



**BUSN 1190-Digital Technologies in Business**  
**COURSE SYLLABUS**  
**Online**  
**Fall Semester 2017**

**COURSE INFORMATION**

Credit Hours/Minutes: 2/2250  
Class Location: GVTC/Blackboard  
Class Meets: Via Internet for 15 weeks  
CRN: 20133  
Preferred Method of Contact: [tjernigan@southeasterntech.edu](mailto:tjernigan@southeasterntech.edu).

**INSTRUCTOR CONTACT INFORMATION**

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

**REQUIRED TEXT**



Discovering Computers 2017: Tools, Devices, and the Impact of Technology, Enhanced Edition, Vermaat, Misty E, CENGAGE/Course Technology, ISBN: 978-1-33-725187-7, loose leaf book.

**REQUIRED SUPPLIES & SOFTWARE**

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. Students are required to use Microsoft Word for this class.

**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)**

Assigned work from the book must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class.

## **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 Monday 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.

## **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](mailto:hthomas@southeasterntech.edu), 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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

## 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.

## 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: Monday, November 6, 1-2 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, November 7, 1-2 p.m. Gillis Building, Lab 809.**

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

Failure to take tests will result in a grade of zero. No make-up tests are allowed. If internet or browser failure occurs while taking a test, contact instructor immediately. A decision will be made at that time if the test will be reset. The instructor reserves the right to deduct points from the test scores for exceeding the scheduled time limit on the tests and/or requiring the student to come to campus to take the test.

### **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:

#### **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" 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## **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](#).

## **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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Chapter Assignments	40%
Chapter Tests	30%
Discussion Boards	10%
Proctored Exam	20%

## **GRADING SCALE**

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

## BUSN 1190-Digital Technologies in Business

### Fall Semester 2017 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates <b>*Indicates assignments to submit for a grade.</b>	Competency Area
Mon. Aug. 14		First Day of the Semester!	<b>Required Orientation Assignments:</b> -Click the Getting Started link on the course menu in the BB course and complete the items. Complete the orientation assignments <b>(Pledge and Student Introductions</b> -Make contact with instructor via email to reserve spot and intent on completing this class.	
Week 1 Aug. 15-21	Chapter 1	Introducing Today's Technologies: Computers, Devices, and the Web	-Read Chapter 1 -*Ethics and Issues 1-2 Page 23 -*Internet Research #1 Page 52 -*Discussion Board 1 -*Chapter 1 Test <b>*Chapter 1 due Monday, August 21, midnight.</b>	*1 **a,c
Week 2 Aug. 22-28	Chapter 2	Connecting and Communicating Online: The Internet, Websites, and Media	-Read Chapter 2 -*Ethics and Issues 2-4 Page 94 -*Internet Research #4 Page 105 -*Discussion Board 2 -*Chapter 2 Test <b>*Chapter 2 due Monday, August 28, midnight.</b>	*1 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates <b>*Indicates assignments to submit for a grade.</b>	Competency Area
Week 3 Aug. 29- Sept. 4	Chapter 3	Computers and Mobile Devices: Evaluating Options for Home and Work  <b>HOLIDAY-MONDAY, SEPTEMBER 4</b>  <b>**Note change in due date until Tuesday due to holiday Monday!</b>	-Read Chapter 3 -*Ethics and Issues 3-4 Page 133 -*Internet Research #4 Page 155 -*Discussion Board 3 -*Chapter 3 Test <b>*Chapter 3 due Tuesday, September 5, midnight.</b>	*2,4 **a,c
Week 4 Sept. 5- 11	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 -*Discussion Board 4 -*Chapter 4 Test <b>*Chapter 4 due Monday, September 11, midnight.</b>	*1,3 **a,c
Week 5 Sept. 12-18	Chapter 5	Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses	-Read Chapter 5 -*Ethics and Issues 5-4 Page 248 -*Internet Research #4 259 -*Discussion Board 5 -*Chapter 5 Test <b>*Chapter 5 due Monday, September 18, midnight.</b>	*2,3 **a,c
Week 6 Sept. 19-25	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 <b>*Chapter 6 due Monday, September 25, midnight.</b>	*2,3 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates <b>*Indicates assignments to submit for a grade.</b>	Competency Area
Week 7 Sept. 26-Oct. 2	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 -*Chapter 7 Test <b>*Chapter 7 due Monday, October 2, midnight.</b>	*1,3 **a,c
Week 8 Oct. 3-9	Chapter 8	Digital Storage: Preserving Content Locally and on the Cloud  <b>MID-TERM-MONDAY, OCTOBER 9</b>	-Read Chapter 8 -*Ethics and Issues 8-1 Page 374 -*Internet Research #4 Page 407 -*Chapter 8 Test <b>*Chapter 8 due Monday, October 9, midnight.</b>	*1,3 **a,c
Week 9 Oct. 10-16	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 -Chapter 9 Test <b>*Chapter 9 due Monday, October 16, midnight.</b>	*1,3 **a,c
Week 10 Oct. 17-23	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 <b>*Chapter 10 due Monday, October 23, midnight.</b>	*1,3 **a,c
Week 11 Oct. 24-30	Chapter 11	Building Solutions: Databases, Systems, and Application Development Tools	-Read Chapter 11 -*Ethics and Issues 11-2 Page 505 -*Internet Research #4 Page 549 <b>*Chapter 11 due Monday, October 30, midnight.</b>	*1,3 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates <i>*Indicates assignments to submit for a grade.</i>	Competency Area
Week 12 Oct. 31- Nov. 6	Proctored Exam	<b>Proctored Exam Dates:</b> <b>Swainsboro Campus: Monday, November 6, 1-2 p.m. Building 2, Room 2122</b> <b>OR</b> <b>Vidalia Campus: Tuesday, November 7, 1-2 p.m. Gillis Building, Lab 809.</b>	<b>*Proctored Exam will be over Chapter 11.</b>	*1,3 **a,c
Week 13 Nov. 7- 13	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 <b>*Chapter 12 due Monday, November 13, midnight.</b>	*1,3 **a,c
Week 14 Nov. 14- 20	Technology Timeline	Pick an event on the timeline and research at least two other facts/info about the event via the Internet. Response must be at least one to two paragraphs keyed in Microsoft Word.	-Read the Technology Timeline events Pages 261-273.	*1-3 **a,c
Week 15 Nov. 21- 29		<b>HOLIDAYS-NOVEMBER 22 AND 23</b>	<b>*Technology Timeline assignment due Wednesday, November 29, midnight.</b>	
Thurs. Nov. 30		<b>FALL SEMESTER ENDS</b>		

\*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.

## GRADING SCALE INFORMATION

- Three points will be assessed per error on assignments. Ten points will automatically be deducted for not providing your name on assigned work. Make sure your name and assignment information is keyed on all assignments somewhere on the document before submitting for grading.....take ownership of your work!
- Assignments will be averaged together to arrive at your weekly/chapter grade for the bookwork.
- Five discussion boards will be completed weeks 1-5. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- The proctored exam for this course will be during week 12. See lesson plan for scheduled dates. No study guide will be given for exam.

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

**\*\*REVISED FALL SEMESTER 2017.**

**BUSN 1190 DISCUSSION BOARD GRADING RUBRIC**

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."</p>
1	0	70	<p>Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for</p>

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
			each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.