BIT 123: Technology for Personal Development
Course Syllabus

Minot State University College of Business
Delivered by the Department of Business Information Technology
3 cr.   Spring 2021   Online Asynchronous Delivery

Instructor: Jan Repnow
Phone: 701-858-3325
E-mail: jan.l.repnow@minotstateu.edu

Office Hours: Monday & Wednesday   10 – 11:50 a.m.
Friday   8 – 8:50 a.m.
Other hours by appointment

Course Description:

BIT 123 Technology for Personal Development is an introduction to technology for personal development. The emphasis of the course is how students may exploit technology to achieve personal goals and improve their quality of life.

Student Learning Outcomes:

1. Describe ways in which certain aspects of technology are related to behavioral decisions a person makes throughout life. (GE – Critical)
2. Explain the knowledge base necessary for making behavioral and lifestyle decisions that promote the dimensions of personal development. (GE – Factual)
3. Explain how information technology has developed and been shaped by various cultures through history. (GE – History)
4. Describe how technology needs are addressed by different cultures. (GE – Cultural)
5. Describe ways in which attention to technological personal development enriches a healthy lifestyle. (GE – Aesthetic)

Content Topics

Impact of Digital Technology
History of Computing
The World Wide Web
Computer Hardware, Software, and Apps
Operating Systems and File Management
Security and Safety
Digital Media
Digital Communications
Digital Ethics and Lifestyle
Careers in Information Technology

General Education Requirements

BIT 123 is a PSR3 General Education course. Personal and Social Responsibility for the individual well-being requires a student to develop an understanding and commitment to individual well-being and to civic life and community needs.

Required Text:

Technology for Success—Computer Concepts: Campbell, Ciampa, Clemens, Freund, Frydenberg, Hooper, Ruffolo, West. Cengage Publishing, 2020. ISBN: 978-0-357-64100-2

Assessment of Student Learning:

Grades will be based upon:

Module Discussion Posts/Replies	12 @ 10 pts. each	120
Module Reading Quizzes	12 @ 10 pts. each	120
Module Activities/Questions	12 @ 10 pts. each	120
Mid-Term Writing		75
Final Paper		100
	Total Points	535

All instructions, resources, rubrics, and specific due dates will be clearly enumerated in the Blackboard shell for this course.

Evaluation and Grading:

Percentage	Grade
92-100%	A
84-91%	B
76-83%	C
68-75%	D
67-Below	F

Tentative Course Outline

Time	Textbook Content	Assignments/Activities
Week 1-2 Jan 11 – 15 Jan 18 - 22	Course Introduction/Expectations Module 1: Impact of Digital Technology	Each module consists of a variety of discussion questions requiring posts and replies, a related activity and a reading quiz on the content. Details and due dates will be provided in the Blackboard shell.
Week 3 Jan 25 - 29	Module 2: The Web	
Week 4 Feb 1 - 5	Module 3: Computer Hardware	
Week 5 Feb 8 - 12	Module 4: Operating Systems and File Management	
Week 6 Feb 15 - 19	Module 5: Software and Apps	
Week 7 Feb 22 - 26	Module 6: Security and Safety	
Week 8 Mar 1 - 5	**Mid-Term Writing**	
Week 9 Mar 8 - 12	Module 7: Digital Media	Each module consists of a variety of discussion questions requiring posts and replies, a related activity and a reading quiz on the content. Details and due dates will be provided in the Blackboard shell.
SPRING BREAK Mar 15 - 19	Enjoy!	
Week 10 Mar 22 - 26	Module 8: Program and App Use and Development	
Week 11 Mar 29 – Apr 2	Module 11: Digital Communication	
Week 12 Apr 5 – 9	Module 12: Digital Transformation: Cloud, E-Commerce, and AI	
Week 13 Apr 12 - 16	Module 13: Database	
Week 14 Apr 19 - 23	Module 14: Digital Ethics and Lifestyle	
Week 15 - 16 Apr 26 – May 7	**Final Paper**	

Course Policies:

General. The course will be conducted in accordance with the Minot University catalog. Students should review the Catalog to ensure they are familiar with University policies.

Late Work. The instructor will accept late work if email notification was made prior to the due date/time. Assignments will be accepted with a 15% reduction in points per day past the deadline. After one week from the due date, assignments will not be accepted. Exception: If you experience extenuating medical/family circumstances, contact me.

Modifications. Your professor reserves the right to modify the course requirements, assignments, grading procedures and other related policies as circumstances may dictate.

Office Hours. With this being an online class, you may contact me via email with the email found at the top of this syllabus. The instructor will respond to your e-mail within 24 hours unless otherwise noted. Your assignments will be assessed within one week of the due date.

Title IX

In the event that you choose to write or speak about having survived sexualized violence, including rape, sexual assault, dating violence, domestic violence, or stalking, Minot State University policy requires that, as your instructor, I share this information with Lisa Dooley, Title IX coordinator. Lisa or one of the Deputy Title IX coordinators will contact you to let you know about accommodations and support services at MSU as well as options for holding accountable the person who harmed you. You are not required to speak with them.

If you do not want the Title IX coordinator notified, instead of disclosing this information to your instructor, you can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore your options now, or in the future.

- MSU Counseling Center: (701)858-3371
- 24/7 Crisis Center and Shelter: Domestic Violence Crisis Center (701)548-2480
- 24-7 Rape Crisis Line: Domestic Violence Crisis Center (701)857-2500
- Campus Ministry (Wellness Center, 2nd floor)

Disability Statement:

In coordination with the Disability Support Service, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Disability Support Service, located on campus in the lower level of Lura Manor, or by calling 701-858-3371 or by e-mail at evelyn.klimpel@minotstateu.edu.

Anti-Discrimination Statement:

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported to the Human Resource Director in the Administration Building.

Tutoring Center Statement:

The Minot State University Tutoring Center would like to help you reach your academic goals by offering free drop-in peer tutoring beginning the second week of classes in Old Main 103. No appointment is necessary and there is no limit to how many times you may meet with a tutor. Go to the CETL web site for a current tutoring schedule. Times and subjects offered may change during the semester so check the schedule often. Visiting the Tutoring Center early in the semester with regular attendance produces the best results.

College of Business Academic Honesty Policy and Acknowledgement

MSU's Academic Honesty Policy from Page 3 of Students Rights and Responsibilities
(https://www.minotstateu.edu/student_rights_responsibilities.pdf)
Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:
1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy of the internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.
To the above list, the College of Business adds the following: "Misrepresenting any work that was not originally created by yourself shall constitute a violation of academic honesty. This includes turning in any work that is not originally yours whether that work originated from another person or online."

Process
Step 1: Student commits academic dishonesty.
Step 2: Instructor will enforce his/her academic honesty policy according to his/her syllabus.
Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President of Student Affairs, and the student.
Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

College of Business process:
First violation in this course: The student's first violation of academic honesty within this course shall result in a zero (0) for that specific assignment and the instructor will raise a permanent *Academic Honesty* flag in Starfish. **Note, the first violation, depending on weight of the assignment, may cause grade ramification, including the failing of the course.** Notification will be sent to the student, chair of the course department, and the Vice President of Student Affairs.

Second violation in this course: The student's second violation of academic honesty within this course shall result in failure of the course and the instructor will raise another permanent *Academic Honesty* flag in Starfish.

Students are advised that Minot State University has a process for administering and responding to cumulative Starfish flags as described within the **Students Rights and Responsibilities**
(https://www.minotstateu.edu/student_rights_responsibilities.pdf) and repeated above.

By signing below, the student acknowledges the above information.

Student's printed name: _____   Course number/section:_____

_____
Signature   Date