



**CIST 1001 COMPUTER CONCEPTS  
COURSE SYLLABUS  
HYBRID**

**Fall Semester 2015 Fiscal Year 201612  
Oct 13, 2015 – Dec 8, 2015 Mini Semester B**

**\*\*TENTATIVE – SUBJECT TO CHANGE**

**Semester:** Fall 2015 FY2016 (201612)  
**Course Title:** Computer Concepts  
**Course Number:** CIST 1001  
**Credit Hours/ Minutes:** 4 / 4500  
**Class Location:** Room 818 Med Tech Bldg Vidalia Campus  
**Class Meets:** Traditional as HYBRID / 7 ½ weeks  
Mon – Thurs 8:15 – 9:50 am 60% & 40% as HYBRID on  
ONLINE  
**CRN:** 20046

**Instructor:** Ms. Stephanie Moye  
**Email Address:** [smoye@southeasterntech.edu](mailto:smoye@southeasterntech.edu)  
**Phone:** 912-538-3161  
**Tutoring Hours:** Made by appt with instructor  
**Office Hours:** 2:00 – 4:30 Monday – Thursday  
**Office Location:** 813 Gillis Building  
**Fax Number:** 912-538-3106

**CLASS COURSEMATE#:** CM-9781285777542-0000142

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student’s convenience with respect to the instructor’s requirements.**

**REQUIRED TEXT: BUNDLED ISBN: 9781285719863**

**New Perspectives on Computer Concepts 2014: Comprehensive, 17th Edition**

*June Jamrich Parsons | Dan Oja*

ISBN-13: 978-1-285-76463-4

872 Pages | © 2014 | Published



Computer Concepts 2014

**COURSEMATE WITH PRINTED ACCESS CARD : ISBN: 978-1-285-77770-2**

**REQUIRED SUPPLIES:** USB FLASH DRIVE, HEADPHONES **Note:** Students will be saving their work via the Coursemate and thru ANGEL. Internet access required. **Students are required to have all books and supplies on the first day of class.**

**Note:** Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

**COURSE DESCRIPTION:** Provides an overview of information systems, computers and technology.

**PREREQUISITE(S):** None

**MAJOR COURSE COMPETENCIES/OUTLINE:**

- |   |  |
|---|--|
| 1. Information Systems and Technology Terminology | 6. Information Security and Information Ethics |
| 2. The System Unit                                | 7. The Internet and Computing in Today’s World |
| 3. Data Representation and Data Storage Concepts  |  |
| 4. Software                                       |  |
| 5. Networking                                     |  |

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.**

**STUDENT REQUIREMENTS (Hybrid):** Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. Assignments will be saved **via the CourseMate and Angel learning system.** . Assignments are given with numerous days to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for policies and procedures included in the *STC Catalog*. **CIST program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

**Discussion Board topics** must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

**EMAILS: Preferred method of communication should be through OWL MAIL.** Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example: CIST1001 Moye**

**CHECKING GRADES:** A grade book is made available in the ANGEL course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

**SURFING THE WEB WHILE IN CLASS:** For each time a student is caught on Facebook or a site that is not approved by the instructor, student will be dismissed from class with an absence given for attendance.

**CELL PHONE USING IN CLASS:** Cell phone usage is not allowed in the classroom. Any student caught using a phone or answering a call during class will have a 5 point deduction on the next Exam/Test.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

**SPECIAL NEEDS:** *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES:** Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. **Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions!** **Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All Assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

**No Harm No Foul Policy:** It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **FALL semester, that day will be October 15, 2015.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit. If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.**

**DROPPING COURSES BEFORE THE CLASS HAS BEGUN:** Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

##### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's

program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY <b>STATEMENT:</b> <i>The Technical College System of Georgia (TCSG) guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>
Angel Exams	40%	A: 90-100	Excellent	
CourseMate Quizzes	45%	B: 80-89	Good	
Discussion Boards	10%	C: 70-79	Satisfactory	
Unannounced Quizzes	5%	D: 60-69*	Poor	
		F: 0-59*	Failing	
Total	100%			
* Grade of D or below results in student repeating the class				

