Syllabus ITE 152

Rappahannock Community College's (RCC) Quality Enhancement Plan (QEP), aims to equip students with technology skills needed to navigate the college experience, to succeed academically, and to compete in a 21st century workplace.

Discipline Prefix:	ITE	Course Number:	152	Course Section:	D6NK, D4LH, D5EH
Course Title:	Introduction to Digital and Information Literacy and Computer Applications				
Credit Hours:	3	Contact Hours:	3	Semester:	Summer 2024
Meeting Days/Time/Location:	100% Asynchronous Online—Our course work week will be Monday to Monday. There will be no in-person class sessions.				

Instructor Information:

Name:	Terri Seward	Office Location:		Virtual online by appointment
Office Hours:	Online Mondays when class is in session from 6:30-7:30 p.m. During this time, I will monitor email requests and set up a chat in Canvas or Zoom to meet as needed.			
Email:	tseward@rappahannock.edu	Phone:		Email is the best method to contact me. My personal number is for emergencies 757-810-23-5
Instructor Response Time to Email:		24-hour Monday-Friday, 48 hours weekends and holidays		

Course Information:

VCCS Course Description:	Introduces basic computer concepts in hardware, software, cyber, cloud, database, and operating systems. Includes hands-on experience developing word processing, spreadsheet and presentation documents. Evaluates the reliability of sources. Covers creating a simple web page. Examines topics such as social, legal, and ethical issues.		
Prerequisites:	• This course is an approved transfer elective course. It fulfills a requirement in the Associate of Arts and Science for transfer. Please consult with your academic advisor for further information about the transferability of this course. • ENF2		
Exam Date:	7/26/2024 (last day of class)	Last day to drop (with refund):	6/11/2024
		Last day to withdraw (no refund):	7/5/2024

NOTE: Students who do not participate in a course by the drop date will be dropped from the course. If a student drops by the drop date a refund will be issued. After this date, students will not receive a refund for any reason. Students have the option to withdraw themselves before 60% of the course is completed (withdrawal date) and will receive a grade of "W". Students who stop attending and/or participating and who do not complete course requirements after the last day to withdraw will receive a grade of "F" in the course with no refund.

Method of Instruction:	This course will use Canvas online as the primary learning management platform. The course will be taught 100% online. The instruction will use a variety of learning methods to include online lectures, demonstrations, and simulations. This course is based on the use of open educational resources. There is no textbook required for this course. We will utilize online resources, websites, handouts, videos, library resources, guest presentations, and more as needed, to fulfill the objectives of the course. The course structure will be as follows: • Weekly Activities will be devoted to video lectures, discussion forums, and application of skills labs and assignments. • Once the lecture is understood we will complete assignments that are presented within the Canvas platform. • Each activity and/or quiz **will utilize the weekly resources as well as other resources** that will assist in broadening your understanding of the subject matter. • Studying and completing projects using Microsoft Office, Google Docs, various web-based resources, and the library will assist you in fully understanding how the concepts work. **Engaging in class discussions and activities is required.**
Instructional Materials:	• ****DO NOT USE A TABLET, CHROMEBOOK OR A CELL PHONE** TO DO YOUR WORK IN THIS COURSE. YOU WILL NOT LEARN THE MATERIAL PROPERLY and many graded aspects of the assignments will be absent causing a loss in points or failure. • There is NO TEXTBOOK to purchase for this course. • A COMPUTER with audio and microphone (or separate optional: headset with mic) ---- • Open Educational Resources-based course which relies on the use of web-available materials with the use of other printed sources. All sources needed will be provided to you, unless noted by the instructor. • A reliable Internet connection and flexible time management are essential for this course delivery method. **Application(s) Requirements:** You will have access to Office 365 if you do not have it already installed on your personal computer. VCCS provides software tools including but not limited to Gmail, Drive, Office 365, anti-virus software, library books/resources, and various library databases. Sometimes, students will be asked to access e-books provided free of charge, but only accessible to a limited number of users at one time. Access to a standard laptop or desktop computer with high bandwidth Internet capability is recommended. The students may use the library computers as well. **Computer Software (free version):**

VCCS registered students can now access Office 365 for free!

