



BUSN 1190 COURSE SYLLABUS Online Fall Semester 2016

Semester: 201712 Fall Semester 2016
Course Title: Digital Technologies in Business
Course Number: BUSN 1190
Credit Hours/ Minutes: 2/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 15 wks
CRN: 20107
Preferred Method of Contact: Email at tjernigan@southeasterntech.edu.

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT: Discovering Computers 2016: Tools, Devices, and the Impact of Technology, 1st Edition, Vermaat, Misty E, CENGAGE/Course Technology, ISBN: 978-1-305-39185-7.



REQUIRED SUPPLIES & SOFTWARE: For the online class, there are no specific supplies required. Students are required to use **Microsoft Word** for assignments. **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 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.**

COURSE DESCRIPTION: Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

MAJOR COURSE COMPETENCIES: Internet Usage, System User Security, Wireless/Mobile Computing and Emerging Technologies.

PREREQUISITE(S): COMP 1000-Introduction to Computers or Guided Elective

COURSE OUTLINE: 1) Internet Usage, 2) System User Security, 3) Wireless/Mobile Computing and Emerging Technologies.

GENERAL EDUCATION CORE COMPETENCIES: STC 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 ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related 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 Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. Students will have at least one week to complete tests and assignments. **All tests and assignments are due at midnight on Tuesday of each week.** 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 required to submit all chapter assignments via the assignment links in the course. Note: If assignments are not keyed in Microsoft Word and uploaded and attached for grading to the assignment links the assignment(s) will **NOT** be graded. A grade of zero will automatically be assigned. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus November 14, 4-5 p.m. Room TBA OR Vidalia Campus November 15, 4-5 p.m., Room 809 Gillis Building. The proctored exam will consist of an oral presentation on a technology topic. Information sheet located in the Blackboard course.

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.

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.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Failure to take chapter tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

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 Blackboard, 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.

GRADING POLICY

Chapter Assignments 40%
Chapter Tests 30%
Discussion Boards 10%
Proctored Exam 20%

GRADING SCALE

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

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.*

**BUSN 1190-DIGITAL TECHNOLOGIES IN BUSINESS
FALL SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due <i>*Indicates assignments to submit for a grade</i>	Comp Area
Mon. Aug. 15		First Day of Class: -BUSN 1190 Class Orientation (Lab 809) 3 p.m. **Note: For my online classes, I do not require students to send me the student packets under the Getting Started link in the course. Make sure you open the information and review it.	Orientation Assignments: -Click the Getting Started link on the course menu in the Blackboard course and then the Start Here Items link to complete the orientation assignments (Pledge and Student Introductions). Please review the other items and marked viewed upon completion. This is required by all students! -Make contact with instructor via email for attendance to ensure intent on completing the course.	
Week 1 Aug. 15-23	Chapter 1	Chapter 1: Introducing Today's Technologies	-Read Chapter 1 -*Ethics and Issues 1-2 Page 23. -*Internet Research #1 Page 52. -*Discussion Board #1 -*Chapter 1 Test *Chapter 1 assignments due Tuesday, August 23, midnight.	*1 **a,c
Week 2 Aug. 24-30	Chapter 2	Connecting and Communicating Online	-Read Chapter 2 -*Ethics and Issues 2-4 Page 94. -*Internet Research #4 Page 105. -*Chapter 2 Test *Chapter 2 assignments due Tuesday, August 30, midnight.	*1 **a,c
Week 3 Aug. 31-Sept. 6	Chapter 3	Computers and Mobile Devices: Evaluating Options for Home and Work HOLIDAY-MONDAY, SEPTEMBER 5	-Read Chapter 3 -*Ethics and Issues 3-4 Page 133. -*Internet Research #4 Page 155. -*Discussion Board #2 -*Chapter 3 Test *Chapter 3 assignments due Tuesday, September 6, midnight.	*3 **a,c
Week 4 Sept. 7-13	Chapter 4	Programs and Apps: Productivity, Graphics, Security, and Other Tools	-Read Chapter 4 -*Ethics and Issues 4-1 Page 165. -*Internet Research #4 Page 209. -*Chapter 4 Test *Chapter 4 assignments due Tuesday, September 13, midnight.	*1,3 **a,c

