

# BTM 200

## Fundamentals of Information Technology

### Section EC

### Fall 2017

**This syllabus is subject to change and any changes will be posted in the Announcements section of your eConcordia portal.**

**Disclaimer: In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.**

## About the Course

### Instructor

The instructor for this course is Fall: Samie Li Shang ([samie.ly@concordia.ca](mailto:samie.ly@concordia.ca)); Winter: Dr. Raafat Saade ([raafat.saade@concordia.ca](mailto:raafat.saade@concordia.ca))

### Teaching Assistants

The Teaching Assistants for this course are **Joe Abou Jaoude, Shawn Dulgar, Wintana Taddess, and Amanda Leone.**

### Course Description

Today, everyone needs to have a strong understanding of the fundamentals of information technology (IT), in order to be productive in society. This course addresses the fundamental aspects of information technology that drive our businesses and lives alike. The course does NOT deal with new technologies and innovations but rather with the primary principles and components they are built upon. Some of the concepts the course deals with includes software, hardware, tele-communications, the Internet, ethics in IT, security, and personal productivity. The course will strengthen your fundamental knowledge related to IT and its various aspects and will prepare you not only for courses to come but also for today's industry expectations.

The course entails fundamental subject matter: How information is stored in computers; how the internet works; issues related to security and safety of your data; ethics related to IT usage; social issues resulting from today's information technologies, and business productivity. As such, and in specific, the course does not deal, for example, with versions of operating systems, or state-of-the art technologies and social media, but focuses on the basic knowledge that all IT is built on and its use for business productivity.

This course is designed to provide you with the opportunity to deal with information technology from different perspectives and focuses on practice rather than theory. To that effect, you are required to be an active participant by engaging in a number of interactive activities and applied assignments.

As an online course, time management becomes the critical to complete all requirement (assignments, activities, and tests) on time. The format provides an opportunity to further develop your self-directed learning skills and time management, encompassing up to 40 hours of interactive experience with online learning tools.

## Obtaining Required Material

You need to have access to two websites for this course, including eConcordia, and Learning Lab.

- Textbook: Technology in Action Complete (13th Edition) by Alan Evans, Kendall Martin, and Mary Anne Poatsy, ISBN-13: 9780134508962.
- The text required for this course is available through the course website and is included in the eConcordia fee. – Please Note that the software recommended in the textbook is not required.
- 3rd Party access to Learning Lab website; [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) - **not included in eConcordia cost**. (The registration instructions will be posted in eConcordia announcement section) . Please note that the registration deadline to learning lab is 31/09/2017
- NOTE: Your first name, last name and e-mail address must be the same on both websites (eConcordia, and Learning Lab) as the one registered in your Student Profile on your My Concordia Portal.

## Recommended [not mandatory]

- 3rd Party Task Based Microsoft Excel and Access Learning Simulations: Cengage Learning: SAM - **not included in eConcordia cost**.
- SAM is a 3rd party program that simulates Microsoft Excel and Access.
- To purchase SAM and register your account, you will need to follow the instructions provided in a PowerPoint that will be uploaded to eConcordia and Learning Lab. An announcement will also be made with more details.
- **Sam is NOT refundable and has an extra cost (~65\$).**
- Once purchased, you will have access to Sam's content until you graduate.
- SAM includes ALL features and functions that exist in Excel (369 features) and Access (308 features). You will have these training and testing modules available to you at all times.
- For any technical issues with SAM, please contact their Tech Support.
  - Email: [nelson.brain@nelson.com](mailto:nelson.brain@nelson.com)
  - Nelson Phone Support: 1-800-268-2222 - Monday through Friday 8:00am to 6:00pm (EST)
  - Online: <http://support.cengage.com/magellanweb/TechSupport/login.aspx>

## ACSD Students

- Please notify us along with an email from the centre so we may account for this in learninglab.
- Please check the ACSD box when creating your account in learninglab.
- Please coordinate with the ACSD centre if you wish to take the exam there and notify us of your intention to do so.

