



**CIST1001 COMPUTER CONCEPTS
COURSE SYLLABUS
Hybrid
Fall Semester 2019 (FY202012)
TENTATIVE – SUBJECT TO CHANGE**

COURSE INFORMATION

Credit Hours/Minutes: **4/4500**

Campus/Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard**

Class Meets: **Monday and Wednesday 10:30 AM – 12:00 PM 15 weeks, 60% in class, 40% online (hybrid)**

Starts August 13, 2019 Ends December 2, 2019

Course Reference Number (CRN): **20077**

Preferred Method of Contact: Email [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Ms. Stephanie Moye**

Email Address: [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu)

Campus/Office Location: **Vidalia/813 Gillis Building**

Office Hours: **2:00 – 4:30 Monday – Thursday**

Phone: **912-538-3161**

Fax Number: **912-538-3106**

Tutoring Hours (if applicable): **Made by appointment with instructor**

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.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

For cheaper books, student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the STC Bookstore or online at <http://www.cengagebrain.com>. Students can rent a book from the website and then ship it back after completion for \$7.99.

BUNDLED ISBN: 9781305956391, LMS Integrated MindTap with ebook New Perspectives on Computer Concepts 2018: Comprehensive, 20th Edition DIGITAL, Parsons, Loose Leaf Book ISBN-13: 978-1-337-58337-4, Bound 978-1-337-58314-5, ©2018, MINDTAP WITH PRINTED ACCESS CARD DIGITAL BOOK: 978-1-305-95639-1



REQUIRED SUPPLIES & SOFTWARE

USB FLASH DRIVE, **HEADPHONES** Note: Students will be saving their work via the MindTap online software and thru BLACKBOARD. 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 their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (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 take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Provides an overview of information systems, computers and technology.

MAJOR COURSE COMPETENCIES

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

PREREQUISITE(S)

None

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

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 Mindtap and Blackboard 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 Southeastern Technical College (STC) *Catalog and Handbook*.

Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **4 hours per week** during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of

your Blackboard course.

DISCUSSION BOARD TOPICS

Discussions 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 student 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

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view 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.

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. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

HYBRID ATTENDANCE

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 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" (Failing 0-59) 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

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 11:55 PM. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia 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.

GRADING POLICY

Assessment/Assignment	Percentage
MindTap Tests	50%
MindTap Quizzes	20%
Discussion Boards	10%
Exam	20%

GRADING SCALE

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

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. 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 Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
Grammar/ Spelling 25.00 %	<ul style="list-style-type: none"> No grammatical or spelling errors (25 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are few and cause no comprehension problems. (22.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors cause the reader to reread many parts of the post. (17.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are frequent making posts confusing to read and comprehend. (12.5 points) 	<ul style="list-style-type: none"> Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. (0 points)
Posts & Word Count 25.00%	<ul style="list-style-type: none"> Posts early to allow time to read and reply Publishes at least one original post and at least one reply 125 - 150 words in main thread (25 points) 	<ul style="list-style-type: none"> Posts early to allow others time to read and reply Publishes one post and one reply 80 – 124 words in main thread (22.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes one post and no replies 26 – 79 words in main thread (17.5 points) 	<ul style="list-style-type: none"> Posts at the last minute without allowing enough time for others to read and reply. Publishes no posts and one reply 0-25 words in main thread (12.5 points) 	<ul style="list-style-type: none"> Publishes no posts or replies (0 points)
Critical Thinking NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource. 25.00%	<ul style="list-style-type: none"> Content provides a thorough frame of reference for comprehending the solution; an original solution is provided. Numerous Resources listed (25 points) 	<ul style="list-style-type: none"> Content provides appropriate factual data but is not original or complete to solve problem or topic. Resources listed (22.5 points) 	<ul style="list-style-type: none"> Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. Few resources listed (17.5 points) 	<ul style="list-style-type: none"> Content is not a realistic solution to the problem or topic. One resource listed (12.5 points) 	<ul style="list-style-type: none"> Content fails to offer a conscientious solution to selected problem or topic. No resource listed (0 points)
Explanation 25.00%	<ul style="list-style-type: none"> All Steps are covered. Questions are answered correctly. (25 points) 	<ul style="list-style-type: none"> Most Steps are covered and answered correctly. (22.5 points) 	<ul style="list-style-type: none"> Most steps are covered but not answered correctly. (17.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and answered correctly. (12.5 points) 	<ul style="list-style-type: none"> Less than half of the steps are covered and not answered correctly. (0 points)