1. Go to: http://office.vccs.edu
2. Use your full student email address as your username, and your student password to log into the site and access the download. (e.g. userid@email.vccs.edu)
3. If you cannot log in, please try changing your password and waiting 20 minutes. Do NOT use the Office365 "Forgot your password" tool.

REQUIREMENTS:

- You must be a current student.
- Your desktop/laptop must be running a minimum of either Windows 8, 10, or Windows 11 in order for Office 365 to install.
- You can install the product on up to 5 devices at a time.
- If you are working on an **Apple Mac**, you will have to remain logged into http://office.vccs.edu, while going to the App Store to download each application individually. You will not be able to complete the Microsoft Access project on a Mac. Also, some tutorials used in the class may different from how the apps are used on a Mac. Please plan to complete this work on a library computer or locate a Windows computer with the needed software to complete all assignments.
- If you have questions or need assistance, contact your support desk.

Computer requirements:
https://www.rappahannock.edu/helpdesk/#toggle-id-1

Remember you may use the RCC Library computers as a backup

**Regular and reliable computer access with an excellent Internet connection and several browser programs like Chrome/Edge, etc.

Course Objectives:	- **Basic Computer Concepts** - Explain the importance of the history of computers, by defining and identifying computer hardware and software. Understanding the necessary specifications needed for purchasing PC hardware and software. Explain computing systems and how they are used to support and promote organizational goals. Identify how computers are used in different careers. - **Operating Systems (OS)** – Understand the purpose of an OS and how it is utilized. Discuss the different versions and capabilities of OS's. Demonstrate how storage is implemented and utilized within a computing system (includes file creation and management, system maintenance, and system verification). - **Digital and Information Literacy** - Define, understand, and explain the need and impact of information literacy in today's society. Through the understanding of self-assessment of information needs. Explain the variations of information sources. Develop and use search strategies to effectively perform searches to acquire sources from various platforms. Understand how to apply fact-check techniques to evaluate information and sources, i.e. CRAAP test. Describe intellectual property, copyright,

and fair use, and how they relate to using information legally and ethically. Recognize various forms of plagiarism and utilize skills and techniques to avoid plagiarism. Distinguish between credible and non-credible digital sources.

- **Cyber Awareness and Information Security** - Define cyber security and explain why it is important, personally, on the Internet, for the computer, and for mobile devices. Describe the challenges of securing information while identifying types of attackers that are common today. Describe the different types of attacks and the different types of defenses.

- **Web Technologies** – Identify the importance of web development in world technology. By understanding introductory web design and/or development concepts. Discuss top-level domain (i.e. .gov, .edu, .com, .net, .org) use and purpose. Describe what responsive design means and explain HTML, CSS, Javascript, and tags as it relates to developing websites. Evaluate hosting and publishing in web development. Create a simple webpage using a text editor or HTML editor that contains basic tags, such as title, headers, links, multimedia, and images.

- **Cloud Computing and Emerging Technologies** - Define Cloud Computing, Cloud Computing Stacks, and the advantages and disadvantages of both. Address the Internet of Things (IoT), explaining the current version of the global Cellular standard, Blockchain how they could be used within different types of industry. Compare Progressive Web Apps and Traditional Web Apps. Compare the Internet to Internet2. Discuss the different aspects of Artificial Intelligence (AI). Discuss other emerging technologies and careers in Computers.

- **Current Software Applications** – Understand the different formats for research papers (For example: APA or MLA). Utilize word processing formatting and editing tools, worksheets, and charts with incorporated formulas, functions, and formatting to create documentation. Demonstrate how to use conditional, logical, and cell referencing within spreadsheet software. Expand presentation structuring by enhancing them with pictures, shapes, media, and animation. Introduce and discuss database systems and their essential components.

- **Critical Thinking** - Address the need to determine the nature and extent of the information needed. Evaluate the need to distinguish between assumption and fact. Address needed ability to incorporate information literacy skills into one's own knowledge base and work. Explain Quantitative Literacy and the logical formulas utilized to reach a better understanding in the world of computers or the 21st century.