## Communication

### Communication & Question Center

- In this course, you MUST use the **Question Center** found on Learning Lab **for all communication**.
  - **IF your communication is private then select the “Private” option before you submit.**
  - Do not post your telephone number, student ID, or any other personal information.
  - Read first the other questions/posts to verify that the answer you are seeking is already posted.
- Expect a response within 24 hours during the week (Monday-Friday).
- Teaching Assistants check their messages once over the 48-hour weekend period and are not available on statutory or university holidays.
- For any technical issues with eConcordia, please contact [helpdesk@econcordia.com](mailto:helpdesk@econcordia.com).
- For any technical issues with Learning Lab, please contact [learninglab.helpdesk@gmail.com](mailto:learninglab.helpdesk@gmail.com)
- You are required to be polite, respectful and professional at all times.

## **Announcements**

- **Important** information regarding the course will be communicated to you via the Notification Section of Learning lab or Announcements Section of the eConcordia course website.
- **You are required to check the announcement postings for updates at least three (3) times per week.**

## **Teaching Assistants Office Hours**

There will be TA office hours setup for the duration of the semester. If you need to meet your TA face to face you can do so during their office hours. Their office hours will be posted in the announcement section of the course on econcordia.

## **Course Evaluation**

Approximately one week prior to the end of the term, you will receive an e-mail message asking you to complete a course evaluation. Click on the link in the e-mail and follow the instructions. Please note that all responses are completely anonymous and will be kept confidential. We value your opinion; your feedback regarding your experience with eConcordia is greatly appreciated.

## **Graded Assessments**

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**Extensions for due dates will not be accepted.**

**For any special circumstance, you need to contact your professor directly and provide proof.**

Table 1. Course Evaluation Components.

<b>ASSIGNMENTS</b>	<b>Weight</b>	<b>Date Due</b>
<b>Questionnaires (Participation Points)</b> <i>Done in LearningLab...</i>		
Online Readiness Questionnaire	1%	October 1
Pre-Test IT Knowledge	1%	October 1
Final Survey	1%	November 28
Ethics Survey	1%	November 28
Discussion Case 1 (Ethics)	1%	November 21
<b>EISEL (Interactive Learning Tool)</b> <i>Done in LearningLab...</i>	10%	November 28
<b>Activities/Assignment3</b> <i>Submitted in LearningLab...</i>		
A1 [Computer Configuration]	1%	October 23
A2 [Assess your hardware]	1%	November 06
A3 [Assess your computer security]	1%	November 28
<b>Quizzes</b> <i>Done in eConcordia...</i>		
Quiz 1: Computer and Information Ethics	1%	October 9
Quiz 2: Computer Parts	1%	October 9
Quiz 3: System Software	1%	October 9
Quiz 4: Application Software	1%	October 9
Quiz 5: Networking	1%	November 06
Quiz 6: Assessing Hardware & Software	1%	November 06
Quiz 7: Security	1%	November 06
<b>Mini Case (Individual Work)</b> <i>Done in LearningLab (problem-based phase approach to completing mini case)...</i>	15%	November 28
<b>Summative Test</b> <b>NOT with examination's office.</b> <b>To be done in a computer lab.</b> <b>Location and time will be announced</b>	60%	To be Announced <b>You must get 50% of the final exam grade to pass the course.</b>

**Note:** Course evaluation components shown in table 1 above are mapped in learning lab based on due dates and in eConcordia on a weekly basis. In this way, for your planning of the course

## Description of Graded Assessments

1. Online Readiness Questionnaire: Accessed from [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) website. You are asked to answer a few questions that will help us understand your readiness for taking courses online. This is part of the professor's initiative to understand how to enhance the course so students can have optimum learning experience. This assessment is participation based, meaning you simply need to complete it to receive full marks.

2. Pre-Test IT Knowledge: Accessed from [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) website. This is a set of questions related to the course subject matter. **Please do your best without searching for answers on the Internet.** This knowledge test is to help you and the professor evaluate how much you have learned by the end of the semester. This assessment is participation based, meaning you simply need to complete it to receive full marks. It is intended that you do the test before any readings for the course to benchmark what you already know about the subject matter.