CIST1001 Computer Concepts

Fall Semester 2019 FY202012 Lesson Plan

Aug = August; Sept = September; Oct = October , & = and

Date	Module	Content	Assignments/Tests	Competency Areas
Tuesday Aug 13		New Student Orientation Class Introduction – Syllabi, Outline, Rules and Regulations Coverage	Familiarize yourself with BLACKBOARD class. See STC Website – Current Students. All week assignments are due at 11:55 PM on Monday, Aug 13 Login to the course on BLACKBOARD. Complete each item of the GETTING STARTED located on Blackboard. Complete Pledge and Student Introduction	
Week 1 Aug 14 - 19	1	Create your MindTap account. The Digital Revolution Digital Content	Click on MindTap Information on Blackboard and setup your account. Enter your first name, last name, student ID (9100..), and crn# for the section. Remember this login for each time you complete MindTap assignments Read Introduction: The Digital Revolution and Module 1 in the MindTap book on Blackboard. (Online assignment) Complete Discussion Board 1 on Blackboard(Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> • Do Quick Quiz over Digital Revolution • Do Interactive Situation Quiz Module 1 • Test Module 1 All week 1 assignments due on 11:55 PM Aug 19	1,3,6,7 a,c,d
Week 2 Aug 20 - 26	2	Digital Devices	Read Module 2 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> • Do Interactive Situation Quiz Module 2 • Test Module 2 All week 2 assignments due on 11:55 PM Aug 26	1,2,3,4,6 a, c, d
Week 3 and 4 Aug 27 – Sept 9	3	Networks September 2 Holiday	Read Module 3 in the MindTap book on Blackboard (Online assignment) Complete Discussion Board 2 on Blackboard. (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> • Do Interactive Situation Quiz Module 3 • Test Module 3 All week 3 & 4 assignments due on 11:55 PM Sept 9	1,4,5,6,7 a,c,d

Date	Module	Content	Assignments/Tests	Competency Areas
Week 5 Sept 10 - 16	4	The Web	Read Module 4 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 4 Test Module 4 All week 5 assignments due on 11:55 PM Sept 16	1,4,5,6,7 a,c,d
Week 6 Sept 17 - 23	5	Social Media	Read Module 5 in the MindTap book on Blackboard (Online assignment) Complete Discussion Board 3 on Blackboard. (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 5 Test Module 5 All week 6 assignments due on 11:55 PM Sept 23	6, 7, a,b,c,d
Week 7 and 8 Sept 24 – Oct 7	6	Software	Read Module 6 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 6 Test Module 6 All week 7 & 8 assignments due on 11:55 PM Oct 7	5,6,7 a,b,c,d
Week 9 and 10 Oct 8 - 21	7	Digital Security Midterm of the Semester is Sept 17	Read Module 7 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 7 Test Module 7 Complete Discussion Board 4 on Blackboard. EXAM 1 – 7 All week 9 assignments due on 11:55 PM Oct 21	4,6,7 a,c,d
Week 10 Oct 22 - 28	8	The ICT Industry	Read Module 8 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 8 Test Module 8 All week 10 assignments due on 11:55 PM Oct 28	6, 7, a,b,c,d
Week 11 Oct 29 – Nov 4	9	Information Systems 65% Point of the Semester is Sept 30	Read Module 9 in the MindTap book on Blackboard (Online assignment) Complete Discussion Board 5 on Blackboard. (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 9 Test Module 9 All week 11 assignments due on 11:55 PM Nov 4	1,4,6,7 a, b,c,d

Date	Module	Content	Assignments/Tests	Competency Areas
Week 12 and 13 Nov 5 - 18	10	Databases	Read Module 10 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 10 Test Module 10 All week 12 & 13 assignments due on 11:55 PM Nov 18	4, 6 a,c,d
Week 14 Nov 19 - 26	11	Programming	Read Module 11 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> Do Interactive Situation Quiz Module 11 All week 14 assignments due on 11:55 PM Nov 26	4 a,c,d
Dec 2			<ul style="list-style-type: none"> Test Module 11 Last assignments due on Monday Dec 2	4 a,c,d

COMPETENCY AREAS:

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

GENERAL CORE EDUCATIONAL COMPETENCIES

- 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.

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