



**CIST1001 COMPUTER CONCEPTS
COURSE SYLLABUS
Online
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 4/4500

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

Class Meets: Via Internet for 7 1/2 weeks

Course Reference Number (CRN): 40042

Preferred Method of Contact: Email [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Jamie Powers

Office Location: Swainsboro Campus, Building 2, Room 2106

Office Hours: 3:00pm – 5:30pm Monday/Wednesday Swainsboro Campus and 3:45pm – 4:30pm

Tuesday/Thursday Vidalia Campus

Email Address: [Jamie Powers jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)

Phone: 478-289-2221

Fax Number: 478-289-2214

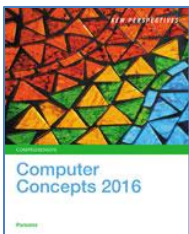
Tutoring Hours (if applicable): Made by appointment with instructor

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

BUNDLED ISBN: 9781285719863, New Perspectives on Computer Concepts 2016: Comprehensive, 18th Edition DIGITAL, June Jamrich Parsons | Dan Oja, Book ISBN-13: 978-1-305-27161-6, DIGITAL BOOK: 978-1-305-39124-6, 880 pages | ©2016, MINDTAP WITH PRINTED ACCESS CARD: ISBN: 978-1-305-87576-0



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.

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 required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 PM on Monday of each week unless otherwise noted. 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 *STC Catalog and Handbook*. **CIST program students must earn a minimum grade of C in this course.**

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.

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” (Failing 0-59) 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 11:55 PM 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.

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 grading rubric below. Complete your initial post by Wednesday and all replies by the Monday due date.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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” (Withdrawn) 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 percent 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” (Failing 0-59) being assigned.

After the 65 percent 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 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 Southeastern Technical College 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" (Failing 0-59) in the course.**

As published on Southeastern Technical College'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 Technical College System of Georgia (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, 4/18/2018, 3:30 PM, room 2106 in Building 2 and Vidalia Campus, 4/19/2018, 3:30 PM, in room 818 in the Gillis Building.

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 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:

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 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%
Proctored Exam	20%

GRADING SCALE

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

CIST1001 Computer Concepts

Spring Semester 2018 Lesson Plan

Date	Chapter	Content	Assignments/Tests	Competency Areas
Mon March 5		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	
Week 1 March 6 - 12	1	Create your MindTap account. The Digital Revolution Digital Content	Login to the course on BLACKBOARD. Complete each item of the GETTING STARTED located on Blackboard. 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 Chapter 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 Chapter 1 Quick Check Quizzes (A- E) (Online assignment) • Do Chapter 1 Situation Quiz • Unit 1 Test All week 1 assignments due on 11:55 PM March 12	1,3,6,7 a,c,d
Week 2 March 13 - 19	2 3	Digital Devices Networks	Read Chapter 2 in the MindTap book on Blackboard (Online assignment) Complete the following from the MindTap link: <ul style="list-style-type: none"> • Do Chapter 2 Quick Check Quizzes (A-E) (Online assignment) • Do Chapter 2 Situation Quiz • Unit 2 Test Read Chapter 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 Chapter 3 Quick Check Quizzes (A-E) (Online assignment) • Do Chapter 3 Situation Quiz • Unit 3 Test All week 2 assignments due on 11:55 PM March 19	1,2,3,4,6 a, c, d

Date	Chapter	Content	Assignments/Tests	Competency Areas
Week 3 March 20 - 26	4 5	The Web Social Media	<p>Read Chapter 4 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 4 Quick Check Quizzes (A-E) b(Online assignment) • Do Chapter 4 Situation Quiz • Unit 4 Test <p>Read Chapter 5 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete Discussion Board 3 on Blackboard. (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 5 Quick Check Quizzes (Online assignment) <p>All week 3 assignments due on 11:55 PM March 26</p>	1, 4,5,6,7 a,c,d
Week 4 March 27 – April 9	6	Software	<ul style="list-style-type: none"> • Do Chapter 5 Situation Quiz • Unit 5 Test <p>Read Chapter 6 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 6 Quick Check Quizzes (Online assignment) • Do Chapter 6 Situation Quiz • Unit 6 Test <p>All week 4 assignments due on 11:55 PM April 9</p>	5,6,7 a,b,c,d
Week 5 April 10 - 16	7 8	Digital Security The ICT Industry	<p>Read Chapter 7 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete Discussion Board 4 on Blackboard.</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 7 Quick Check Quizzes (Online assignment) • Do Chapter 7 Situation Quiz • Unit 7 Test <p>Read Chapter 8 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 8 Quick Check Quizzes (Online assignment) • Do Chapter 8 Situation Quiz • Unit 8 Test <p>65% Point September 18</p> <p>All week 5 assignments due on 11:55 PM April 16</p>	4,6,7 a,c,d

Date	Chapter	Content	Assignments/Tests	Competency Areas
Week 6 April 17 - 23	9 10	Information Systems Databases	<p>Proctored Exam 4/18 Swainsboro, 4/19 Vidalia See Syllabus for details.</p> <p>Read Chapter 9 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete Discussion Board 5 on Blackboard. (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 9 Quick Check Quizzes(Online assignment) • Do Chapter 9 Situation Quiz • Unit 9 Test <p>All week 6 assignments due on 11:55 PM April 23</p>	1,4,6,7 a, b,c,d
Week 7 April 24 – May 3	11	Programming	<p>Read Chapter 10 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 10 Quick Check Quizzes (Online assignment) • Do Chapter 10 Situation Quiz • Unit 10 Test <p>Read Chapter 11 in the MindTap book on Blackboard (Online assignment)</p> <p>Complete the following from the MindTap link:</p> <ul style="list-style-type: none"> • Do Chapter 11 Quick Check Quizzes (Online assignment) • Do Chapter 11 Situation Quiz • Unit 11 Test <p>All week 7 assignments due on 11:55 PM May 3.</p>	4, 6 a,c,d

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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.