3. Surveys: Accessed from [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) website. These are two surveys: The first is about computer ethics; while the second is about measuring your experience of the course. You will be asked to complete the first survey at the beginning of the course while the second at the end of the semester. The goal of the ethics survey is to sensitise you and help you reflect about issues revolving around computer ethics (especially that this course in an online course) while the second survey is simply to help us continuously make the course better. This assessment is participation based, meaning you simply need to complete it to receive full marks.

4. EISEL: The Educational Information System for Enhanced Learning (EISEL) is a learning tool made of multiple choice questions to help you practice the subject matter and reinforce your knowledge of what you have learned by repetition. EISEL presents you with some questions that you answer just like in a test. But here you are allowed to do them as many times as you wish. Ideally, to use EISEL for its maximum potential, you would continue practicing the questions until you start answering them correctly all the time. Using EISEL is also intended to help you practice for the final exam questions as the questions in the final exam would be of similar nature. *You should be practicing EISEL throughout the semester and not in the last days before the final exam, if you want to get the most benefit from it.* The grade in EISEL is calculated based on the running average; this means that it takes the average of all your attempts.

5. Quizzes 1-7: Throughout the semester, you will have a small quiz for each unit. You will be able to access the quizzes with the units listed at eConcordia website. The current course outline shows the deadlines at which you should complete the quizzes. Please take note of the both the opening and closing dates of the quizzes. The quiz grades will be released at the end of the semester along with all the answers, The quiz grades will not be shown in learninglab and the quiz task in learning lab is only displayed to help you gain a better understanding of the structure and course breakdown

6. You need to complete three assignments during the semester. The detailed requirements of these assignments are available in learning lab.

7. Mini Case:

- Accessed from [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) website.
- Further instructions will be released when it is open to the students.
- You will be presented with an ill-defined business problem. You will be asked to solve the problem and use Excel and Access to support your solution. From the knowledge gained via this course Excel and Access Videos (or SAM if you decided to purchase it), you will be able to use the program's functions, formulas, and graphs to provide a solution to the problem or request.
- You will also need to submit a Word document detailing your solution including all excel analysis, as well as some discussion responses along with your Excel and Access files.
- You can download the minicase itself once it has been released from the resources tab in learninglab, then complete the assignment under the tasks tab.
- A number of important Excel and Access videos will be made available to you and that you will be responsible to learn for the course. These videos are necessary for the minicase and may be included in the summative exam.

## 7. Summative Exam:

- Accessed from [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) website.
- This is an exam that will cover all the course material including assignments, quizzes, minicase and videos.
- The exam is administered by the Professor. The exam will take place in a computer lab where you will have to present yourself on a scheduled time to take it.
- More details about the content of the exam will be released later in the semester so look out for the details in the announcement in eConcordia and notification in learninglab!**NOTE: You should score at least 50% on the final exam to pass the course. This is why it is very important that you complete all course requirements by yourself.**

## Grading System

90 – 100%	A+		67 – 69%	C+
85 – 89%	A		63 – 66%	C
80 – 84%	A-		60 – 62%	C-
77 – 79%	B+		57 – 59%	D+
73 – 76%	B		53 – 56%	D
70 – 72%	B-		50 – 52%	D-
			0 – 49%	F

## **VERY IMPORTANT:** Policy on Extensions and Late Submissions

- Any request for an extension or inability to complete required course work must be received before the deadline. Extensions need to be justified and will be dealt with on a case by case basis. Please email your professor for any request.
- It is your responsibility to ensure that your assignment is received before the deadline. **We do not tolerate late submissions as we give a great amount of time for students to complete the assignments.**
- Please note that you are responsible for the correct version of your work submitted.

## Summative Test

The summative test is an in-class exam that will be done on a computer. Towards the 10<sup>th</sup> week of the course, the location and time of the exam will be announced. There will be multiple sessions at different days and times available to you. You will have to register to a session through the [learninglab.newgraph.com](http://learninglab.newgraph.com) (DO NOT TYPE WWW before the link) website.

