Syllabus

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| **Course Information** |  | **Instructor** |
| **Course:** | ITE 115 |  | **Name:** | Abid Mahmood |
| **Format:** | Face to Face Class Meeting |  | **Email:** | amahmood@nvcc.edu |
| **Section:** | 040A |  | **Phone:** | 703-845-6041 |
| **Semester:** | Spring 2020 |  | **Office:** | Room AA332 |
| **Date/Time:**  | Friday 5:00pm to 7:30pm (Class Starts Jan 27 and Ends May 11) |  | **Office Hours:** | Monday - Wednesday 12:30pm – 2:30pm |
| **Location:** | Room AA420 |  |  |  |

### Course Objectives and NVCC Course Content Summary

### Select the link for further details on [NVCC Course Content Summary](http://www.nvcc.edu/academic/coursecont/summaries/ITE115.pdf)

### Course Description

Covers computer concepts and internet skills, and uses a software suite that includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy.

### Course Prerequisites/Co-requisites

Recommended Pre-requisite - Keyboarding skills

### Technical Competencies

Basic Canvas knowledge is assumed. Student Canvas Overview is at: <https://www.nvcc.edu/Canvas/>

### Textbooks for the class:

1. *Technology In Action Complete 15th Edition* by Evans, Mart, Poatsy
2. *Go! With Microsoft Office 2016 Volume I* by Gaskin, Vargas, Geoghan, Graviett
3. *XHTML5 Tutorial* <http://www.nvcc.edu/home/jumiller/html_tutorial/>

### Course Grading, Grader Projectsinations, & Grades Composition

Your final grade is based on the following scale:

A 900 - 1000, B 800 – 890, C 700 - 790, D 600 - 690, F 00 – 590

**Grading**

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| **Skills for Success** – **11 Training Simulations** and **11 Grader Projects** @ **30 Points** Each (3 Chapters of Word, 3 Chapters of Excel 3 Chapters of PowerPoint, 2 Chapters of Access) | = **660 Total Points** |
| **Technology in Action**  | = **240 Total Points** |
| Chapter 01 – 20 PointsChapter 02 –  20 Points Chapter 03 – 20 PointsChapter 04 – 20 PointsChapter 05 – 20 PointsChapter 06 – 20 PointsChapter 07 – 20 PointsChapter 09 – 20 PointsChapter 10 – 20 PointsChapter 11 -  20 Points Chapter 12 -  20 Points Chapter 13  -  20 Points   |   |
| **Create a Website (HTML)** | **100** |
|   | **Total = 1000 Points** |

**Schedule - *Please note: The instructor reserves the right to adjust the schedule.***

**16 Week Schedule**

Course Outlines

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| **Time**  | **In Class**  | **Due Dates** |
| Jan 31 | * Review the Syllabus, Introduction
* MyLab IT setup
* Word Chapter 1 Training
* Word Chapter 1 Grader Projects
* **Chapter 1 Using Technology to Change the World**
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| Word Chapter 1 training due 11:59 PM |
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| Feb 7 | * Word chapter 2 training
* **Chapter 2: Looking at Computers: Understanding the Parts**
* Chapter 1 Quiz
* Word Chapter 2 Grader Projects
 | Word Chapter 2 training due 11:59 PM |
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| Feb 14 | * Word Chapter 3 Grader Projects
* Chapter 2 Quiz
* Catch up FULLY
 | Word Chapter 3 training due 11:59 PM |
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| Feb 21 | * **Begin HTML**
* **Chapter 3: Using the Internet: Making the Most of the Web’s Resources**
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| Excel Chapter 1 training due 11:59 PM |
| Feb 28 | * **Chapter 4: Application Software: Programs that Let You Work and Play**
* Chapter 3 Quiz
* Excel Chapter 1 Grader Projects
* **HTML**
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| Excel Chapter 2 training due 11:59 PM |
| March 6 | * **Chapter 5: System Software: The Operating System, Utility Programs, and File Management**
* Chapter 4 Quiz
* Excel Chapter 2 Grader Projects
* **HTML**
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| Excel Chapter 3 training due 11:59 PM |
| March 20 | * **Chapter 6: Understanding and Assessing Hardware: Evaluating Your System**
* Chapter 5 Quiz
* Excel Chapter 3 Grader Projects
* **HTML Project – Mid Project Review. Student show project progress**
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| PowerPoint Chapter 1 training due 11:59 PM |
| March 27 | * Chapter 7: Networking: Connecting Computing Devices
* Chapter 6 Quiz
* PowerPoint chapter 1 Grader Projects
* HTML
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| PowerPoint Chapter 2 training due 11:59 PM |
| April 3 | * Chapter 9: Digital Devices and Media: Managing a Digital Lifestyle
* Chapter 7 Quiz
* PowerPoint Chapter 2 Grader Projects
* HTML
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| PowerPoint Chapter 3 training due 11:59 PM |
| April 10 | * Chapter 10: Securing Your System: Protecting Your Digital Data and Devices
* Chapter 9 Quiz
* PowerPoint Chapter 3 Grader Projects
* HTML
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| April 17 | * Chapter 11 Behind the Scenes: Software Programming
* Chapter 10 Quiz
* Access Chapter 1 Grader Projects
* **HTML**
 | Access Chapter 1 training due 11:59 PM |
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| April 24 | * Chapter 12 Behind the Scenes: Software Programming
* Chapter 11 Quiz
* Access Chapter 2 Grader Projects
* **HTML**
 | Access Chapter 2 training due 11:59 PM |
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| May 1  | * Chapter 13 Behind the Scenes: Software Programming
* Chapter 12 Quiz
* **HTML**
* Chapter 13Quiz (TH)
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| May 8 | In-Class HTML project Presentation (Each student will present) | Website Submission is due 11:59 PM |