**\*\*Disclaimer Statements\*\***

**\*\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\*\***

**\*\*\*The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***

Discussion Board Topics Grading Rubric					
Performance	Exceptional 100	Proficient 90	Satisfactory 80	Limited 70	Poor 60
<b>Grammar/ Spelling</b>	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
<b>Posts &amp; Word Count</b>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply to 4 or more posts</li> <li>• 125 - 150 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply to 3 posts</li> <li>• 80 – 124 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts</li> <li>• 50 – 79 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 posts</li> <li>• 25-49 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies</li> <li>• 0 – 24 words in main thread</li> </ul>
<b>Scope of Solution</b> <b>NO COPYING AND PASTING FROM WEBSITES.</b> <b>If any information comes from a website it must be cited as a resource.</b>	<ul style="list-style-type: none"> <li>• Content provides a thorough frame of reference for comprehending the solution;</li> <li>• an original solution is provided.</li> <li>• Numerous Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content provides appropriate factual data but is not original or complete to solve problem or topic.</li> <li>• Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution.</li> <li>• Few resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content is not realistic solution to problem or topic.</li> <li>• One resource listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content fails to offer a conscientious solution to selected problem or topic.</li> <li>• No resource listed</li> </ul>
<b>Explanation</b>	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.

**CIST 1001 - Computer Concepts**  
**FALL Semester 2015 Fiscal Year 2016 Lesson Plan (201612)**

**\*\*TENATIVE – SUBJECT TO CHANGE**

Date	Chapter / Lesson	Content	Assignments/Tests ***GREY INDICATES ASSIGNMENTS TO COMPLETE AS ONLINE HYBRID	*Comp. Areas
<b>WEEK 1</b>				
Tues – Mon Oct 13 - 19		<b>New Student Orientation</b> <b>Class Introduction – Syllabi, Outline, Rules, and Regulations Coverage</b>	<b>Familiarize yourself with ANGEL class. See STC Website – Current Students.</b>	
			<b>Login to the course on ANGEL.</b> Complete each item of the START HERE located under Course Work Tab on Angel	
		<b>Orientation Chapter</b> <b>Create your CourseMate account.</b>	Read Orientation Chapter. <b>Be sure to pay close attention to <u>Section D</u> from book to setup your Course Mate. Our CourseMate class code number is <b>CM-9781285777542-0000142</b></b>	
			Enter your first name, last name, student ID (9100..), and crn# for the section. <b>Remember this login for each time you complete</b> CourseMate assignments	a,c,d
	<b>1</b> A B C D E	<b>Computers and Digital Basics</b> All Things Digital Digital Devices Digital Data Representation Digital processing Password Security	Read Chapter 1 from book.	1, 3, 6, 7 a,c,d
			<b>Complete Discussion Board 1 on Angel</b>	b,c,d
			<b>Login to Coursemate and complete the following:</b> Do Chapter 1 <u>Quick Check Quiz</u> Do Chapter 1 <u>Summary Quiz</u> Do Chapter 1 <u>Situation Quiz</u> Do Chapter 1 Game – Choose Quiz Bowl <b>for practice</b>	
<b>**Week 1 assignments must be completed and turned in before midnight Oct 19</b>				
<b>WEEK 2</b>				
Tues – Mon Oct 20 - 26	<b>2</b> A B	<b>Computer Hardware</b> Personal Computer Basics Microprocessors and Memory	Read Chapter 2 from book.	1,2,3,6 a, c, d
	C D E	Storage Devices Input and Output Devices Hardware Security	<b>Login to Coursemate and complete the following:</b> Do Chapter 2 <u>Quick Check Quiz</u> Do Chapter 2 <u>Summary Quiz</u> Do Chapter 2 <u>Situation Quiz</u> Do Chapter 2 Game – Choose Quiz Bowl <b>for practice</b>	
			<u><b>TEST 1 (Chap 1 &amp; 2)</b></u>	
	<b>3</b> A B C D E	<b>Software</b> Software Basics Office Suites Installing Software and Upgrades Buying Software Security Software	Read Chapter 3 from book.	4 a,c
			<b>Complete Discussion Board 2 on Angel.</b>	
			<b>Login to Coursemate and complete the following:</b> Do Chapter 3 <u>Quick Check Quiz</u> Do Chapter 3 <u>Summary Quiz</u> Do Chapter 3 <u>Situation Quiz</u> Do Chapter 3 Game – Choose Quiz Bowl <b>for practice</b>	
<b>**Week 2 assignments must be completed and turned in before midnight Oct 26</b>				

