

Informatics CSCI 1110

Course Description

This course explores how data is gathered and analyzed and how it can be applied to information technology solutions to maximize the benefits of data analysis, including increases in the efficiency and productivity of information systems. Students will explore the social, ethical and personal implications of implementing information technologies and how information processes can impact business on a local and global level.

Prerequisites: None (3 C/ 3 lecture/presentation, 0 lab, 0 other)

Outcomes

- Analyze and evaluate various data transmission methods.
- Analyze various Information Technology solutions for applicability in various environments.
- Evaluate data security systems in relation to current legal and social implications.
- Differentiate between authenticity and authority of different information sources.
- Identify and select factual information to provide a potential solution to a problem.
- Interpret and present data conclusions in an appropriate and logical manner for the audience.
- Organize a small group to evaluate various solutions presented from the data.
- Evaluate and understand data security methods in relation to legal and ethical requirements in selected regions of the world.
- Articulate the impact of Information Technology on personal ethics.
- Evaluate the impact of Information Technology on a chosen field of study.

Course Ethical Foundation

This course requires students to build and demonstrate working projects. The design and implementation will follow the ethical guidelines of the Association for Computing Machinery (ACM). Students should contact the instructor with specific ethical questions.

Text and References

Morley, Deborah and Parker, Charles S. *Understanding Computers Today and Tomorrow Comprehensive*. 16th Edition. Course Technology. ISBN: 9781305656314.

A portable computer capable of completing the class assignments is necessary. The portable must be capable of successfully running a VMware Player image of 4 GB of RAM and a 60 GB disk.

Student Contributions

Each student will spend at least 4 hours per week preparing for class. Attendance is critical in this class. Students will come to class prepared to discuss the assigned reading or topic. Students will manage their time to complete the class requirements.

Did I miss anything important in the class I missed? The answer is yes. The student is responsible for contacting a classmate for the details.

Course Evaluation

Article Reports

Students will choose a current article dealing with **Information Technology and your field of interest**. The article must be published in a professional magazine within **two months of the article report due date**. Contact your instructor with questions about appropriate articles.

Article reports are worth a total of 100 points.

Rubric	Points
The Article Report is posted in the correct Discussion Group.	5
The student discussion group posting title is the article title.	5
The student discussion group posting does not include any files.	5
The student discussion group posting includes the URL to the original article.	5
The student discussion group posting includes the article publish date. The date must not be more than two months prior to the due date.	5
The student discussion group posting includes the author's name.	5
The student discussion group posting includes a summary of at least five sentences and no more than ten sentences.	25
The student discussion group posting includes an impact/relevance statement of at least two sentences and no more than five sentences.	25
The student presents a posted article report during the assigned class or provides at least a two sentence reaction to three posted article reports.	10
The student discussion group contains no spelling or grammar errors as defined by the instructor's word processor and grammar checker.	10

Labs

Each lab section successfully completed is 25 points. Each lab is worth 100 points. A successfully completed lab section consists of the lab section elements done to the instructor's specifications. Students may modify incomplete lab sections until the date specified in the calendar. All labs must be completed by the final due date for that group of labs. Students upload completed lab assignments to the correct D2L BRIGHTSPACE drop box.

Quizzes

Students will take 10 quizzes given on the D2L BRIGHTSPACE site. Each quiz deals with a specific chapter(s) in the assigned text. The weekly quiz will be available at 1:00 am on the Sunday of the quiz week and will close at 10:00 pm on the Saturday of the quiz week. Students will have a maximum of one hour to complete each weekly quiz. Students may use the text and other references to complete the quiz.

Students may **not** reschedule a quiz.

Skills Final

Each student must complete the class assigned skills final. This is worth a total of 500 points toward the student's final grade. Detail information about the final comes later in the semester.

Scale

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - 0	F

The midterm grade calculation for this class is the following.

Your midterm grade includes Labs 1 through 4, Quizzes 1 through 5 and Article Report 1.

Letter Grade	Max Percent	Max Points	Min Percent	Min Points
A	100%	1000	90%	900
B	89.99%	899.9	80%	800
C	79.99%	799.9	70%	700
D	69.99%	699.9	60%	600
F	59.99%	599.9	0%	0

The final class calculation for this class is the following.

Your final grade includes Labs 1 through 10, Quizzes 1 through 10, Article Reports 1 through 3 and the Portfolio (Final).