The summative exam/test is equivalent to the final exam, which **will NOT be during the Official Exam period** as determined by Concordia University. It is the responsibility of the student to verify the date/time/location and room assignment for the test posted in eConcordia announcement section or on the Learning Lab website. **The summative test date, time and location will not be posted on the myconcordia website.**

Do not schedule flights or vacations until the official examination date is released. Vacations and travel plans are not considered a valid reason for a deferral request.

## Technical

### Technical Issues

For any technical questions or inquiries (login or account issues), or if you are having difficulty accessing the eConcordia site, please contact eConcordia's HelpDesk at:

[helpdesk@econcordia.com](mailto:helpdesk@econcordia.com) or call 514-848-8770

The eConcordia team takes every possible measure to ensure that your online learning experience runs as smoothly as possible. There may be times, however, when you encounter technical difficulties that are simply beyond our control. This can include unforeseen network or server or connectivity issues.

It is the responsibility of all students to ensure that they save a copy of all work submitted through the system. This applies to any work sent via e-mail and uploads and textbox submissions to the course website. **Students are required to save copies of work both on a computer hard drive and an external storage device (CD or USB key).**

In the event that a technical problem arises, please send a copy of the error message you received in the body of your e-mail to [helpdesk@econcordia.com](mailto:helpdesk@econcordia.com)

For any technical issues with Learning Lab, please contact [learninglab.helpdesk@gmail.com](mailto:learninglab.helpdesk@gmail.com)

## Refunds

### Course Material Access Fees

Requests for refunds must be made through your eConcordia portal and must meet the conditions listed below.

A full refund for the *Course Material Fee* will be issued to students who withdraw from the course by Concordia University's DNE deadline each term AND then request the *Course Material Fee* refund through their [eConcordia](#) portal.

- **Please visit:** [Concordia University's course calendar](#) for important calendar dates.
- No refund requests on *Course Material Fees* are accepted or processed after the DNE date.

To request a refund on your Course Material Fee, login to [www.econcordia.com](http://www.econcordia.com), select *My Accounts* and then select *Receipts/Refund Requests* proceed as instructed. If the refund is approved, you are refunded on the credit card used for the payment. If you paid in person at our offices by debit card, credit card, certified cheque or money order, a cheque is issued and sent by mail to the address listed in your eConcordia profile.

**Learning Lab is solely refundable before the DNE Date: Academic Withdrawal Deadline (with tuition refund). To request a refund for learning lab, email [learninglab.helpdesk@gmail.com](mailto:learninglab.helpdesk@gmail.com) and they will confirm with the professor that you had withdrawn.** **Important Information**

Topic	Link
Academic Integrity	<a href="#">Academic Integrity</a>
Academic Integrity Quiz	<a href="#">How to take the quiz</a>
Access Centre for Students with Disabilities	<a href="#">ACSD</a>
Concordia Library Citation & Style Guides	<a href="#">Citing - Help &amp; How-to</a>
Course Communication Tools	<a href="#">Communication</a>
eConcordia Policies	<a href="#">Policies</a>
Final Exams Information	<a href="#">Final Exams</a>
Helpdesk/Support	<a href="#">FAQ</a>
Refunds	<a href="#">Refunds</a>
Technical Requirements	<a href="#">Technical Requirements</a>
Tips for Studying Online	<a href="#">Studying Tips</a>

# BTM 200 - Fundamentals of Information Technology Agenda Fall 2017

All deadlines indicated are on the due date listed by 11:59 p.m. unless otherwise indicated.