WEEK 3				
Tues – Mon Oct 27 – Nov 2	<b>4</b>	<b>Operating Systems and File Management</b>	Read Chapter 4 from book.	1, 4,6 a,c
	<b>A</b>	Operating System Basics		
	<b>B</b>	Today's Operating Systems		
	<b>C</b>	File Basics	<b>Login to Coursemate and complete the following:</b>	
	<b>D</b>	File Management	Do Chapter 4 Quick Check Quiz	
	<b>E</b>	Backup Security	Do Chapter 4 Summary Quiz	
		Do Chapter 4 Situation Quiz		
		Do Chapter 4 Game – Choose Quiz Bowl <b>for practice</b>		
		<a href="#">Test 2 (Chap 3 &amp; 4)</a>		
	<b>5</b>	<b>Local Area Networks</b>	Read Chapter 5 from book.	5,7 a,b,c,d
	<b>A</b>	Network Building Blocks		
	<b>B</b>	Wired and Wireless Technologies		
	<b>C</b>	Network Setup	<b>Complete Discussion Board 3 on Angel.</b>	
	<b>D</b>	Sharing Files	<b>Login to Coursemate and complete the following:</b>	
<b>E</b>	Wireless Security	Do Chapter 5 Quick Check Quiz		
<b>**Week 3 assignments must be completed and turned in before midnight Nov 2</b>				
WEEK 4				
Tues – Mon Nov 3 - 9			Do Chapter 5 Summary Quiz Do Chapter 5 Situation Quiz Do Chapter 5 Game – Choose Quiz Bowl <b>for practice</b>	5,7 a,b,c,d
		<b>Semester B MID-TERM Nov 9</b>		
	<b>6</b>	<b>The Internet</b>	Read Chapter 6 from book.	6, 7 a,b, c,d
	<b>A</b>	Internet Technology		
	<b>B</b>	Fixed Internet Access		
	<b>C</b>	Portable and Mobile Internet Access		
		<b>Login to Coursemate and complete the following:</b>		
		Do Chapter 6 Quick Check Quiz		
		Do Chapter 6 Summary Quiz		
<b>D</b>	Internet Services	Do Chapter 6 Situation Quiz		
<b>E</b>	Internet Security	Do Chapter 6 Game – Choose Quiz Bowl <b>for practice</b>		
		<a href="#">Test 3 (Chap 5 &amp; 6)</a>		
<b>**Week 4 assignments must be completed and turned in before midnight Nov 9</b>				
WEEK 5				
Tues – Mon Nov 10 -16	<b>7</b>	<b>The Web and E-mail</b>	Read Chapter 7 from book.	6, 7 a,c,d
	<b>A</b>	Web Technology		
	<b>B</b>	Search Engines		
	<b>C</b>	E-Commerce	<b>Complete Discussion Board 4 on Angel.</b>	
	<b>D</b>	E-Mail		
	<b>E</b>	Web and Email Security		
		<b>65% Point November 16</b>	<b>Login to Coursemate and complete the following:</b>	
			Do Chapter 7 Quick Check Quiz	
			Do Chapter 7 Summary Quiz	
			Do Chapter 7 Situation Quiz	
		Do Chapter 7 Game – Choose Quiz Bowl <b>for practice</b>		
	<b>8</b>	<b>Digital Media</b>	Read Chapter 8 from book.	4, 6, 7 a,c,d
	<b>A</b>	Digital Sound		
	<b>B</b>	Bitmap Graphics		
	<b>C</b>	Vector and 3-D Graphics		
	<b>D</b>	Digital Video	<b>Login to Coursemate and complete the following:</b>	
<b>E</b>	Digital Rights Management	Do Chapter 8 Quick Check Quiz		
		Do Chapter 8 Summary Quiz		
		Do Chapter 8 Situation Quiz		
		Do Chapter 8 Game – Choose Quiz Bowl <b>for practice</b>		
		<a href="#">Test 4 (Chap 7 &amp; 8)</a>		
<b>**Week 5 assignments must be completed and turned in BEFORE midnight Nov 16</b>				

