



## CIST 1001 COMPUTER CONCEPTS COURSE SYLLABUS

Online

Spring Semester 2017 Fiscal Year 201714

Jan. 9, 2017 – Mar. 1, 2017 Mini Semester A

**\*\*TENTATIVE – SUBJECT TO CHANGE**

**Semester:** Spring 2017 FY2017 (201714)  
**Course Title:** Computer Concepts  
**Course Number:** CIST 1001  
**Credit Hours/ Minutes:** 4 / 4500  
**Class Location:** GVTC/Online via Blackboard  
**Class Meets:** Via Internet / 7 ½ week  
**CRN:** 40061  
**Class Code:** **40061**

**Instructor:** Mr. Jamie Powers  
**Email Address:** [jpowers@southeasterntech.edu](mailto:jpowers@southeasterntech.edu)  
**Phone:** 478-289-2221  
**Tutoring Hours:** Made by appt with instructor  
**Office Hours:** 8-10 am MTWR, 4-6 pm M  
**Office Location:** Building 2, Room 2016  
**Fax Number:** 478-289-2214  
**Preferred method of contact:** STC Email  
**CLASS MINDTAP#:** **MTPP-NS0P-86Z5**

**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**



Computer Concepts 2016

**REQUIRED SUPPLIES:** USB FLASH DRIVE, HEADPHONES **Note:** Students will be saving their work via the MindTap 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 the online portion of their 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 complete the online portion of the course.

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

**PREREQUISITE(S):** None

### MAJOR COURSE COMPETENCIES/OUTLINE:

1. Information Systems and Technology Terminology
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 EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

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

**STUDENT REQUIREMENTS (Online):** Students are expected to complete all tests and assignments by the due dates. 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.** Students are responsible for policies and procedures included in the *STC E-Catalog*. 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. **CIST program students must earn a minimum grade of C in this course.** **Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

**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 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.**

**EMAILS: Preferred method of communication should be through OWL MAIL.** Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example: CIST1601 Powers**

**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.

**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 will be the Unit 8 Test. The Unit 8 Test is scheduled on the following dates and times: Vidalia Campus, (Feb. 14, 2017), (3:30 PM), (Room 818 in Med Tech Gillis Bldg.) and Swainsboro Campus, (Feb. 15, 2017), (3:30 PM), (2106 Bldg. 2).**

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

**No Harm No Foul Policy:** It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **Spring semester, that day will be January 11, 2017.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit. If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.**

**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](http://www.southeasterntech.edu).

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY <b>STATEMENT:</b> <i>The Technical College System of Georgia (TCSG) guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>
<b>MindTap Tests</b>	30%	A: 90-100	Excellent	
<b>MindTap Quizzes</b>	35%	B: 80-89	Good	
<b>Discussion Boards</b>	10%	C: 70-79	Satisfactory	
<b>Unannounced Quizzes</b>	5%	D: 60-69*	Poor	
<b>Proctored Exam</b>	20%	F: 0-59*	Failing	
Total	100%			
<b>* Grade of D or below results in student repeating the class</b>				