Week 1: September 5 - September 10	
	<b>*PLEASE NOTE THERE IS NO DISCUSSION BOARD FOR THIS COURSE.</b>
	Navigate the course website
	Review the course outline
	<b>Suggested readings:</b> Unit 1: Computer and information ethics  (See computer ethics institute)  <b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is Oct. 9].</b>
<b>September 05</b>	<b>Classes begin</b>
Week 2: September 11 - September 17	
	<b>Suggested readings:</b> Unit 2 Computer Parts  Textbook Chapter 2: Looking at Computers: Understanding the Parts  <b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is Oct. 9].</b>
Week 3: September 18 - September 24	
<b>September 18</b>	<b>DNE Date: Academic withdrawal deadline (with tuition refund)</b>
<b>September 18</b>	<b>Last day to add two-term and fall-term courses.</b>
	<b>Suggested readings:</b> Unit 3 System Software  Textbook Chapter 5: System software: The Operating System, Utility Programs, and File Management.  <b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is Oct. 9].</b>
	<b>Online Readiness Questionnaire Due - Learning Lab</b>
	<b>Pre-Test IT Knowledge Due - Learning Lab</b>
Week 4: September 25 - October 1	
	<b>Suggested readings:</b> Unit 4 Application Software

	<p>Textbook Chapter 4: Application Software: Programs That Let You Work and Play</p> <p><b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is Oct. 9].</b></p>
<b>Week 5: October 2 - October 8</b>	
	<p><b>Suggested readings:</b> Unit 5: Networking</p> <p>Textbook Chapter 7: Networking: Connecting Computing Devices</p> <p><b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is November 13].</b></p>
	<p>Spreadsheet Analysis: Using Microsoft Excel [Study Videos and Resources – eConcordia and Learning Lab]</p>
<b>Week 6: October 9 - October 15</b>	
<b>October 09</b>	<b>Thanksgiving Day -- University closed</b>
	<p>Spreadsheet Analysis: Using Microsoft Excel [Study Videos and Resources – eConcordia and Learning Lab]</p>
	<b>DUE DATE for Quizzes 1, 2, 3, and 4</b>
<b>Week 7: October 16 - October 22</b>	
	<b>A1: Computer Configuration Due - Learning Lab</b>
<b>Week 8: October 23 - October 29</b>	
	<p>Database Analysis: Using Microsoft Access [Study Videos and Resources – eConcordia and Learning Lab]</p>
<b>Week 9: October 30 - November 5</b>	
	<p><b>Suggested readings:</b> Unit 6: Assessing Hardware and Software</p> <p>Textbook Chapter 6: Understanding and Assessing Hardware: Evaluating Your System</p> <p><b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is November 13].</b></p>
	<b>Mini Case Opens on Learning Lab</b>
	<p>Database Analysis: Using Microsoft Access [Study Videos and Resources – eConcordia and Learning Lab]</p>
<b>Week 10: November 6 - November 12</b>	
<b>November 06</b>	<b>DISC Date: Academic withdrawal deadline from fall-term courses.(without tuition refund)</b>

	<p><b>Suggested readings:</b> Unit 7: Security</p> <p>Textbook Chapter 9: Securing Your System: Protecting Your Digital Data and Devices</p> <p><b>Suggested to do Quiz at end of week after reading the Unit [official due date for quiz is November 13].</b></p>
	<b>DUE DATE for quizzes 5,6 and 7</b>
	<b>A2: Assess your hardware Due - Learning Lab</b>
<b>Week 11: November 13 - November 19</b>	
	Review your course and make sure all requirements are submitted by the deadlines
<b>Week 12: November 20 - November 26</b>	
<b>November 21</b>	<b>Course Evaluation released</b>
	<b>Discussion Case 1 (Ethics) Due - Learning Lab</b>
<b>Week 13: November 27 - December 5</b>	
	Review your course and make sure all requirements are submitted by the deadlines
<b>November 28</b>	<b>Last day for instructor-scheduled tests or examinations</b>
	<b>EISEL Due - Learning Lab</b>
	<b>Ethics Survey Due - Learning Lab</b>
	<b>A3: Assess your computer security Due - Learning Lab</b>
	<b>Mini Case Due - Learning Lab</b>
	<b>Final Surveys Due - Learning Lab</b>
<b>December 04</b>	<b>Last day of classes</b>
<b>December 05</b>	<b>Deadline to complete Course Evaluation</b>
<b>Examinations Period: December 6 - December 20</b>	
	<b>Final Exam date, time and location is posted on your MyConcordia Portal</b>

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