INFO-1120 *Information Systems and Technology Fundamentals*

Instructor Contact Information

Instructor Name:

Email:

Preferred Contact: Teams

Office Phone: 801-863-4865 (This goes to MS Teams...so contact me in MS Teams)

Office location: CS 633-C

Office hours: (If applicable)

Additional hours are available in person and via video chat upon request. Please get in touch with me via MS Teams for availability.

For MS Teams meetings, simply call. There is no need to chat with me ahead of time to meet with me during office hours, just call me on Teams. For all communications, please state your course and section (e.g. IT 1510 - X04).

Course Description

Explores the fundamental concepts of information technology and the role played by enterprise systems in business and organizational strategy. Introduces types of systems, computer organization and hardware, operating systems and networking, project planning, software development, computer ethics, and career paths for enterprise developers and IT professionals.

Course Outcomes

Upon successful completion of this course, students will be able to:

1. Explain how Information Systems are used by businesses, individuals, and society.
2. Understand the fields of specialties in Information Systems.

3. Recognize the career paths that are available for Information Systems graduates.
4. Understand the opportunities and challenges of modern Information Systems.
5. Discuss the characteristics and components of a computerized Information System that provides information to users.
6. Summarizes how Information Systems can be used to support, decision making.
7. Possess the skills needed to conduct research and write intelligently about key Information Systems concepts.
8. Understand how to use Information Systems for strategic advantage in business.
9. Feel confident in directing their future studies if choosing a career in Information Technology

Prerequisites and Needed Skills

Prerequisites

- IM 1010 (Basic Computer Applications) recommended

Technology Expectations

- Students must have access to a functioning computer

Materials, Fees and Technology Tools

Required Materials, Fees and Technology

- Lab access fee of $45 for computers
- **Microsoft Office 365**
  - You can download and install your student-licensed copy here: **https://my.uvu.edu/student/technology-services (https://my.uvu.edu/student/technology-services)**
- **CompTIA Tech+**

  To participate in this class you will need a one-time subscription to **CompTIA Tech+ training material (https://www.comptia.org/certifications/tech)** , a simulation-based training product (a training resource produced by CompTIA). This should be included for students who use Wolverine Access (which you were automatically enrolled in, unless you opted out).

  If you opted out of Wolverine Access, you must purchase the CompTIA Tech+ material from the **CompTIA/TestOut Store (https://shop.testout.com/)** . The cost is approximately $95. Once you enter your activation code, your CompTIA material has a different product expiry than the class. Instructions for purchasing an activation code are on the **Purchasing a TestOut Activation Code (https://uvu.instructure.com/courses/610901/pages/purchasing-a-testout-activation-code)** page.

Course Mode:

ONLINE: Students are expected to log in at least weekly (preferably more often) and complete all activities and assignments.

FACE-TO-FACE and HYBRID: Students are expected to attend and participate in discussions and lectures.

Weekly time estimate:

For this **three (3) credit-hour** course students should expect to spend up to **9+ hours a week** completing course activities.

Description of how the course works:

Canvas is where course content, grades, and communications will reside for this course. This course uses MS Teams for some group discussions. Online and hybrid students are expected to use MS Teams heavily during the course.

Accreditation:

The Information Systems program at UVU is accredited by the Computing Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). According to ABET, “accreditation is proof that a collegiate program has met certain standards necessary to produce graduates who are ready to enter their professions” (**Why ABET Accreditation Matters (http://www.abet.org/whyaccreditation-matters/)**).

The IS&T Department follows strict data collection, curriculum, and assessment standards to maintain ABET accreditation. To ensure both Information Systems and Information Technology programs strive to meet the standardized outcomes, outcomes may be assessed in this course.

Student Responsibilities:

- *Start class the first week of the term.*
- ***Be accountable by setting aside regular time each week to complete course activities and assignments on time as noted per the due dates**.*
- *Learn how to use Canvas including communication tools (e.g. discussion, Canvas inbox, etc.). If you have technology-related problems contact the **Service Desk (https://www.uvu.edu/servicedesk/)** .*
- *Abide by ethical standards. Your work must be your own.*
- *Only use Generative AI in authorized ways. When in doubt, don't use it to complete your homework.*

- *Contact your instructor as early as possible if an emergency arises. Do NOT wait until the last minute to ask for an extension.*

Instructor Responsibilities:

- *Respond to emails within ONE business day. If multiple emails are received regarding the same question or concern, they may be responded to with an announcement to the entire class.*
- *Provide timely, meaningful and constructive feedback on assignments.*
- *Facilitate an effective learning experience.*
- *Refer students to appropriate services for issues that are non-course content specific. For instance, technical issue, writing labs, accessibility services, etc.*
- *Mentor students through the course.*

Grading and Late Work Statement

Grading Scale:

The following grading standards will be used in this class:

Grading Scale

Grade	Percent
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%

D+	67-69%
D	63-66%
D-	61-62%
E	<61%

Assignment Categories

Assignment Categories

Activity	**Percent**
CompTIA Labs	35%
Hands-on-Labs	15%
Section Quizzes	15%
Job Shadow	10%
Job Tools	5%
Activity	**Percent**
Discussions	5%
Meeting with Academic Advisor	5%
Technology Paper	5%

Exams	5%

Late Work Statement:

Late work might **not be accepted.**

Late work grades **may be reduced 20% for the first 7 days late, and 40% after the first 7 days late.**

Backup Notice:

You must keep backup copies of all your graded work until the end of the course. Recording errors may occur, servers may crash, or your instructor may lose your scores due to some hardware failure or accident. **It is your sole responsibility to prove you have completed all the required work at the end of the semester!** Information Systems require backup, and you should learn this skill now.