**WEEK 6**

Tues – <b>TUES</b> Nov 17-24	<b>9</b>	<b>The Computer Industry: History, Careers, and Ethics</b>	<b>Read Chapter 9 from book.</b>	1, 6, 7 a, b,c,d
	<b>A</b>	Computer History		
	<b>B</b>	The Computer and IT Industries		
	<b>C</b>	Careers for Computer Professionals	Complete <u>Discussion Board 5 on Angel.</u>	
	<b>D</b>	Professional Ethics		
	<b>E</b>	Work Area Safety and Ergonomics		
			<b>Login to Coursemate and complete the following:</b> Do Chapter 9 Quick Check Quiz Do Chapter 9 Summary Quiz	
			Do Chapter 9 Situation Quiz Do Chapter 9 Game – Choose Quiz Bowl <u>for practice</u>	
	<b>10</b>	<b>Information Systems Analysis and Design</b>	<b>Read Chapter 10 from book.</b>	1, 4, 6, 7 a,c,d
	<b>A</b>	Information Systems		
	<b>B</b>	Systems Analysis		
	<b>C</b>	System Design		
	<b>D</b>	Implementation and Maintenance		
	<b>E</b>	Corporate Data Security		
			<b>Login to Coursemate and complete the following:</b> Do Chapter 10 Quick Check Quiz Do Chapter 10 Summary Quiz	
			Do Chapter 10 Situation Quiz Do Chapter 10 Game – Choose Quiz Bowl <u>for practice</u>	
		<u>Test 5 (Chap 9 &amp; 10)</u>		

**\*\*Week 6 assignments must be completed and turned in BEFORE midnight Nov 24**

**THANKSGIVING HOLIDAYS November 25 & 26**

**WEEK 7**

Mon – Mon Nov 30 Dec 3	<b>11</b>	<b>Databases</b>	<b>Read Chapter 11 from book</b>	4, 6 a,c,d
	<b>A</b>	File and Database Concepts	<b>Login to Coursemate and complete the following:</b>	
	<b>B</b>	Data Management Tools	Do Chapter 11 Quick Check Quiz	
	<b>C</b>	Database Design	Do Chapter 11 Summary Quiz	
	<b>D</b>	SQL		
	<b>E</b>	Database Security		
			Do Chapter 11 Situation Quiz Do Chapter 11 Game – Choose Quiz Bowl <u>for practice</u>	
	<b>12</b>	<b>Computer Programming</b>	<b>Read Chapter 12 from book</b>	4
	<b>A</b>	Programming Basics		
	<b>B</b>	Procedural Programming		
	<b>C</b>	Object-Oriented Programming		
	<b>D</b>	Declarative Programming		
	<b>E</b>	Secure Programming		
			<b>Login to Coursemate and complete the following:</b> Do Chapter 12 Quick Check Quiz Do Chapter 12 Summary Quiz	
			Do Chapter 12 Situation Quiz Do Chapter 12 Game – Choose Quiz Bowl <u>for practice</u>	
		<u>Test 6 (Chap 11 &amp; 12) in class December 3</u>		

**\*\*Week 7 assignments must be completed and turned in BEFORE midnight Dec 2**

- \* Competency Areas:
- Information Systems and Technology Terminology
  - The System Unit
  - Data Representation and Data Storage Concepts
  - Software
  - Networking
  - Information Security and Information Ethics
  - The Internet and Computing in Today's World

- \*\* General Education Competency Areas:
- The ability to utilize standard written English.
  - The ability to solve practical mathematical problems.
  - The ability to read, analyze, and interpret information.

**Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.**