- **Written Communication** - Recognize the importance of an Internet presence and how the use of productivity application software enhances communication in today's society. Explain the value of peer collaboration. Demonstrate competency in creating and delivering a presentation, as well as linking and embedding data into a presentation.

RCC General Education Goals:	This course may assess general education goals and student learning outcomes as stated in the VCCS policy manual 5.0.2.2. and listed on the RCC website at http://rappahannock.catalog.acalog.com/content.php?catoid=6&navoid=826#general-education-core-competency-goals
Grading and Evaluation	The grade scale for this course is **based on total points earned throughout the semester.** The following is an estimated grading scale, but it may change based on progress and assignment availability. Updates will be posted on Canvas. **A: 1500+ or higher** **B: 1340-1499** **C: 1180-1339** **D: 1020-1179** **F: Below 1020** *The value of each assignment is listed in Canvas.*

Assignment(s)	50-100
Lab(s)	25-100
Project(s)	100
Quizzes/Discussions	20-50
Test(s)	100
Final Exam/ Project	100

Course Policies and Other Information:

Attendance Policy:	Students are to check their VCCS email daily during the week and once over the weekend. They should login to their Canvas course at least 2 times a week. Success in this class depends on creating an environment of learning and exchanging information between everyone in the class. Your participation in all aspects of the class starts with attending class regularly—which means for online students accessing our Canvas AND completing all assignments, discussions, and assessments by the stated deadline. ***Our course work week will start Monday and Monday at 11:59 p.m. (There may be rare assignments due at any time during the week as noted in Canvas)***. When online students do not tend to their work on time it is considered an absence. Additionally, students are to regularly stay in contact with the instructor throughout the course. Students are to respond to instructor emails within 2 days. Failure to communicate and failure to meet course deadlines may result in a withdrawal or a grade of F. If an absence in completing assignments by the deadline stated is unavoidable, please notify your instructor as early in the week as possible by email. I will help you as much as our mutual schedules allow to get caught up. To summarize: you are to email your instructor as soon as possible near the date of a missed assignment deadline with your excuse and ask for an extension of a specific number of days. Should the excuse be considered bona fide, you will be given an extension to get your work done. Generally, students who communicate with the instructor PRIOR to an assignment deadline with valid excuse should ask for a day's extension to complete the assignment for full credit. Longer deadlines can be granted after an email discussion with your instructor. Of course, you are responsible for any regular work assigned as you get caught up. Since this is an online course, attendance is determined by activity in the online course shown by completing assignments on time. **You are expected to post an assignment or respond to a Discussion Board at least once a week**. Failure to complete 20% of the course

	work will result in a student withdrawal. Late assignments will be accepted up to 7 days late with a 10% deduction in credit for each day they are late without prior agreed upon extensions granted by the instructor. Beyond 7 days late, a zero will be entered to the gradebook for the assignment. <u>Should a student submit any late assignment they are to email the instructor explaining why it is late and indicate it is ready for grading. The instructor will not look in previous forums or drop boxes for late assignments without receiving an email from the student</u>.
Testing Policy:	Some assessments and projects may be administered as noted in the Canvas course. All assessments will be done at home by the student without special software beyond accessing Canvas.
Other:	Important Dates to Remember: For RCC's 8 Week Session- • Classes begin…Monday, 6/3/2024 • Last day to drop with a refund…Tuesday, 6/11/2024 • Last day to withdraw from class with a grade of "W" …Friday, 7/5/2024 • Last day of the 8-week session…Friday, 7/26/2024 • Our college final exam …No later than 7/26/2024 Class Cancelations: Online classes are never canceled. Weather issues will not normally factor into our course calendar.

