This is a revision to your current syllabus and schedule for ITEC 1050, Spring 2010. While your grades earned-to-date will remain intact, the schedule going forward and some of the assignments have changed – some significantly, some slightly. In addition, the method for distribution and collection of assignments may change. The policies governing the teaching of the course will change. It is almost certain that the teaching method will change. Dr. Bahrami and I are two different individuals, with different philosophies, and I do not have access to her notes that may have augmented the material in the text.

Please note that **ITEC 1050 does not satisfy requirements for Core Area D**

**Date / Time:** Tuesday & Thursday, 10:00 to 11:15am  
**Location:** SC 1503A (T) & SC 2506 (R)  
**Professor:** Chris Williams  
Science Center 272  
344-3263  
[chris.williams@armstrong.edu](mailto:chris.williams@armstrong.edu)  
**Office hours:** MW – 10:00-11:15am; TR – 2:00-3:15pm; other times by appointment  
[http://cst.armstrong.edu/chrisw/itec1050/](http://cst.armstrong.edu/chrisw/itec1050/)

**Course Text:** *Computers are Your Future (Complete) 10th edition*, by Daley.  
13-digit ISBN is 978-0-13-504511-4

**Materials and Resources:**
- A USB flash memory thumb drive (a drive as small as 256MB will suffice). You may still use a floppy diskette, but they are highly unreliable and have significant storage limitations. Automated software deletes any work saved to the lab computers each night, so you **will need** a secondary storage device such as a USB drive.
- You will submit assignments to the above e-mail address. The class webpage contains any additional resources as well as any changes to the course or due dates.

Your reading assignments correspond to the class calendar, and lectures assume that you have read the appropriate chapter(s) for each lecture.

**Schedule:**
For Daily Schedule, see attached hand-out.

**Specific Schedule**

<table>
<thead>
<tr>
<th>Original Lab / Test</th>
<th>Original Date</th>
<th>New Date</th>
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</thead>
<tbody>
<tr>
<td>MS Access</td>
<td>March 23 and 30th</td>
<td>No change</td>
</tr>
<tr>
<td>MS PowerPoint</td>
<td>April 6, 20, and 27th</td>
<td>April 20th</td>
</tr>
<tr>
<td>Final Exam</td>
<td>May 4th</td>
<td>May 6th @ 10:00am</td>
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Grading:

There will be changes to the grading methodology as follows:

1. I do not keep attendance. Therefore, the entire concept of “perfect attendance” will no longer pertain to this course and you will not receive any deductions or additions to your grade for “perfect attendance.” You will be responsible for all material covered in class and in lab. Material not covered in the textbook will appear on the final exam. Some extra credit questions will be on the final exam and on the remaining two assignments.

2. The original scoring schema for this course weighed all four assignments equally. I do not believe that the difficulty of completing a PowerPoint assignment is equal to the difficulty of understanding the concepts involved with relational database systems and being able to use MS Access. Therefore, the final two lab assignments carry different weights.

3. There will be an assignment out of the textbook on Computer Security from Chapter 9 as well as other material.

Previous Grading Schema:

- Mid-Term Exam: 100 pts, or 33% of the course
- Final Exam: 100 pts, or 33% of the course
- Four MS Office Assignments: 100 pts (25 each) or 33% of the course

New Grading Schema:

- Mid-Term Exam: 25% of the course
- Final Exam: 25% of the course
- Word and Excel: 20% (10% each) of the course
- Access: 15% of the course
- PowerPoint: 5% of the course
- Additional assignment: 10% of the course

Grading example (using real grades to date):

- Mid-Term Exam (real) 96 of 100. 96 x 0.25 = 24
- Word (real) 23 of 25 = 92%. 92 x .10 = 9.2
- Excel (real) 25 of 25 = 100% x .1 = 10
- Access (hypothetical) 95 x .15 = 14.3
- PowerPoint (hypothetical) 100 x .05 = 5
- Additional assignment (hypothetical) 90 x .10 = 9
- Final Exam (hypothetical) 86 of 100. 86 x 0.25 = 21.5
- TOTAL = 93, or an A in the course.

