



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE  
**BIG ORANGE. BIG IDEAS.**

## INSC 102- Introduction to Computers

### COURSE INFORMATION

INSC 102, Spring 2023, 3 Credit Hours  
University of Tennessee, Knoxville  
Course Mode: Online, asynchronous

#### Faculty Contact Information

- Iman Tahamtan, PhD
- PhD in Communication and Information
- Lecturer, School of Information Sciences
- tahamtan@vols.utk.edu
- Instructor Web Page: [link](#)
- By appointment via Zoom



#### Welcome Statement

*I want to welcome everyone to the new academic year! I am looking forward to a terrific semester with you. We are here to support you every step of the way. This course covers a variety of topics such as: History of computers, Programs, Software, and Applications; Digital Security, Ethics, and Privacy; Computing Components: Processors, Memory, the Cloud; Input and Output; Digital Storage; Operating Systems; Wired and Wireless Networks and Devices; and Database Management Systems, and Information Systems.*

### COURSE INFORMATION

#### Catalog Description

INSC 102 covers: principles, selection, and use of computer-based information management applications; software identification and task appropriate uses; telecommunications, utilities, and memory management systems; multiple operating systems and technology for national network connections; and information services via computers.

## Required Text(s)

- Vermaat, M., Sebok, S. L., Freund, S. M., Frydenberg, M., & Campbell, J. T. (2017 or newer versions). *Enhanced Discovering Computers* © 2017. Nelson Education.

**Other Readings/Videos:** Additional required readings will be assigned throughout the semester and will be posted to the weekly modules in Canvas. In addition to viewing the recorded lectures, you will be required to regularly view additional videos which will be posted to Canvas in the folder for each week's session. These materials are listed on the course schedule below and are considered a part of the required content for the week. They are intended to give you a mix of content versus having to watch a recorded lecture that is much longer in length. **As such, viewing these videos is a requirement of the course.**

## Student Learning Outcomes

Students who complete this course will be capable of demonstrating awareness, knowledge, and/or understanding of...

- Information science and technology
- Hardware, operating systems, and application software
- Communication networks and databases
- Issues of ethics, privacy, and security related to Internet communications
- Web 2.0 and best practices for searching the Internet

## Course Design

This course is delivered **asynchronously** via Canvas, the university's learning management system. Canvas can be accessed via [utk.instructure.com](http://utk.instructure.com). Modules may contain assignments, quizzes, recorded lectures, and other related video content designed to facilitate your learning of course concepts. You will use Canvas to submit your assignments and your grades will also be returned using this system.

## COMMUNICATION

### Email

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK email to your preferred address if you do not wish to check both accounts.

### Instructor Availability

Please don't hesitate to email me with updates, questions, or concerns. I will typically respond within 24-48 hours during the week and 48+ hours on the weekend. I will notify you if I will be out of town or if connection issues may delay a response.

## COMPUTING REQUIREMENTS AND RESOURCES

## Course Resources

- [Online@UT Canvas](#)
- The [UT Library](#)

## Technical Support

The Office of Information Technology (OIT) provides support and training in using various technologies for students at no charge (see: <https://oit.utk.edu/>). Should you encounter any technical difficulties, please consult the OIT's website.

## COURSE ATTENDANCE AND PARTICIPATION POLICIES

### Learner Expectations

- Complete all assigned reading prior to attending each class session. Each lecture will assume that you know the information that is in the readings and will build upon it.
- Complete all assignments and submit them on time, using the format and procedure specified by the instructor.
- Check your e-mail and Canvas regularly.
- Be respectful of others
- Actively contribute to the learning activities in class.
- Abide by the UT Honor Code.

### Instructor Expectations

- Be prepared for all classes.
- Evaluate all work fairly and equitably.
- Be respectful of all students.
- Create and facilitate meaningful learning activities.
- Behave according to university codes of conduct.

### Attendance and Participation

Please note that asynchronous online courses, while offering utmost flexibility and convenience for your personal schedule, require a high level of self-direction and self-discipline. It is essential that you treat this course as you would any course that meets live on specific days and at a particular time. It is suggested that you schedule regular times to view lectures and complete work for this course so that you stay on pace and do not fall behind. Attendance is necessary. **Your “attendance” is noted when you view the recorded class lectures on Canvas.** The instructor can see if you have viewed the recordings.