Letter Grade	Max Percent	Max Points	Min Percent	Min Points
A	100%	2700	90%	2430
B	89.99%	2429.73	80%	2160
C	79.99%	2159.73	70%	1890
D	69.99%	1889.73	60%	1620
F	59.99%	1619.73	0%	0

The instructor reserves the right to modify grades for extraordinary reasons.

The grade incomplete is very difficult for students. Students that need this option must discuss an incomplete with the instructor two weeks before the class final.

Classroom Management

This class prepares students for professional work. It is important for students to learn and practice the norms expected of a working professional in Information Technology. It is important for students to avoid inappropriate or offensive images or speech.

The class instructor is responsible for the class environment. This means anything that distracts members of the class from learning is a concern. In the event of a distraction, a meeting is set up with the class instructor or college administrator. The result of this meeting must be a written plan to deal with the distractions. The affected parties must approve the plan within 72 hours. Failure to create or follow the plan may result in expulsion.

Stealing is against the law. There are many forms of stealing. Plagiarism is simply stealing someone else's work. In some cases, working in groups could be stealing or cheating. Failure to give proper credit or doing required individual work with unauthorized resources results at least a 100% reduction of points in the assignment to entire class failure. Students may help each other. One measure of cheating or not, is both students able to complete the assignment without the other? Students are encouraged to contact the instructor with questions.

Department policy requires students to use email address provided by M STATE. Students must arrange to configure a system to use and at least weekly check for class email. Additional department policies are at <http://brazil.minnesota.edu>.

Industry practice, Minnesota State, and M STATE policy and procedures do not allow sharing of logons/logins. Each student will be the only person using the assigned logon/login. Contact your instructor with any questions or concerns.

The instructor does record the class. The class recordings are available through a link on D2L Bright Space. Once the school term is complete, students must effectively destroy the recordings. The recording may not be distributed. Contact your instructor with any questions.

Accessibility Resources Statement

The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for students with disabilities. M State is committed to the equal access of education for all students. If you need accommodations for your classes, please visit the Accessibility Resources page: <https://www.minnesota.edu/accessibility-resources> and complete the application. Once you've completed the form & attached your supporting documentation, if you haven't already done so, one of our Accessibility Resources staff will contact you via your M State email address to set up a meeting. If you encounter any barriers, please contact your Accessibility Resources Team: Ashley Broderick (all campuses including online), ashley.broderick@minnesota.edu or arteam@minnesota.edu , or by phone at 218-299-6882.

ACADEMIC PERFORMANCE SYSTEM Statement

M State has an Academic Performance system to provide a means for M State to do everything in its power to help each M State student succeed. This system allows instructors to report when students are not attending, not doing well on assignments and would benefit from tutoring, need to relate to resources either on or off campus, or is failing the course. This system is also a way for instructors to reward the positive behavior you are demonstrating in class by submitting a "Wow, Well-done!" If you receive an e-mail or phone call from Student Development Services regarding your performance,

this is because I have used the system.

FN, FW, and W Statement If you decide not to complete a course at M State, you must abide by set deadlines: FN: Federal regulations require that a FN (No Show) grade be submitted if a student does not participate in a course before the end of the add drop period. If you do not actively participate by August 31st, you will earn an FN (Education Policies – Failure for Non-Attendance policy). FW: Federal regulations also require that a FW (Failure to Withdraw) grade be submitted, and last date of attendance be recorded in the grading system for any student who has “ceased active participation for 14 consecutive calendar days (including holidays) prior to the end of the term” (Education Policies - Failure to Withdraw policy). W: If you decide to withdraw after August 31st, you must do so by the end of the day on November 28th, 2018. If you meet this deadline, you will have a W (which represents Withdraw) on your transcript (unless you have already earned an FW for not participating for 14 calendar days); if you do not meet this deadline, you will earn a grade in the course (Education Policies - Drop/Add/Withdraw policy).

ACADEMIC INTEGRITY AND HONESTY Statement*

At M State “students are expected to meet their academic requirements with honesty and integrity” (Student Handbook 17). Examples of academic dishonesty include cheating, plagiarizing, self-plagiarizing, altering source information, creating information, and attributing it to a source, and working collaboratively and not crediting all creators. Note that your handbook specifies that “all students are expected to be the sole authors of their work and acknowledge the authorship of others’ work through proper citation and reference. Use of another person’s ideas, including another student, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct” (17). For more information about M State’s policy regarding academic dishonesty see page 17 of the Student Handbook.