The professor reserves the right to change the class schedule, including assignments, labs, and tests, only if prior notice is given to the class.
Homework Deadline Policy:
- All assignments are due on the date indicated in the assignment and posted on my web page.
- Any assignment turned in between the due date and the cutoff date (typically three days after the due date) will be graded with a 15% deduction. For example, a score of 87 will be reduced to a 74.
- Assignment submissions will not be accepted after the cutoff date/time.
- Homework and assignments submitted in a method other than outlined will not be graded.

Test Policies
- Your test will be graded by means of Scan-Tron sheets. Please be sure to bring a number 2 pencil for the final exam.
- Makeup of tests – see the policies in the section below.
- Final exam policy:
  - The Final Exam is mandatory. While it will predominantly contain material covered since the mid-term exam (change – it is no longer completely comprehensive), approximately 10% of the questions will come from important material covered before the mid-term exam.
  - Failure to show up for the exam at the appointed date and time without a legitimate reason made known to me in advance will result in a zero for the exam.

Lab and Class Policies
- This course requires lab work. You will be given some time in class to work in the lab, however, there will not be enough time during our lab sessions for you to complete all of your format (graded) assignments. You will use the university’s labs on your own time or work at home to complete your assignments.
- In accordance with department policy, food or drink is not permitted in the classroom during scheduled lab sessions. This is a CIS policy and if you bring food or drink into the lab, you will be asked to remove it.
- Lab time has been scheduled either for me to better facilitate the learning process by incorporating the lab into the lecture, or for your own hands-on work. Playing games and surfing the net not related to class will not be tolerated and are grounds for removal from the class.
- To avoid disruptions of both lab work/lectures and classroom lectures and discussions, you are to turn off all cell phones and beepers while in the lab or classroom.

Attendance and Makeup Policies
- There are times when a student cannot attend a class due to various reasons, including illness, death in the family, etc. While you are not required to notify me when you will be absent for a regular lecture/lab, you will need to notify me in advance if you cannot be present for a test, or to turn in an assignment when it is due. Failure to do so, without an excellent documented reason, will result in a late assessment of a 15% deduction on the test and 15% on the assignment, as specified earlier.

Plagiarism and Cheating
- You are to abide by AASU’s Honor Code, located in Appendix 1 on page 352 of the current AASU Catalog. In this class, homework assignments, in-class work, quizzes, and exams must be your own work.
<table>
<thead>
<tr>
<th>Date</th>
<th>Tuesday Activities</th>
<th>Thursday Activities</th>
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<tbody>
<tr>
<td><strong>March 23</strong></td>
<td>Intro to the rest of the course</td>
<td>MS Access Lab</td>
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<td>MS Access Lab</td>
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<td><strong>March 30</strong></td>
<td>Chapter 2 (Internet &amp; WWW)</td>
<td>Chapter 3 (Wired &amp; Wireless Networks)</td>
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<td><strong>April 6</strong></td>
<td>Chapter 8 (Computer Networks)</td>
<td>Chapter 9 (Privacy &amp; Security)</td>
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<tr>
<td><strong>April 13</strong></td>
<td>Chapter 9 (continued)</td>
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<tr>
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<td>“Additional” homework assigned</td>
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<td>Access assignment will be due this week, date to be announced.</td>
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<td><strong>April 20</strong></td>
<td>MS PowerPoint Lab</td>
<td>Chapter 11 (Programming Languages)</td>
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<td>PowerPoint homework assigned</td>
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<td><strong>April 27</strong></td>
<td>Chapter 13 (Systems Analysis)</td>
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<td><strong>April 29</strong></td>
<td>PowerPoint assignment due @ 11:59pm on April 29</td>
<td>Chapter 14 (Enterprise Computing)</td>
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<td>“Additional” assignment will be due @</td>
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<td></td>
<td>11:59pm on Monday, May 3</td>
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<td><strong>May 6</strong></td>
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<td>FINAL EXAM @ 10:00am</td>
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