **NOT** be accepted.

**SAM Grader Projects**

There will be Grader Project Assignments. These assignments will build on concepts learned throughout the semester and will utilize concepts from the e-text.

ALL grader projects will be due at **11:59 PM** on the date listed in the MindTap courseware.   Please turn in assignments on time!

**Classroom Rules of Conduct**

* Be self-motivated. To successfully complete course, plan on spending 9 hours per week on the material in the textbook, using the software, and completing assignments.
* Be respectful of your instructor always.
* You must complete your own work.

**UVU and Class Policies**

**Important Add/Drop Dates –**

* September 8 Last Day for 100% Refund (any refund)
* September 8 Last Day to Drop and Not Show on Transcript
* September 9 W Grade for Withdrawn Classes Begins
* October 5 Last Day to Withdraw/Audit Classes

If you want to drop a full-semester class after October 5, you must complete a Withdrawal Exception Form. However, documented extenuating circumstances must exist for the department chair to consider the request. Extenuating circumstances include incapacitating illness that prevents a student from attending classes, a death in the immediate family, a change in work schedule as required by the employer, or other emergencies. Withdrawals are not approved due to academic difficulty. The department chair rejects about 50% of the withdrawal requests due to lack of acceptable documentation, attempting to avoid a failing grade, and/or submitting the form at the end of the semester.

**Academic Integrity** -Academic dishonesty will NOT be tolerated. You are responsible for your own work on assignments and exams. The penalty for a first offense is failing grade for the assignment, test, or quiz. The student will not be allowed to resubmit that assignment, test, or quiz for a grade. A second offense will result in a failing grade for the course. All violations of academic integrity will be reported to (a) the College of Technology and Computing Associate Dean of Student Affairs and (b) the Dean of Students. Multiple occurrences of academic integrity violations on record for a student will involve further sanctions, such as probation, suspension, expulsion, and revocation of admissions or degree. Please read Section D Academic Responsibilities and Section M Sanctions described at <http://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>.

Mindtap software can identify if two students submit the same file.

**Accessibility Services -** Students who need accommodations because of a disability may contact the UVU Accessibility Services Department (ASD), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the ASD office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](mailto:nicole.hemmingsen@uvu.edu) or text 385-208-2677.

**Non-Discrimination Statement (Safe Zones)** Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. The following office has been designated to handle inquiries regarding [non-discrimination](https://www.uvu.edu/legal/non-discrimination.html): EOAA/Title IX – 801-863-5704 – 800 W University Pkwy, Orem, 84058, Suite BA 203.

**Student Life**

“Student Life supports the holistic development of students by collaborating with campus and community partners in providing intellectual, physical, emotional, social, and civic experiences.” Of particular note, Student Life offers assistance in these areas:

[Student Health](https://www.uvu.edu/studenthealth/) (medical, mental health, suicide awareness, etc.)

[Ombuds](https://www.uvu.edu/ombuds/) (mediation relating to policies, rights, and responsibilities)

[Veteran Success Center](https://www.uvu.edu/veterans/) (Facilitates student veteran, service members, and dependents from registration to graduation)