Learning Technology Information:

Navigate	Use this system for: • Course Planning • Communications with Advisors This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore	For more information: https://www.rappahannock.edu/services-and-support/academic-resources/student-help-desk/navigate.html
Canvas	Use this system for: • Quick communications with Instructor and classmates • Online based coursework (even in Face-to-face classes) • Keeping up on class Grades during the semester This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore	For more information: https://www.rappahannock.edu/services-and-support/academic-resources/student-help-desk/canvas.html

Honor Code:

RCC does not condone academic dishonesty. The complete policy may be reviewed at http://rappahannock.catalog.acalog.com/content.php?catoid=6&navoid=883 Faculty are required to report violations of the policy and include clearly in the Syllabus how the violation will be handled.
Consequences for academic dishonesty: If cheating or plagiarism is discovered, the following penalties will be enforced: • First offense: Zero on the assignment • Second offense: F for the course • All offenses will also be reported to the appropriate academic dean and dean of Student Development.
Students have the right to due process and to appeal as defined in the sections on Student Disciplinary Procedure and Student Grievance and Academic Due Process in the student handbook.
Other: Use of AI in Assignments For the duration of this course, the use of Generative AI in assignments is strictly prohibited. Assignments are opportunities for personal growth, critical thinking, and applying your acquired knowledge. Your individual effort and creativity are essential in demonstrating your understanding of the course material. Dependence on AI undermines these objectives and compromises the integrity of the learning process. We appreciate your commitment to academic honesty and dedication to upholding this course's principles by refraining from using Generative AI in your assignments.

ADA Accommodations:

Rappahannock Community College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course because of a disability, or if you think you may have a disability, please feel welcome to discuss your concerns with one of our accommodation coordinators.

To begin this conversation or request an official accommodation, please email ADAaccommodations@rappahannock.edu. You may also access the student handbook at https://www.rappahannock.edu/services-and-support/support-programs/ada-accomodations.html for more information.

High Risk Program Policies (If applicable; this DOES NOT apply to Science, Health Programs, or PE classes)

Faculty teaching high risk program courses will inform students that they are enrolled in a high-risk program course.

Complying with college safety policies and procedures is the responsibility of all students. Safety is a part of the student's grade as evidenced through course instruction, evaluation, and practice. Students enrolled in college identified high risk programs are subject to the policies identified below. Violation of these policies and procedures is considered a conduct violation which will be reported and result in disciplinary action. Faculty teaching in high risk programs have the authority to enforce these policies and procedures in program courses.

- Students will receive course specific safety training and must pass a course specific safety test prior to beginning laboratory activities. Additional safety tests may be given during the semester as required by course content.
- Students must be familiar with safety equipment located in the labs and in the immediate vicinity of labs.
- Students must follow safety procedures regarding clothing, safety glasses, shoes, etc. as required by specific guidelines provided by the course instructor.
- Students may not work in laboratories without supervision. An instructor must be present at all times. If the instructor must leave the lab, all students must take a break and leave the lab.
- Students must leave the lab in a clean and organized manner as directed by the course instructor.
- Students must read the RCC conduct code and sign a statement that they have read and understood the conduct code, consequences, and implications for safe conduct in the laboratory.

Course Specific Consequences for Safety Violations (if applicable):	ITE 152 is not a high-risk program and thus does not carry any consequences for safety violations.

Title IX:

Rappahannock Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non- merit factors. More information on Title IX can be found at https://www.rappahannock.edu/services-and-support/navigating-college/safety-titleix.html For questions related to Title IX, please contact RCC Title IX Coordinator, Lorraine A. Justice, at 804-333-6737 or titleix@rappahannock.edu or Dr. David Keel, Dean of Student Development at 804-758-6730 or by email at dkeel@rappahannock.edu.

Learning Sequence:

Weekly Sequence:
Please view the table of assignments at the end of this syllabus. Our course will observe a Monday-to-Monday work week. New assignments will be posted in Canvas on Mondays. Graded work assigned for that week will be due by 11:59 p.m. the following Monday unless indicated by the directions in Canvas. Students will have several mid-week due dates (when there are collaborative requirements in the learning process. These dates will be highly publicized at the beginning of each weekly assignment To Do List. Each week in Canvas you will have a link which contains a To Do List containing all instruction and graded assignment links. Follow the order of the To Do List—paying attention to the due dates for graded work. Weekly assignment To Do Lists are not revealed early. I am constantly adjusting the To Do Lists to meet a variety of needs in our class and expand learning opportunities. Near the end of the course, the last couple weeks' assignments will be revealed at once to assist students in planning and coordinating their studies. If you are going to be out of town, plan to bring a laptop computer with WiFi access so you can keep up with your studies. Due dates will still apply for anyone traveling during this course. (This is one of the biggest pluses of online learning! You can learn anywhere, anytime!)