### University Policies

#### Academic Integrity

Students should be familiar with the [Hilltopics Student Handbook](#), and comply with all academic policies. This includes the University of Tennessee Honor Statement and the Academic Integrity Policy.

The Honor Statement reads: *“An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. ‘As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.’”* For more information, see the Honor Statement on the Academic Policies and Procedures page of the current [catalog](#) for student and faculty responsibilities.

The Academic Integrity policy reads: *“Study, preparation and presentation should involve at all times the student’s own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.”* For additional information, see the [Student Code of Conduct](#).

## **Plagiarism**

Plagiarism in any of its forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

*Specific examples of plagiarism are:*

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
4. Collaborating on a graded assignment without the instructor’s approval.
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports. Resources are available through the University Libraries, including a [Citing Sources guide](#).

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

## **ADDITIONAL POLICIES AND POINTS OF INFORMATION**

### **Disability Services**

Any student who feels they may need an accommodation based on the impact of a disability should contact [Student Disability Services](#) in Dunford Hall at 865-974-6087, or by video relay at 865-622-6566, to coordinate reasonable academic accommodations.

## University Civility Statement

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus. For more information, see the [UT Principles of Civility and Community](#).

## CCI Diversity Statement

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities are enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity, and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

## Instructor Status as a Title IX Mandatory Reporter

University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University's Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources. For additional resources and information, visit [titleix.utk.edu](http://titleix.utk.edu).

## ASSIGNMENTS, ASSESSMENTS, AND EVALUATIONS

### Assignments

This table provides a summary of the assignments by name, point value and percentage of final grade. A brief description of each assignment follows the table.

Assignment	Available Points	Percentage of Final Grade
Getting to Know You	2	2%
Attendance & Participation	2	2%
6 Assignments	36	36%

Assignment	Available Points	Percentage of Final Grade
6 Quizzes	45	45%
Final Exam	15	15%
<b>Total Available Points</b>	<b>100</b>	<b>100%</b>

### Getting to Know You (2%)

It is an opportunity to introduce yourself to your classmates and address the following: Who are you? What are your hobbies? What is your major? What do you expect to learn in this course? Once you have written your introductory post, you can comment on your classmates' post, sharing something that you have in common with them.

### Attendance and Participation (2%)

Your participation in this course, as is the case in other courses, is essential to your success. Canvas helps faculty/instructors to measure participation in an asynchronous by tracking your activity, your page views, and the total time spent watching posted lectures and other videos. Your participation grade will be determined by these things as well as by your cumulative and overall efforts on all assignments.

### Assignments (6 \* 6 = 36 points)

Every other week, you will have the opportunity to reflect on your learnings in a series of assignments that I will post on Canvas. Each assignment contains a couple of questions related to the course modules. These assignments are intended to provide an opportunity for you to reflect on your learnings in the course. **Be sure to give proper acknowledgement to any sources you use in your response.** There will be a total of 6 assignments, each one is worth a total of 6 points, and these are noted on the course outline below.

### Quizzes (6 \* 7.5 = 45 points)

There will be a total of 6 quizzes over the course of the semester covering material from the assigned weekly module, including readings, lectures, and any other course materials for the respective week. The 6 quizzes are worth 45 points (each quiz is worth 7.5 points). The purpose of the quizzes is to assess both your completion and your understanding of all course material. These quizzes will be completed in Canvas. It is imperative that you complete and submit each quiz on time. Quizzes submitted late will not receive credit.

### Final Exam (15 points)

Final exam includes 50 multiple-choice, and true-false questions, and is worth a total of 15 points (each question is worth 0.3 point).

## Expectations for Assignments

Assignments should be submitted via Canvas no later than the announced due dates and times. An Assignment/Quiz submitted after the due date and time will not receive credit. This means a grade of zero for assignments that are submitted late.

Please check all work for proper grammar and spelling. **All citations should be in correct American Psychological Association (APA) format.** All sources must be cited; quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality.