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

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

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

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



**CIST 1001 - Computer Concepts**  
**FALL Semester 2017 Fiscal Year 2017 Lesson Plan (201714)**

**\*\*TENATIVE – SUBJECT TO CHANGE**

Date	Unit / Lesson	Content	Assignments/Tests	*Comp. Areas
<b>WEEK 1</b>				
Mon – Mon Jan 9 - 16		<b>New Student Orientation</b> <a href="#">Class Introduction – Syllabi, Outline, Rules, and Regulations Coverage</a>	<b>Familiarize yourself with BLACKBOARD class. See STC Website – Current Students.</b>	
			<b>Login to the course on BLACKBOARD.</b> Complete each item of the GETTING STARTED located on Blackboard	
		<b>Create your MindTap account.</b>	Click on Lessons link on the left in Blackboard. Click the CIST1001 Computer Concepts 201714 link to our MindTap course and setup your account. Account Setup continued in block below.	
			Enter your first name, last name, student ID (9100..), and crn#40061 for the section. Here you will be asked to redeem your access code. This is the code you purchased from the bookstore or online. <b>Remember this login for each time you complete</b> MindTap assignments	a,c,d
		<b>The Digital Revolution</b> <b>Unit 1: Digital Content</b>	Read the Digital Revolution section in MindTap book Read Unit 1 in the MindTap book on Blackboard.	1, 3, 6, 7 a,c,d
			<b>Complete Discussion Board 1 on Blackboard</b>	b,c,d
			<b>Complete the following from the MindTap link:</b> Do Unit 1 <a href="#">Quick Check Quizzes (A- E)</a> Do Unit 1 <a href="#">Situation Quiz</a> <a href="#">Unit 1 Test</a>	
<b>**Week 1 assignments must be completed and turned in before midnight Jan 17</b>				
<b>WEEK 2</b>				
Tues – Mon Jan 17 - 23		<b>Unit 2: Digital Devices</b>	Read Unit 2 in the MindTap book on Blackboard	1,2,3,6 a, c, d
			<b>Complete the following from the MindTap link:</b> Do Unit 2 <a href="#">Quick Check Quizzes (A-E)</a> Do Unit 2 <a href="#">Situation Quiz</a>	
			<a href="#">Unit 2 Test</a>	
		<b>Unit 3: Networks</b>	Read Unit 3 in the MindTap book on Blackboard	4 a,c
			<b>Complete Discussion Board 2 on Blackboard.</b>	
			<b>Complete the following from the MindTap link:</b> Do Unit 3 <a href="#">Quick Check Quizzes (A-E)</a> Do Unit 3 <a href="#">Situation Quiz</a> <a href="#">Unit 3 Test</a>	
<b>**Week 2 assignments must be completed and turned in before midnight Jan 24</b>				
<b>WEEK 3</b>				
Tues – Mon Jan 24 –30		<b>Unit 4: The Web</b>	Read Unit 4 in the MindTap book on Blackboard	1, 4, 6 a,c
			<b>Complete the following from the MindTap link:</b> Do Unit 4 <a href="#">Quick Check Quizzes (A-E)</a> Do Unit 4 <a href="#">Situation Quiz</a>	
			<a href="#">Unit 4 Test</a>	
		<b>Unit 5: Social Media</b>	Read Unit 5 in the MindTap book on Blackboard	5,7 a,b,c,d
			<b>Complete Discussion Board 3 on Blackboard.</b> <b>Complete the following from the MindTap link:</b> Do Unit 5 <a href="#">Quick Check Quizzes</a>	
<b>**Week 3 assignments must be completed and turned in before midnight Jan 31</b>				

WEEK 4				
Tues – Mon Jan 31- Feb 6			Do Unit 5 Situation Quiz	5,7 a,b,c,d
			<a href="#">Unit 5 Test</a>	
		<b>Unit 6: Software</b>	Read Unit 6 in the MindTap book on Blackboard	6, 7 a,b, c,d
			<b>Complete the following from the MindTap link:</b> Do Unit 6 Quick Check Quizzes	
			Do Unit 6 Situation Quiz	
		<a href="#">Unit 6 Test</a>		

**\*\*Week 4 assignments must be completed and turned in [before midnight Feb 7](#)**

WEEK 5				
Tues – Mon Feb 7- 15		<b>Unit 7: Digital Security</b>	Read Unit 7 in the MindTap book on Blackboard	6, 7 a,c,d
			<b>Complete <a href="#">Discussion Board 4 on Blackboard</a>.</b>	
			<b>Complete the following from the MindTap link:</b> Do Unit 7 Quick Check Quizzes	
			Do Unit 7 Situation Quiz	
			<a href="#">Unit 7 Test</a>	
		<b>Unit 8: The ICT Industry</b>	Read Unit 8 in the MindTap book on Blackboard	4, 6, 7 a,c,d
			<b>Complete the following from the MindTap link:</b> Do Unit 8 Quick Check Quizzes	
	<b>65% Point February 13</b>	Do Unit 8 Situation Quiz		
	<b>Proctored Event</b>	<a href="#">Unit 8 Test – You must take this test on campus, see proctored event section of syllabus for dates and times.</a>		

**\*\*Week 5 assignments must be completed and turned in [BEFORE midnight Feb 14](#)**

WEEK 6				
Tues – Mon Feb 14- 20		<b>Unit 9: Information Systems</b>	Read Unit 9 in the MindTap book on Blackboard	1, 6, 7 a, b,c,d
			Complete <a href="#">Discussion Board 5 on Blackboard</a> .	
			<b>Complete the following from the MindTap link:</b> Do Unit 9 Quick Check Quizzes	
			Do Unit 9 Situation Quiz	
			<a href="#">Unit 9 Test</a>	
		<b>Unit 10: Databases</b>	Read Unit 10 in the MindTap book on Blackboard	1, 4, 6, 7 a,c,d
			<b>Complete the following from the MindTap link:</b> Do Unit 10 Quick Check Quizzes	
		Do Unit 10 Situation Quiz		
		<a href="#">Unit 10 Test</a>		

**\*\*Week 6 assignments must be completed and turned in [BEFORE midnight Feb 21](#)**

WEEK 7				
Tues – Wed Feb 21 – Mar 1		<b>Unit 11: Programming</b>	Read Unit 11 in the MindTap book on Blackboard	4, 6
			<b>Complete the following from the MindTap link:</b> Do Unit 11 Quick Check Quizzes	a,c,d
			Do Unit 11 Situation Quiz	
		<a href="#">Unit 11 Test</a>		

**\*\*Week 7 assignments must be completed and turned in [BEFORE midnight Mar 1](#)**

\* 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 Education Competency Areas:

- 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.**