Rappahannock Community College Course Policies and Procedures can be found at http://rappahannock.catalog.acalog.com/content.php?catoid=6&navoid=825

Teach Act Copyright Notice "The materials provided for this course are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated."

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---Topics and Assignment Schedule on the Next Page----

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6/28/2023

Schedule of Topics and Assignments:

<mark>Below is a tentative schedule for the semester. All updates will be posted on Canvas.</mark>

Week	Start Date	Graded Assignments Due Dates by 11:59 p.m. **	Topics & Assignments
1	June 3, 2024 Monday	June 10, 2024 Monday	**A. Topics:** ☐ Introduction/Syllabus ☐ Introduction to Canvas **Discussion:** ☐ Class Introduction **Quiz:** ☐ Syllabus Quiz **B. Topics:** ☐ Basic Computer Concepts **Assignments:** ☐ Define It: Computer Terms ☐ Module Review: Basic Computer Concepts ☐ Windows 10
2	June 10, 2024 Monday	June 17, 2024 Monday	**A. Topics:** • Cloud Computing • Cybersecurity and You **Discussion:** ☐ So, that's what I've been doing wrong **Assignments:** ☐ Information Security Best Practices ☐ Cloud Technologies **Labs:** ☐ Let Me Think About That **B. Topics:** • Computer File Structure and Management **Discussion:** ☐ How Organized are you? **Assignments:** ☐ File Management ☐ File Organization **Labs:** ☐ File Structure and Maintenance
3	June 17, 2024 Monday	June 24, 2024 Monday	**A. Topics:** • Digital and Information Literacy • Internet Searching • WebPages • Working With Technology: Theory to Reality • Understanding Web Development **Discussion:**

			☐ When did it become so hard to find information? **Assignments:** ☐ Was that Real or Was that C.R.A.A.P.? ☐ Module Review: Digital and Information Literary ☐ Searching ☐ Understanding HTML ☐ Google Websites Explained ☐ Creating a Basic Site
			B. Midterm Exam
4	June 24, 2024 Monday	July 1, 2024 Monday	**Microsoft Word** **A. Topics:** • Written Communication • Critical Thinking • Word Processing Application **Discussion:** ☐ Can you follow along or do you consider it all? **Assignments:** ☐ Understanding Word ☐ SkillsTable ☐ Job Description ☐ Business Letter/Memo **Lab:** ☐ Skills Check: Document Formatting
5	July 1, 2024 Monday	July 8, 2024 Monday	**Microsoft PowerPoint** **A. Topics:** • Verbal Communication • Non-Verbal Communication • PowerPoint Application **Discussion:** ☐ What did you notice about you? **Assignments:** ☐ First View ☐ Understanding PowerPoint

6	July 8, 2024 Monday	July 15, 2024 Monday	**Microsoft Excel** **A. Topics:** • Data Storage • Excel Spreadsheet Application **Discussion:** ☐ Data, Formulas, and Storage: How can Excel Assist You? **Assignments:** ☐ Undrstanding Excel **Labs:** ☐ Let's do Chart ☐ Let's do Formulas
7	July 15, 2024 Monday	July 22, 2024 Monday	**Microsoft Access** **(Mac users should use a Windows computer for this assignment—try your college or local library. MS Access is not supported by Apple operating systems)** **Topics:** • Data Management • Introduction to Databases • Access Application **Discussion:** ☐ Database Everywhere, Is your information safe **Assignments:** ☐ Understanding Access ☐ Database Explained
8	July 22, 2024 Monday	July 26, 2024 Friday	**Final Exam**

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