



SYLLABUS

(Fall 2024 – Online - August 19, 2024 – December 4, 2024)

Course: CIT 300-701 (51750) – CIT Foundations

Dr. DeAnna L. Proctor

Course Catalog Description

Introduces students to educational technology and the distance education process necessary for the CIT Program.

Restriction(s): Enrollment is limited to students in Computer Information Tech

Topics and Objectives

Upon completion of this course, the student shall be able to:	How the student will develop outcomes	How the student will be assessed the learning on these learning outcomes
Demonstrate knowledge of, and ability to apply, CLO1. Describe what to expect in the CIT Program, CLO2. Describe necessary hardware and software used in the CIT Program, CLO3. Discuss the impact of the tools of modern technology on national and global issues, CLO4. Describe emerging technologies, such as artificial intelligence, and how technology creates new ethical debates, CLO5. Describe the devices that make up a computer system, CLO6. Describe how computers process and store data and how devices connect to a computer system,	Chapter Readings Chapter PowerPoints Chapter Videos Chapter Quizzes Chapter Exams	Discussion Boards Chapter Quizzes Chapter Exams Proctored Final Exam

<p>CLO7. Explain how the Internet works and how it is used for collaboration, communication, commerce, and entertainment processes,</p> <p>CLO8. Describe the tools and techniques required to navigate and search the web,</p> <p>CLO9. Explain the ways to access and use software and describe how to best manage your software,</p> <p>CLO10. Describe the different types of application software used for productivity and multimedia,</p> <p>CLO11. Explain the types and functions of operating systems and explain the steps in the boot process,</p> <p>CLO12. Describe how to use system software, including the user interface, file management capabilities, and utility programs,</p> <p>CLO13. Evaluate your computer system's hardware functioning, including the CPU and memory subsystems,</p> <p>CLO14. Evaluate your computer system's storage subsystem, media subsystem, and reliability and decide whether to purchase a new system or upgrade an existing one,</p> <p>CLO15. Explain the basics of networking, including the components needed to create a network, and describe the different ways a network can connect to the Internet,</p> <p>CLO16. Describe what is necessary to install and configure a home network and how to manage and secure a wireless network,</p> <p>CLO17. Describe the nature of digital technology is used to produce and distribute digital texts, music, and video; and the challenges in managing a digital lifestyle,</p> <p>CLO18. Describe how to respect digital property and use it in ways that maintain your digital reputation,</p>		
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<p>CLO19: Describe hackers, viruses and other online annoyances and the threats they post to your digital security,</p> <p>CLO20. Describe various way to protect your digital property and data from theft and corruption,</p> <p>CLO21. Describe the life cycle of a software project and identify the stages in the program development life cycle,</p> <p>CLO22. Explain the factors programmers consider when selecting an appropriate programming language for a specific program and will be familiar with some modern programming languages,</p> <p>CLO23. Explain the basics of databases, including the most common types of databases and the functions and components of relational databases in particular,</p> <p>CLO24. Explain how business use data warehouses, data marts, and data mining to manage data and how business information systems and business intelligence are used to make business decisions,</p> <p>CLO25. Describe common types of client/server networks, servers found on them, and network topologies used to construct them,</p> <p>CLO26. Describe transmission media, network operating system software, and network navigation devices and explain the major threats to network security and how to mitigate them,</p> <p>CLO 27. Explain how the Internet is managed and the details of how data is transmitted across the Internet, and</p> <p>CLO 28. Describe the web technologies used to develop web applications.</p>		
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Welcome!

Welcome to CIT 300–700. My name is Dr. DeAnna L. Proctor, and I am anticipating a rewarding and exciting learning experience for all of us with the primary focus of learning skills for the foundations of the CIT Program.

Instructor Information

Name: Dr. DeAnna L. Proctor

Email: deanna.proctor@wku.edu

My office hours are as follows:

As an adjunct faculty member, email is the best method of contact as this is an online course. I will respond as soon as possible, typically within 24 – 36 hours. Please do not wait until the weekend as the time frame for receiving a response may be longer.

