Unit 1 Assignment

Instructions:

*Download this document to your computer before filling it out. Each of the responses below should be appropriately filled in and the document saved again before submitting to the Unit 1 Dropbox. Be certain to answer each question completely.*

Unit 1 Assignment

Outcomes practiced in the assignment

- Describe some of the technological challenges created by computers and technology
- Explain the digital divide
- Define the term “computer literate”
- Understand how becoming computer literate can help you in your career

Course Outcomes practiced in this unit:

- IT190-1: Demonstrate operating systems software functionality
- IT190-3: Discuss competiveness and collaboration in a global economy

Unit 1 is a **Master Learning Unit**. A Master Learning Unit presents an opportunity for you to grow and improve as a student. In order to qualify for Master Unit Grading you must:

  - Respond to all questions
  - Make a determined first attempt
  - Cite your responses
  - Submit your assignment on time

If you meet the above criteria, your instructor will grade your assignment, and return. If your assignment needs improvement, you will receive feedback and then be allowed to resubmit.

Once you have received recommendations for improvement, you have 72 hours to resubmit your assignment for grading. If you do not make the recommended changes within the 72 hours, your original assignment will be graded.
*It is the student’s responsibility to periodically check the gradebook for recommendations for improvement. Your instructor may not contact you once your assignment has initially been graded; therefore, it is very important that you regularly check the gradebook once you have submitted your assignment as the 72 hours begins once your instructor has submitted his or her recommendations. The instructor can grade your assignment at any time once it has been submitted. He or she does not need to wait until the due date/time to grade your assignment!*

Do not forget, whenever you look up information, you need to cite your sources! Please copy and paste the full URL of any website you use in researching your answers to the following questions. If you use your book, please place the page number from your book in parentheses next to the answer.

**Requirements:**

1. This chapter lists many ways that knowing about computers (or becoming computer literate) will help you. Do some research on your career choice using sites such as CareerBuilder® or Yahoo!® Jobs®. What type of computer skills are employers looking for in your chosen career? (If you are unsure of your career concentration, select something that interests you, and do your research on that career.)
   a. What is your career choice?
   
   Type your response here

   b. List 5 computer skills employers are seeking in your career area.
   
   Type your response here

   c. Explain how you believe this course will help you to begin your path in achieving the skills required for your chosen career (Minimum 100 words)
   
   Type your response here
2. Plagiarism:
   a. From the KU Campus, click on My Studies, choose the Academic Support Center, Click on Writing, Reference Library, select research Citation and Plagiarism, and select Kaplan University’s Plagiarism Policy.
      i. What happens if you are caught plagiarizing material while you are a student at Kaplan? Be sure to indicate what happens for the 1st, 2nd, and 3rd offense. (Paraphrase your response – Do not copy!)
         Type your response here

   ii. There are 3 specific times when quoting is appropriate. Find the Basic Citation Guidelines. Please explain (in your own words) when direct quotes should be used.
         Type your response here

   iii. What is the difference between paraphrasing and summarizing?
         Type your response here

   b. Find one other source that defines plagiarism.
      i. What is the URL?
         Type your response here

      ii. What is the definition of plagiarism (in your own words)?
         Type your response here
3. For this question, you must review the requirements for the **Final Assignment**.

   a. Where can you find a copy of the final project?

      Type your response here

   b. How many employees will there be in the combined company?

      Type your response here

   c. What are the options for the format of the final project? (What programs can you use to present your project?)

      Type your response here

   d. During which unit is your final project due?

      Type your response here
4. There are four activities that you are required to participate in each week: Seminar, Discussion board, Learning Space, Assignment. Answer the following questions about each activity.
   a. Seminar
      i. What day and time is your Seminar?
         Type your response here
      ii. How do you earn full credit in Seminar (hint – review the syllabus)?
         Type your response here
      iii. What is the alternate activity if you miss the Seminar?
         Type your response here
      iv. How many points is Seminar worth each week?
         Type your response here
   b. Learning Space
      i. How do you earn credit for the Learning Space?
         Type your response here
      ii. How many posts do you need to make to the Learning Space to earn full credit?
         Type your response here
      iii. How many points is Learning Space worth each week?
         Type your response here
c. Discussion Board
   i. How do you earn full credit for Discussion Board (hint – review the syllabus)?
      