In this course, if I determine that an assignment is an example of academic dishonesty—I will assess the situation and one of the following penalties will occur as listed above.

Basic Needs Support

M State recognizes that many students experience challenges (e.g., accessing enough food to eat every day, safe and stable housing, issues with childcare, family obligations, physical and mental health, unexpected bills or issues with accessing technology) that create stress and anxiety in their lives outside the classroom, and those challenges can impact their academic performance. As a student, your safety, health, and well-being are our primary concerns, and we (all who work at M State) want to be able to support you in any way that we can. If you are facing challenges, you are urged to visit the [Basic Needs Support Section of the M State Site](#) to access a variety of resources and or/contact one of M State’s social workers.

Counseling Services

M State Counseling Services offers free and confidential counseling to all students. Referrals to community agencies for students needing or wanting longer term or specialized resources is also available. Counseling Services are offered to students of all backgrounds, races, religious beliefs, sexual orientations, gender identities, abilities, ethnicities, and cultures in a safe place to discuss and resolve issues that interfere with personal and academic goals. Information can be found at [Counseling Services](#).

SERVICE MEMBER Statement

M State is dedicated to assisting veterans and eligible family members in achieving their educational goals. If you are a member of the military and are currently serving, apprise me of regularly scheduled military training and duties that conflict with scheduled course requirements. I will work with you to address issues that arise. To learn more about education opportunities and benefits visit the ["Veterans Services"](#) section of the *M State* site and/ contact Aaron Johnson, the regional Veteran Service coordinator at 218.329.6040.

Title IX: Sexual Violence

M State is committed to creating a safe and open learning environment for all students. If you or someone you know has experienced sexual harassment, including sexual assault, dating or domestic violence, or stalking, please know that help and support are available. M State strongly encourages all members of the community to take action, seek support, and report incidents of sexual harassment to the Title IX Office. For more information about reporting options or to submit a report online and for additional resources, please visit ["Title IX" Section of the M State Site](#).

Title IX: Pregnancy, Childbirth, & Breastfeeding

M State does not discriminate against any student on the basis of pregnancy or related conditions, or parenting status.

Absences due to medical conditions relating to pregnancy or for parents who have sick children (and some other circumstances) will be excused for as long as deemed medically necessary by a student's or child's doctor, and students will be given the opportunity to make up missed work. Students need to work with the Title IX ahead of any extended absences to ensure full support and resources. Students needing pregnancy-related accommodation can seek assistance from the Title IX Office. Please visit the ["Title IX" Section of the M State Site](#) for more information or the Title IX Office for information and support:

Kara Helmig, Title IX Coordinator and Parenting Navigator

Located on Moorhead Campus in office B160 - serves all 4 campuses

kara.helmig@minnesota.edu | 218.299.6522

Additional Policy Statements

Understanding the College's policies and procedures will help contribute to your success as a student, and it is something we expect of you. You may find the Student Handbook at www.minnesota.edu/handbook.

Additional information is at <http://brazil.minnesota.edu/syllabus/syllabus.html> or <http://sweden.minnesota.edu/syllabus/syllabs.html>.

This document is the plan of action for the class.