Also, when e-mailing, please put the course name in the subject line (CIT 300). E-mail labeled in this manner receives higher priority.

Class Location/Times

This class is delivered in an online format. Because it contains a significant number of online assignments, it will be necessary for students to have access to reliable Internet connections. The class is available at the following website:

<https://blackboard.wku.edu>.

Required Textbook Material(s)

Technology in Action, 18th Edition

Published by Pearson - Copyright © 2024

Alan Evans, Kendall Martin, and Mary Anne Poatsy

ISBN: 9780138093730 (Includes eTextbook and access code to MyLabIT)

Other Requirements

Regular access to a computer with Internet, WKU email account, WKU Blackboard account, Adobe Reader.

Email and Blackboard as Official Means of Communication

Each student must have a WKU email address and Blackboard account for class participation. Email and Blackboard are considered official communication tools of this class. Thus, announcements and reminders are posted/sent frequently and will be sent only to official WKU email addresses. If you use a different email package at home, please ensure that your WKU email is forwarded correctly. It is the students'

responsibility to check WKU email and Blackboard regularly and to be aware of all class reminders and announcements.

Grading Process

The course grade is made up of 1,000 points. Each assignment and assessment is worth a specific number of points to help you achieve your desired course grade. Many of the assignments and assessments for this course are automatically graded. However, I will check course progress weekly and will post the grades for manually graded assignments and assessments within five (5) days following my week progress check. In addition, I will follow up with those whose progress does not seem to be on track for successful course completion.

Grading Scale

All assignments are due on the date noted on the course master schedule by end of day (11:59 pm), no exceptions. That is the reason for the contingency points posted at the end of the course, nor will any assignments be reopened. You, as the student, registered for the course and should maintain a calendar of due dates to ensure that you are meeting the expectations of the course.

The grading scale is below. There is no rounding up since this is a point scale rather than a percentage scale. Grades will not be rounded.

- A = 900 – 1,000 points
- B = 800 – 899 points
- C = 700 – 799 points
- D = 600 – 699 points
- F = 0 – 599 points (or cheating/plagiarism)

Assignments & Point Values

Your grade for this course will be determined according to the following assignments and assessments:

Activities	Points Possible
Introductory Assignment	10
Pearson Multiple Choice End of Chapter Quizzes (13 @ 15 points each) (15 questions at one point each)	195
Discussion Boards (13 @ 20 points each with grading rubric)	325
Multiple Choice Chapter Exams (13 @ 20 points each) (20 questions at one point each)	260
Final Proctored Comprehensive Exam (100 questions at two points each)	200
Concluding Comments	10
Total Points Available	1,000

Assignment Types and Associated Points

Chapter Readings: Chapter readings from the eTextbook (resource).

Chapter PowerPoints: Chapter PowerPoints from publisher (resource).

Chapter Overview Videos: Chapter Overview Videos from publisher (resource).

Introductory Assignment: (1 Assignment, 10 Points) After reading the course syllabus, please introduce yourself on the discussion board for introductions. Tell your colleagues a little background of yourself. You may post a picture of yourself, your family, if you want; however, **this is not required**. I like putting a name to a face.

Pearson Multiple Choice End of Chapter Quizzes: (13 Exams, 15 Points Each) Each chapter will include a 20-question multiple choice and true/false exercise covering the topics and materials discussed in the chapter. You will have only 1 attempt for each exam, but you may save your work and exit/enter the exam as many times as you want prior to submitting it.

Multiple Choice Chapter Exams: (13 Exams, 20 Points Each) Each chapter will include a 20-question multiple choice exercise covering the topics and materials discussed in the chapter. You will have only 1 attempt for each exam, but you may save your work and exit/enter the exam as many times as you want prior to submitting it.