## Grading Scale

Semester grades will be assigned according to the following scale:

A	93-100	Superior performance (4 quality points)
A-	90-92.99	Intermediate superior performance (3.7 quality points)
B+	88-89.99	Very good performance (3.3 quality points)
B	83-87.99	Good performance (3.0 quality points)
B-	80-82.99	Intermediate good performance (2.7 quality points)
C+	78-79.99	Fair performance (2.3 quality points)
C	73-77.99	Satisfactory performance (2.0 quality points)
C -	70-72.99	Unsatisfactory performance (1.7 quality points)
D+	68-69.99	Unsatisfactory performance (1.3 quality points)
D	63-67.99	Unsatisfactory performance (1.0 quality points)
D -	60-62.99	Unsatisfactory performance (0.7 quality points)
F	0-59.99	Failure performance (0.0 quality points)
S		Satisfactory; only assigned for C or better work when a course is taken on a S/NC grading basis. Carries no point value.
NC		No Credit; indicates failure to complete a course satisfactorily, and is only assigned for C- or worse work when a course is taken on a S/NC grading basis. Carries no point value.
I		Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course but cannot complete the course for reasons beyond their control. An I carries no quality points. If the I grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.
W		Indicates student has officially withdrawn from the course or the university. Carries no point value.

## Incompletes

Based on adopted University of Tennessee-Knoxville policy, a grade of **I (Incomplete)** is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to ensure sufficient time to complete the required

work. For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

## COURSE EVALUATION

You will be invited by email to evaluate the course at the end of the term via TNVoice. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

## DISCLAIMER

*Be aware revisions may be made to this syllabus over the course of the semester as necessary. As such, the content contained within may be subject to change. Students will be notified in writing/email of any such changes.*

## COURSE OUTLINE

**Due dates** All assignments/quizzes are due by the end of week, **Friday at 11:59 EST.**

Week # Date	Topic	Read/Watch	Class Activities
Week 1 <i>Jan 23</i>	Welcome & Course Overview	Syllabus	Getting to Know You (2 pts)
Week 2 <i>Jan 30</i>	Introducing Today's Technologies and History of Computers	Chapters 1	Assignment 1: breakthrough technologies (6 pts)
Week 3 <i>Feb 06</i>	Connecting and Communicating Online	Chapter 2	Quiz 1: Weeks 2 and 3 Topics (7.5 pts)
Week 4 <i>Feb 13</i>	Computers and Mobile Devices	Chapter 3	Assignment 2: Motherboard & CPU (6 pts)
Week 5 <i>Feb 20</i>	The Web, Academic Databases, and Basic Search	See Canvas Module for assigned readings	Quiz 2: Weeks 4 and 5 Topics (7.5 pts)
Week 6 <i>Feb 27</i>	Programs, Software, and Applications	Chapter 4	Assignment 3: Internet Search (6 pts)
Week 7 <i>March 06</i>	Digital Security, Ethics, and Privacy	Chapter 5	Quiz 3: Weeks 5 and 7 topics (7.5 pts)
Week 8 - March 13 to 17 - Spring Break			
Week 8 <i>March 20</i>	Computing Components: Processors, Memory, the Cloud	Chapter 6	Assignment 4: Computing Components (6 pts)

Week 9 <i>March 27</i>	Input and Output	Chapter 7	Quiz 4: Weeks 8 and 9 Topics (7.5 pts)
Week 10 <i>April 03</i>	Digital Storage	Chapter 8	Assignment 5: Digital Storage (6 pts)
Week 11 <i>April 10</i>	Operating Systems	Chapter 9	Quiz 5: Weeks 10 and 11 Topics (7.5 pts)
Week 12 <i>April 17</i>	Communicating Digital Content: Wired and Wireless Networks and Devices	Chapter 10	Assignment 6: Wired and Wireless Networks (6 pts)
Week 13 <i>April 24</i>	Database management systems, Information systems	Chapter 11	Quiz 6: Weeks 12 and 13 Topics (7.5 pts)
Week 14 - Final exam (15 pts) will be posted on Canvas and students will have until May 10 to complete the assignment. It covers all the topics discussed in this course.			

For important dates in this semester, you can access [academic calendar](#).