      Type your response here
      
   ii. How many posts do you need to make each week?
      
      Type your response here
      
   iii. By what day must your first post be made?
      
      Type your response here
      
   iv. On how many days must you post?
      
      Type your response here
      
   v. How many points is your Discussion Board worth each week?
      
      Type your response here
      

d. Assignment
   i. On what day is your assignment due?
      
      Type your response here
      
   ii. Where can you find assignment templates?
      
      Type your response here
      
   iii. 
      
      Type your response here
iv. How many points is your assignment worth each week?

Type your response here

<table>
<thead>
<tr>
<th>Challenge Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anyone up for a challenge?</strong> This course offers you the opportunity to go beyond the required course material. Two Challenge Levels are offered to supercharge your coursework: IT Whiz and IT Rock Star.</td>
</tr>
<tr>
<td>Challenge Levels are a great way for you to learn more about Information Technology, better improve your existing skills and abilities, and/or highlight how knowledgeable you are in the unit material. These levels do not count for additional points or guarantee a higher grade.</td>
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<tr>
<td>Challenge Levels offer you an opportunity to stand out, learn more, and gain confidence.</td>
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<tr>
<td>To start, follow the rubric and project instructions as normal. If you choose to try it, supplement your project with the challenge levels. Reach out to your instructor and do some research for resources. The &quot;IT Whiz&quot; level adds to the basic level, and the &quot;IT Rock-Star&quot; level adds more challenges to the &quot;IT Whiz&quot; level.</td>
</tr>
<tr>
<td>If you start a challenge level, but it becomes too difficult to handle, please stick with the basic project instructions, as found in the rubric to calculate your grade. Most importantly—have fun with it!</td>
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<tr>
<td><strong>Your Challenge Levels for this week:</strong></td>
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<tr>
<td><strong>IT Whiz</strong></td>
</tr>
<tr>
<td>Use the library to find one peer reviewed article related to your career choice. Give a brief summary (remember that a summary is <strong>brief</strong> and identifies the important points of the article in your own words).</td>
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<tr>
<td><strong>IT Rock-Star</strong></td>
</tr>
<tr>
<td>Use the library to find one peer reviewed article related to your career choice. Give a brief summary (remember that a summary is <strong>brief</strong> and identifies the important points of the article in your own words). Convert questions 3(a) – 3(e) to hexadecimal. Remember to show your work.</td>
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</table>

Review the grading rubric below before beginning this activity.

**Project 1 grading rubric =50 points**
## Project Requirements

<table>
<thead>
<tr>
<th>Project Requirements</th>
<th>points possible</th>
<th>Points earned by student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. IT Literacy</td>
<td>0-15 points</td>
<td></td>
</tr>
<tr>
<td>2. Plagiarism</td>
<td>0-10 points</td>
<td></td>
</tr>
<tr>
<td>3. Final Assignment</td>
<td>0-10 points</td>
<td></td>
</tr>
<tr>
<td>4. Course Requirements</td>
<td>0-15 points</td>
<td></td>
</tr>
<tr>
<td><strong>Total (Sum of all points)</strong></td>
<td><strong>0-50</strong></td>
<td><strong>0-50</strong></td>
</tr>
</tbody>
</table>

### Directions for Submitting Your Assignment

Before you submit your assignment, you should save your work on your computer in a location and with a name that you will remember. Compose your assignment in Microsoft Word and save it in the following format: Username-Assignment-Unit#.doc (Example: TAllen-Assignment-Unit 1.doc). Submit your assignment by selecting the Unit 1: Assignment Dropbox by the end of Unit 1.

For instructions on how to submit your assignment to the Dropbox, click on the Academic Tools tab in the class.