Discussion Boards: (13 Discussion Boards, 20 Points Each) Each chapter will have one discussion board that reviews the chapter. Expectations are below and MUST be adhered to. This is in reference to the RSI policy outlined below. All students must participate in the discussion board throughout the semester. A minimum of two (2) substantive posts (**200-word minimum, yes, I use a word count add-on**) per post is expected from each student: one post of your own addressing the weekly discussion topic, and one reply and/or comment to other student's posts. Please try to place your messages in the appropriate forum. All postings must contribute information or insight. Discussions are fluid for each chapter and cannot be made up after the chapter due date. **Each discussion board post requires a 200-word minimum and will be graded on the four characteristics listed below. NO posting both posts on the same day, they must be on separate days for credit. You must post your original post before you see your colleague's posts.**

Plan to read the discussion board at least several times per week. You are responsible for any information that is posted there. I will read all postings to the discussion board, and I will post any announcements concerning the course. Any questions related to the course should be posted to the Q& A discussion board, not sent via email to me. I encourage students to answer each other's questions whenever possible. No messages that simply say, "Me too". All postings must contribute information or insight.

All CIT classes must have student-to-student and faculty-to-student discussions. The program uses a standard discussion rubric as follows: Discussion boards cannot be made up due to the fluidity and the back and forth of genuine conversation based on the prompt for that week. Please do not ask for an extension of discussion boards as it will not be granted. Each discussion board post requires approximately 200-word minimum and will be graded on the following four characteristics:

- **Timeliness** - For full points, you must SUBSTANTIVELY (**200 word minimum**) contribute your thoughts to each discussion contribution **over two (2) days** of the chapter week's discussion window.

- **Style/Mechanics** - For full points, postings must be TOTALLY free of grammar issues, and follow APA Style.
- **Comprehension** - For full points, ALL postings must reflect comprehension of the topic(s).
- **References** - For full points, ALL postings must be supported with the text or other SCHOLARLY source citations/references.

Final Exam: (1 Exam, 200 Points) 100 questions at 2 points each. At the conclusion of ALL coursework, a proctored comprehensive final exam must be completed. The final exam must be administered at a specific date and time and under the observation and direction of an approved CIT proctor. The exam must be scheduled through DELO. **This is a proctored exam and must be scheduled through WKU Testing Center. The final exam must be taken Monday, Tuesday, or Wednesday of finals week (there are no exceptions). There is a time limit of 120 minutes for the final exam with one attempt.**

Concluding Comments: (1 assignment, 10 points) Please leave your concluding comments.

Please be sure to review your grades right away; corrections will not be made more than seven days after the initial grade is posted.

Contingency Points

Sometimes uncontrollable problems occur during the course that can negatively affect a student's grade. Examples include personal issues, family issues, forgetting an assignment, encountering test questions that are worded poorly, course errors, etc. Because I want to be fair to all students, I am giving you 50 contingency points. This means that for whatever reason, you can lose 50 points and still have a 100% average. **Please do not ask for additional contingency points; under no circumstances will more be provided, nor will any assignments be reopened. You, as the student, registered for the course and should maintain a calendar of due dates to ensure that you are meeting the expectations of the course.**

Regular and Substantive Interaction (Online Courses Only)

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Description of RSI activity, and
- Description of RSI activity.

Example:

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly synchronous sessions with faculty and students,
- Faculty participation in weekly discussion boards,
- Weekly announcements, and
- Timely and detailed feedback on assignments provided within one week of submission.

Note: Your activities may look different from these as they are used solely for the purpose of this example.

Academic Dates

To determine important academic dates such as the last day to drop with a W, or the final exam schedule, please see http://www.wku.edu/registrar/academic_calendars/

Final Exams

All CIT final exams must be proctored. While you may be able to use the proctor of your choice at the location of your choice, you must register with the WKU testing center in order to have your proctor approved (see <http://www.wku.edu/testing/> for more details). Note that you must pre-register with the testing center before taking the exam, which is usually no less than 10-days prior. I highly suggest that you register early. Final exams must be taken during final exam week. You may choose Monday through Wednesday only during finals week to take the exam.

As the final exam is an assessment and not a learning activity, correct answers are not provided. However, if you wish to review your exam, it will be made available to you. However, as with other on-campus final exams, you must know that student review can only be accomplished on-campus (Bowling Green), in a proctored environment, during a

full term (fall and spring) following that of the exam's administration. This step is necessary to protect the integrity of the exam.