Week 5 Sept. 14-20	Chapter 5	Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses	-Read Chapter 5 -*Ethics and Issues 5-4 Page 248. -*Internet Research #4 Page 259. -*Discussion Board #3 -*Chapter 5 Test *Chapter 5 assignments due Tuesday, September 20, midnight.	*2 *a,c
Week 6 Sept. 21-27	Chapter 6	Computing Components: Processors, Memory, the Cloud, and More	-Read Chapter 6 -*Ethics and Issues 6-3 Page 299. -*Internet Research #2 Page 314. -*Chapter 6 Test *Chapter 6 assignments due Tuesday, September 27, midnight.	*3 **a,c
Week 7 Sept. 28-Oct. 4	Chapter 7	Input and Output: Extending Capabilities of Computers and Mobile Devices	-Read Chapter 7 -*Ethics and Issues 7-1 Page 326. -*Ethics and Issues 7-3 Page 344. -*Discussion Board #4 -*Chapter 7 Test *Chapter 7 assignments due Tuesday, October 4, midnight.	*3 **a,c
Week 8 Oct. 5- 11	Chapter 8	Digital Storage MID-TERM-OCTOBER 10	-Read Chapter 8 -*Ethics and Issues 8-1 Page 374. -*Internet Research #4 Page 407. -*Chapter 8 Test *Chapter 8 assignments due Tuesday, October 11, midnight.	*1,3 **a,c
Week 9 Oct. 12- 18	Chapter 9	Operating Systems: Managing, Coordinating, and Monitoring Resources	-Read Chapter 9 -*Ethics and Issues 9-1 Page 421. -*Ethics and Issues 9-2 Page 424. -*Discussion Board #5 -*Chapter 9 Test *Chapter 9 assignments due Tuesday, October 18, midnight.	*1,3 **a,c
Week 10 Oct. 19- 25	Chapter 10	Communicating Digital Content: Wired and Wireless Networks and Devices	-Read Chapter 10 -*Ethics and Issues 10-2 Page 459. -*Ethics and Issues 10-3 Page 477. -*Chapter 10 Test *Chapter 10 assignments due Tuesday, October 25, midnight.	*1,3 **a,c
Week 11 Oct. 26- Nov. 1	Chapter 11	Building Solutions: Database, System, and Application Development Tools	-Read Chapter 11 -*Ethics and Issues 11-2 (Should States Share Criminal Databases?) Page 505. -*Internet Research #4 Page 549. -*Chapter 11 Test *Chapter 11 assignments due Tuesday, November 1, midnight.	*1,3 **a,c
Week 12 Nov. 2-8	Chapter 12	Working in the Enterprise: Systems, Certifications, and Careers	-Read Chapter 12 -*Ethics and Issues 12-2 Page 566. -*Internet Research #4 Page 589. *Chapter 12 Test *Chapter 12 assignments due Tuesday, November 8, midnight.	*1,3 **a,c

Week 13 Nov. 9- 15	Proctored Exam Week	Proctored Exam **PROCTORED EXAM DATES: SWAINSBORO CAMPUS: MONDAY, NOVEMBER 14, 4-5 P.M. ROOM TBA. OR VIDALIA CAMPUS: TUESDAY, NOVEMBER 15, 4-5 P.M. GILLIS BUILDING, LAB 809.	*Proctored Exam (Oral Presentation on Technology Topic-See Instruction Sheet in the BB course for Details).	
Week 14 Nov. 16- 22	Tech Timeline	Technology Timeline Research	-Review the timeline on Pages 261-273. Pick an item on the timeline to Research. *Timeline Review Assignment due Tuesday, November 22, midnight.	*1,2,3 **a,c,
		HOLIDAYS-NOVEMBER 23 AND 24		
Week 15 Nov. 28- Dec. 1		NO ASSIGNMENTS DUE		*1,2,3 **a,c,
Thurs. Dec. 1		LAST DAY OF FALL SEMESTER		
*BUSN 1190 Competency Areas 1. Internet Usage 2. System User Security 3. Wireless/Mobile Computing and Emerging Technologies			**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.	

ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)

- **ASSIGNMENTS:** All assigned work from the textbook must be submitted via the assignment links in the chapter folders for grading by the due dates as indicated above. It is the student's responsibility to make sure all assignments are completed and submitted. **NOTE: ALL BOOK WORK, DISCUSSION BOARDS, AND TESTS MUST BE SUBMITTED BY THE DUE DATES. NO LATE WORK WILL BE ACCEPTED FOR THIS CLASS. NO EXCEPTIONS!!**

Always key your name and assignment number on all your work before submitting it for grading. **(Example: Tina Jernigan, Beyond the Book #3 Page 46).** ****Ten Points will be deducted automatically for failure to key name on assignments.**

REFER TO THE CHAPTER FOLDERS IN THE BLACKBOARD COURSE UNDER THE CHAPTER ASSIGNMENTS LINK ON THE MENU TAB FOR ANY ADDITIONAL INFORMATION REGARDING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR OBTAINING AND REVIEWING THIS INFORMATION.

- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **CHAPTER TESTS AND PROCTORED EXAM:** Students will take chapter tests covering the material in the textbook. Proctored Exam will be a project based exam given during week 13. You will find the information sheet for the proctored exam under the Proctored Exam link on the menu. Failure to take the chapter tests or the proctored exam will result in a grade of zero. **No exceptions.** Tests will only be made available during the weeks assigned.
- **EMAILS:** Make sure that you always key your name and class in the subject line of every email you send me so I know which class you are in. **For example: BUSN1190/Tina Jernigan**
- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

BUSN 1190

DIGITAL TECHNOLOGIES IN BUSINESS



GRADING SCALE:

- Point deductions for chapter assignments will vary depending on what type of assignment is given and based on the number of questions per assignment... **the minimum deduction per error will be 3 points.**
- Point deductions for chapter tests will be based on the number of questions on the test.
- Point deductions for proctored exam will be based on grading rubric **NOTE: PRINT PROCTORED EXAM PROJECT SHEET FROM THE PROCTORED EXAM LINK IN THE COURSE.**
- Failure to key name on all assignments will result in an automatic ten-point deduction. Follow directions.
- **NO** assignments may be submitted late for this class-this includes book work, discussion boards, and/or chapter tests.

Note: Students will only be allowed two attempts to submit work via the assignment links in the folders. Students are strongly encouraged to attach and upload all the assignments in one submission to avoid errors or problems. After two attempts, students will not be allowed to submit work and a grade of zero will be assigned.

***GRADING SCALE SUBJECT TO CHANGE AT INSTRUCTOR'S DISCRETION.**

****REVISED FALL SEMESTER 2016.**

**BUSN 1190 DISCUSSION BOARD
GRADING RUBRIC**

Performance	Exceptional 100	Proficient 90	Satisfactory 80	Poor 70
Grammar/ Spelling	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 discussion board.	Grammatical and Spelling errors are frequent. Makes discussion board confusing to read and comprehend.
Posts & Word Count	<ul style="list-style-type: none"> • Posts at least 1 original comment early to allow others time to read and reply to 3 or more posts 	<ul style="list-style-type: none"> • Posts at least 1 original comment early to allow others time to read and reply to 2 posts 	<ul style="list-style-type: none"> • Posts at least 1 original comment for others to read and reply to. Some required postings missing. Reply to 1 posts 	<ul style="list-style-type: none"> • Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 0 posts

***NOTE: A GRADE OF ZERO WILL BE ASSIGNED FOR ANY DISCUSSION BOARDS NOT COMPLETED BY THE DUE DATES. THESE CANNOT BE POSTED LATE.**

****INSTRUCTOR RESERVES THE RIGHT TO ADJUST DISCUSSION BOARD REQUIREMENTS AT ANY TIME DURING THE SEMESTER.**