Assignment and Assessment Descriptions

Assignments:

Your class participation is key to helping you learn the fundamentals of Information Systems and Technology. As part of that participation, you will be expected to complete several different major assignments.

- **CompTIA LabSim (Labs and Section Quizzes)**

  Most of your instruction, labs, quizzes, and exams are in the CompTIA LabSim EduApp. As long as you click on an assignment link from Canvas and complete the resource within LabSim, your score will be transferred to Canvas within 1-2 minutes. If you click ahead through the materials in TestOut to complete assignments, your score may not be transferred to Canvas automatically and you may need to reach out to me to manually enter your grades. Be sure you click on the assignment link ***from Canvas*** if you want the assignment recorded in the grade book. The

  Grading Process: LabSim to Canvas (https://uvu.instructure.com/courses/610901/pages/gradingprocess-labsim-to-canvas) page explains how this works.

- **Hands on Labs**

  Some assignments will have you use simulations for various IT-related skills including computer configuration, data processing, programming, and cybersecurity. These are not meant to be difficult on in-depth but to give the student an introduction to these various IT fields.

- **Technology Paper**

  By the end of the class, you will need to submit a Technology Paper. There will be four milestone assignments along the way for this paper, and you must complete all of

them. You will choose a topic related to your intended degree, learn how to research and find information, process and evaluate it, and then produce a well-written document. Creating convincing arguments in documentation is a vital skill in any profession related to information technology.

- **Meeting with Academic Advisor**

One of your assignments this semester is to meet with your academic advisor. Students find that making good decisions about their major, career or coursework significantly helps their university experience, and your advisor can help with those decisions. Also, keeping a scheduled appointment is a professional expectation, and now is a great time to start building that habit. This assignment will have four parts, due at different points during the semester (you are welcome to work ahead):

1. Schedule your appointment
2. Login to Wolverine Track
3. Meet with your academic advisor
4. Write a brief report on the meeting

- **Job Shadow**

Job shadowing allows you to explore specific careers and get a realistic picture of the tasks performed and the skills required. It also helps you network with professionals in the field and is a great way to get your foot in the door at a potential, future employer. The goal should be to find someone in the field you want to pursue rather than someone convenient. This person should be relevant to your academic pursuits (i.e. if you are working to a degree in Mechatronics, you should find someone in mechatronics.)

Start thinking *now* of someone you could shadow. Some of your professors in your other classes might be a great resource. If you don't know someone, think of a company that would be your ideal job and call that company and ask them if they have a job shadow opportunity. You'll need to schedule an appointment to meet with someone at this potential company or potential career option.

Do it early in the semester, before things get busy! This assignment requires scheduling someone else's time so you will need to manage your deadlines on this yourself. Once you've completed your shadow experience, you will write up a report that will become part of your ePortfolio. Be sure to review what is required on that report before doing your job shadow. There are two submissions for this assignment: Who and When (an appointment of when you will do your job shadow and when), and the Report (see the assignment for the form). Both have long due dates, but I highly recommend you get them done early.

- **Discussions**

Each week we will have a discussion. Discussions and debates are a way to grow, learn, and explore topics together. In this class, you will need to share your ideas and debate them critically and rationally. I ask that you do so with kindness and empathy for your classmates—that you listen and respond respectfully and with care. Remember that understanding different points of view and understanding their basis and diversity gives

us strength. While some perspectives might challenge our fundamental assumptions, they also provide an opportunity to question, listen, and grow. All students will need to form their own small groups of 3-5 people for all their small group discussions. *Comments that do not add significantly to a discussion will receive* ***no credit****.*

In-Person Classes: We will typically perform our discussions in class. This can be done classwide or in groups. You will get credit for participation in these discussions and will not need to make a submission in Canvas if that week's discussion is done in class. If you would like to do a submission for this assignment, simply comment that you participated in class in the discussion thread to remove the 'missing' in Canvas. Occasionally, in-person classes may required MS Teams meetings for weeks with holidays or other interruptions.

Hybrid Classes: We will often have discussions in classes like the in-person format above. However, we will often have MS Teams groups for discussions like the online format below.

Online Classes: Online students will be responsible for creating their own teams and maintaining them throughout the semester. You will need to meet remotely and online via MS Teams with your other group members. Your discussions should follow the required format.

ALL SECTIONS: Discussions may occur in class or by using MS Teams. MS Teams discussions must be recorded and available to your instructor and the instructional assistant. You should use a camera, if available. You will be given the opportunity to form your own group but may be assigned one.

NOTE: If you are unable to use this format, you need contact me right away.

- **ePortfolio as a Job Tool**

  You will be creating an ePortfolio this semester, to which you will add a "me in 30 seconds" video, your job shadow report, and your technology paper. You can add other projects as you continue through your university experience, compiling an impressive digital resume by the time you finish.

  This ePortfolio will be used with other Job Tools to create a set of tools to help you get your desired job and careeer.

- **Assessments:**

  Quizzes and exams will be administered through the CompTIA LabSim. Your CompTIA Tech+ Assessment, along with your Technology Paper, are considered as your Final Exam. Some extra credit during the semester is addes to this category.

Group Work, Cheating, and Generative AI

This course leverages group work and allows for student interaction and participation on assignments. However, you need to be performing your own work (ie. active participation), and not a mere copy. You are allowed to work on labs and assignments as a group provided that you are an active participant in the overall process. Assignments, quizzes, and practice exams are open book and open neighbor. Generative AI (like

ChatGPT and others) is allowed when using this format provided that the students ask for and read the generative AI explanations for its answers. This is NOT considered cheating in this class.

All exams and quizzes are not open book, nor open neighbor, nor open Internet. Students must not use any Generative AI for any quizzes or assessments. Proctored exams are a solo activity measuring what you have learned from your work and practice.