Also, since the final exam is an assessment, your score will likely be lower than you have previously experienced with the learning activities. Therefore, after completing the exam, your overall average will likely go down, not up. This means you need to be sure and complete all of the learning activities as assigned in order to have a very high average before taking the final.

Attendance Policy

Because this is an online course there is no classroom attendance requirement. However, I strongly encourage you to remain actively involved in this course. Some suggestions for doing this are: 1) check your WKU email and Blackboard regularly for course announcements and information; 2) stay abreast of all due dates as they are added to the course schedule on Blackboard; 3) contribute regularly and effectively to the online discussions; 4) complete all work on time and to the very best of your ability.

Instructor Feedback

In general, I will post weekly grades no later than one week after the due date. I tend to comment little if you are doing well (>80%) and comment more if you are not (< 80%). However, at any time if you have questions about any comments and/or grades, please contact me within three or four days at most while the issues are still fresh in both our minds. This will help to iron any issues out as soon as possible.

In the event a Blackboard grading rubric is used, that is your feedback. Again, if you have additional questions, contact me as soon as possible.

Also, if I mistakenly note you as missing any assignments and you did submit them, please immediately let me know the time and date you posted. I will be happy to download the post and correct my records. I will not make changes to grades after one week of posting.

Non-Graded Assignments

Some activities that you will complete during the course are ungraded or carry no point value (like reading assignments). However, it is very important that you complete these activities. Non-completion of these activities may negatively impact your graded work.

Incompletes

All incomplete requests must follow school guidelines. See the University catalog.

Extra Credit

There is no extra credit or make-up work as the class assignments reflect what is required for successful completion of this course. The contingency points take care of this for all.

Late Assignments

Due to the nature of this course and based upon my teaching experience, it is critical that you are timely in submitting the assignments. Since all assignments are made available before they are due, no late work will be accepted for any reason. Again, no late work will be accepted for any reason. Please do not wait until the last minute to do your assignments; no late work will be accepted for any reason.

Academic Standards

I expect all students to support the same respect for individuals, commitment to issue and problem resolution, and open communication and feedback as in any learning environment.

Specifically, all students are expected to:

- Accept responsibility and accountability for all use actions and content posted to any online classroom, public meeting, or personal inbox (email).
- Maintain the same ethical standards expected in a collaborative, academic environment.
- Demonstrate respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disability, or sexual orientation.

In the online environment, the following will not be tolerated:

- Harmful, threatening, libelous, or abusive content,
- Profanity of any kind,
- Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements,

- Misrepresentation of identity through alteration of inbox (email) names,
- Posting unsolicited advertisements to public meetings or private inboxes (no spamming), and
- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

Academic Honesty

I highly value academic honesty. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used.

Words or ideas that require citation include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

All submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citations if used by someone other than the original author.

Academic dishonesty in an Online learning environment could involve the following:

- Having a tutor or friend complete a portion of your assignments,
- Having a reviewer make extensive revisions to assignments,
- Copying work submitted by another student to a public class meeting, and
- Using information from on-line information services without proper citation.

Any of these practices could result in charges of academic dishonesty. Sanctions range from failing assignment or class grades to expulsion.

I consider academic honesty a very serious issue. I have and will fail students that I discover are not adhering to the above guidelines.

Class Navigation

Go to <http://blackboard.wku.edu> and follow the login instructions (usually available by the first day of class). This site will be the primary means for grades, announcements, exams, written assignments, reading materials, discussion boards, and other

supplemental course information that you will need. Please be sure and check this site regularly.

Computer Access

This class requires each student to make use of several software packages, various other software tools and the Internet. All required resources are available either in the general Student Computer Labs across campus, on WKU Extended campuses, and typically, at public libraries. Lack of hardware, software and Internet connectivity at home to complete any assignment is not an acceptable reason for not completing work. You may work from any location you prefer (home, work, etc...), but you will need access to MS Office software.