Course Schedule

Week01

1/13/2025 Monday

First Day of Classes

1/14/2025 Tuesday

Introduction

1/16/2025 Thursday

Computing Education Classification

1/17/2025 Friday

Last Day to add/drop classes

Week02

1/19/2025 Sunday

Quiz 01 opens at 1:00 am over Chapter 03

1/20/2025 Monday

M State Martin Luther King Holiday - no classes

1/21/2025 Tuesday

Chapter 03

1/23/2025 Thursday

Lab 01

1/25/2025 Saturday

Quiz 01 closes at 10:00 pm over Chapter 03

CCDC Competition

Week03

1/26/2025 Sunday

Quiz 02 opens at 1:00 am over Chapter 04

1/28/2025 Tuesday

Chapter 04

1/30/2025 Thursday

Lab 02

2/1/2025 Saturday

Lab 01 due at 10:00 pm

Quiz 02 closes at 10:00 pm over Chapter 04

Week04

2/2/2025 Sunday

Quiz 03 opens at 1:00 am over Chapter 05

2/4/2025 Tuesday

Chapter 05

2/6/2025 Thursday

Lab 03

2/7/2025 Friday

Priority application deadline for spring graduates

2/8/2025 Saturday

Quiz03 closes at 10:00 pm over Chapter 05

Week05

2/9/2025 Sunday

Quiz 04 opens at 1:00 am over Chapter 06

2/11/2025 Tuesday

Chapter 06

2/13/2025 Thursday

Lab 04

2/15/2025 Saturday

Quiz 04 closes at 10:00 pm over Chapter 06

Week06

2/17/2025 Monday

M State President's Day Holiday - no classes

2/18/2025 Tuesday

Lab Work

2/20/2025 Thursday

Article Report 01

2/22/2025 Saturday

Labs 02, 03, and 04 due at 10:00 pm

Article Report 01 non-class presenting responses due at 10:00 pm

Week07

2/23/2025 Sunday

Quiz 05 opens at 1:00 am over Chapter 10

2/25/2025 Tuesday

Chapter 10

2/27/2025 Thursday

Lab 05

3/1/2025 Saturday

Quiz 05 closes at 10:00 pm over Chapter 10

Week08

3/2/2025 Sunday

Quiz 06 opens at 1:00 am over Chapter 11

3/3/2025 Monday

Registration opens for Summer and Fall 2023 classes

3/4/2025 Tuesday

Chapter 11

3/6/2025 Thursday

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Lab 06

3/7/2025 Friday

Priority application deadline for summer graduates

3/8/2025 Saturday

Quiz 06 closes at 10:00 pm over Chapter 11

Week09

3/10/2025 Monday

M State Spring Break - no classes

3/11/2025 Tuesday

M State Spring Break - no classes

3/12/2025 Wednesday

M State Spring Break - no classes

3/13/2025 Thursday

M State Spring Break - no classes

3/14/2025 Friday

M State Spring Break - no classes

Week10

3/16/2025 Sunday

Quiz 07 opens at 1:00 am over Chapter 12

3/18/2025 Tuesday

Chapter 12

3/20/2025 Thursday

Lab 07

3/22/2025 Saturday

Quiz 07 closes at 10:00 pm over Chapter 12

Week11

3/25/2025 Tuesday

M State Registration open for Fall, Spring, and Summer

Lab Work

3/27/2025 Thursday

Article Report 02

3/29/2025 Saturday

Labs 05, 06, and 07 due at 10:00 pm

Article Report 02 non-class presenting responses due at 10:00 pm

Week12

3/30/2025 Sunday

Quiz 08 opens at 1:00 am over Chapter 08

4/1/2025 Tuesday

Chapter 08

4/3/2025 Thursday

Lab 08

4/4/2025 Friday

CCSC Conference

4/5/2025 Saturday

Quiz 08 closes at 10:00 pm over Chapter 08

CCSC Conference

Week13

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4/6/2025 Sunday

Quiz 09 opens at 1:00 am over Chapter 09

4/8/2025 Tuesday

Chapter 09

4/10/2025 Thursday

Lab 09

4/11/2025 Friday

M State Administrative Duty Day - no classes

4/12/2025 Saturday

Quiz 09 closes at 10:00 pm over Chapter 09

Week14

4/13/2025 Sunday

Quiz 10 opens at 1:00 am over Chapter 13

4/15/2025 Tuesday

Chapter 13

4/17/2025 Thursday

M State Last Day to Withdraw

Lab 10

4/19/2025 Saturday

Quiz 10 closes at 10:00 pm over Chapter 13

Week15

4/22/2025 Tuesday

Lab Work

4/24/2025 Thursday

Lab Work

Week16

4/29/2025 Tuesday

Lab Work

5/1/2025 Thursday

Article Report 03

5/3/2025 Saturday

Labs 08, 09, and 10 due at 10:00 pm

Article Report 03 non-class presenting responses due at 10:00 pm

Week17

5/5/2025 Monday

M State Finals

5/6/2025 Tuesday

M State Finals

5/7/2025 Wednesday

M State Finals, M State Finals due at 10:00 pm

5/8/2025 Thursday

M State Grading Day

The instructor reserves the right to modify the schedule and/or lab requirements.

Developed: January 12, 2013

Revised: January 2, 2025