**The above dates may change depending on class progress, or extended inclement Weather related closings.**

**Instructor Policies**

* **Students may use the computers during the class. However, all activities MUST be related to ONLY ITE 115 class.**
* **Texting on cell phones or using the cell phones during the class for any purpose is only permitted with teacher’s permission.**
* **All students are required to complete assignment, test and quizzes as listed on syllabus. Exceptions are granted with teacher’s permission.**
* **Class attendance and participation is mandatory.**

**College Policies**

Students are required to follow student’s handbook.

**Incomplete Grades**

A grade of “I” (Incomplete) is given only when a student has completed the majority of the course (60% or more) and becomes unable to attend class or to complete course requirements near the end of the course due to a mitigating circumstance.

Also, read the Withdrawal Policy section below for further grade information.

**Mitigating Circumstances**

Mitigating circumstances are defined as unavoidable situations that can be verified and documented.  Grader Projects would include situations like the serious illness of the student, the serious illness or death of a family member, family financial problems, a change in employment hours, or temporary absence from the area because of employment.

**Attendance Policy**

Attendance is expected in both in-class meetings and participation in Canvas. Students are expected to attend every scheduled face-to-face class meeting and to enter Canvas weekly.  When absence from class becomes necessary, please attempt to inform the instructor ahead of time.  Students are responsible for all material missed in class due to an absence.  Any instruction missed and not subsequently completed either in-class or on Canvas will necessarily affect the grade of the student regardless of the reason for the absence.

### Disclaimer

I reserve the right to modify the syllabus contents, policies, and course schedule assignments if I determine that such a change will improve the effectiveness of the course presentation without unfairly penalizing student assessment.

* All assignments must be submitted no later than midnight on the assigned due date. Assignments turned in late will be graded as late with a 5% penalty for each day that the assignment is late, up to 40% off.
* A grade of zero will be calculated into your final grade for any Grader Projects or assignments not completed and submitted.
* Grader Projects must be completed in Canvas-generated with multiple choice, fill-ins, essays, true or false, or any other chosen format. All tests are open book. The test must be completed within a set timeframe and must be taken in the class or when permitted outside the class, on the scheduled date. In the event of a system failure, the backup method for taking a test will be at the discretion of the instructor. In the event of inclement weather, the Grader Projects may be administered at home, but that is at the discretion of the instructor. If you are caught cheating during a Grader Projects, you will receive a zero grade. Teacher will NOT answer questions with grader projects as you are taking the test.
* There is a make-up Grader Projects in this course that is only given at the end of the semester, except for valid emergencies, which will be verified. An excused absence is typically defined as death in immediate family, or a student’s emergency admission to the hospital, which must be verified. I will exercise judgment as to whether an absence is excused for all other situations and documentation will be required. If you miss an Grader Projects or project, a zero grade is recorded in the grade book. The makeup Grader Projects is a comprehensive Grader Projects covering all the material of the course.
* Electronic devices must be on silent.
* Plagiarizing is dishonest and a form of cheating.  Consequently, plagiarized work will receive an **“**F,” or a zero.  In addition, such a practice may prevent students from passing a course and may result in other disciplinary action.  (Taken directly from NOVA’s website on plagiarism). If I find that you have plagiarized any work you will receive a zero grade, if it happens again you will be reported to academic affairs for it to appear on your transcript.

“NOVA is a place for learning and growing. You should feel safe and comfortable anywhere on this campus. In order to meet this objective, you should: a) let your instructor, his/her supervisor, the Dean of Students or Provost know if any unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process (Campus Police-703-764-5000); b) inform the instructor within the first two weeks of classes if you have received a special needs or a disability accommodation that may affect your performance in this course

### NOVA Alert

### To receive alerts and emergency notifications register for [NOVA ALERT](http://www.nvcc.edu/emergency/alert.html)

### Safety & Emergency Preparedness

Select the link for detailed information on college [Safety & Emergency Preparedness](http://www.nvcc.edu/emergency/index.html)

### Academic Integrity

Academic integrity requirements are found in the [NOVA Catalog](https://www.nvcc.edu/curcatalog/policies/integrity.html).

### A student with Special Needs

Select the link for updated information on [DSS Support Services](https://www.nvcc.edu/disability-services/)

### NVCC Policy Statement

Select the link for information pertaining to [IT Policies, Procedures, & Plans](http://www.nvcc.edu/policies/)

### Inclement Weather & Closing

Select the link for information on [Inclement Weather & Closing](http://www.nvcc.edu/emergency/weather/index.html)

### Important Dates

Important dates corresponding with your semester are located in the [Academic Calendar](http://www.nvcc.edu/academics/academic-calendar/).