Technology Issues

School servers are unavailable from time-to-time. Accordingly, I will accept e-mailed assignments to my personal mailbox for time-stamping purposes only. However, once Blackboard is available to you, in order to receive a grade, the assignment must be posted to the appropriate submission area.

Also, from time to time the Blackboard system will lock-up during a quiz or exam. If this happens, please contact me as soon as possible. I can only reset the exam, which means you will have to take it over (this includes final exams). If you wait until the last minute to take an exam, you may not be able to reset due to time limitations.

For comments/complaints about technology issues (for example, Blackboard exam problems), please contact the Office of the Chief Information Technology Officer (270-745-2243).

Cancellations

If you are dropped for any reason (lack of payment, etc.), your access to Blackboard may be terminated. In this event you will **NOT** be permitted to make up on-line course assignments/activities during the time you lost access to Blackboard.

Student Disability Services

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The OFSDS telephone number is (270)745-5004; TTY is (270)745-3030. Per university policy, please DO NOT request accommodation directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Ogden Student Course Attendance Statement

The faculty and staff of Ogden College of Science and Engineering are committed to providing you with learning experiences and opportunities. You must assume ownership of your education and be an active participant in the classroom and laboratory to take advantage of these opportunities. Active participation requires you to attend. Scientific studies have shown that attendance during scheduled classroom and laboratory meetings is directly correlated to your performance on assignments and exams and the potential to earn higher grades. Additionally, if you do not regularly attend class, you are missing important information about course topics, due dates, and assignment details that are crucial to your success in the course. Therefore, as a student enrolled in an Ogden course, you are expected to attend every class meeting and to inform your instructor regarding the reasons for any absences as soon as practical. Your instructor may incorporate class attendance/participation as part of the grading criteria.

Schedule Exceptions

I will not approve any schedule exceptions.

All students are strongly encouraged to [get the COVID-19 vaccine](#). Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in [Kentucky](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center ([SARC](#)): [270-745-5004](#) (voice), [270-745-3030](#) (TTY), or [270-288-0597](#) (video).

All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

The instructor has the right to adjust the due dates/syllabus based on circumstances beyond their control. Concluding Comments: (1 assignment, 10 points) Please leave your concluding comments.

Week	Activities/Assignments	Due Date
1	Read Start Here folder content. Read and print the syllabus and master schedule of assignments and due dates. Read What to Expect in the CIT Program located under the Course Content folder.	Sunday, August 25, 2024
2	Read Necessary Hardware and Software in the CIT Program. Complete Introductions to your Colleagues located under the Discussions link.	Sunday, September 1, 2024
3	Chapter 1 Folder Assignments Listed in the Course Shell	Sunday, September 8, 2024
4	Chapter 2 Folder Assignments Listed in the Course Shell	Sunday, September 15, 2024
5	Chapter 3 Folder Assignments Listed in the Course Shell	Sunday, September 22, 2024
6	Chapter 4 Folder Assignments Listed in the Course Shell	Sunday, September 29, 2024
7	Chapter 5 Folder Assignments Listed in the Course Shell	Sunday, October 6, 2024
8	Chapter 6 Folder Assignments Listed in the Course Shell	Sunday, October 13, 2024
9	Chapter 7 Folder Assignments Listed in the Course Shell	Sunday, October 20, 2024

10	Chapter 8 Folder Assignments Listed in the Course Shell	Sunday, October 27, 2024
11	Chapter 9 Folder Assignments Listed in the Course Shell	Sunday, November 3, 2024
12	Chapter 10 Assignments Listed in the Course Shell	Sunday, November 10, 2024
13	Chapter 11 Folder Assignments Listed in the Course Shell	Sunday, November 17, 2024
14	Chapter 12 Folder Assignments Listed in the Course Shell	Sunday, November 24, 2024
15	Chapter 13 Folder Assignments Listed in the Course Shell Concluding Comments	Sunday, December 1, 2024
Finals Week	Proctored Comprehensive Final Exam	Monday, December 2, 2024, Tuesday, December 3, 2024, and Wednesday, December 4, 2024 ONLY Per CIT Department