CIST 1001 Computer Concepts
COURSE SYLLABUS
Online
Spring Semester A 2016 Fiscal Year 201614
Jan 11, 2016 – March 8, 2016 Mini Semester 1
**TENTATIVE – SUBJECT TO CHANGE

Semester: Spring 2016 201614
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 weeks
CRN: 40067
Class Code: 40067

Instructor: Mr. Jamie Powers
Office Phone: 478-289-2221
FAX: 478-289-2214
Office Hours: 3:00 – 5:30 Monday - Thursday
Office Location: 6204
Email: jpowers@southeasterntech.edu
Tutoring Hours: By Appointment
Preferred method of contact: STC Email

REQUIRED TEXT: No Text Purchase is required. Students will access the e-textbook which is included with the Cengage MindTap **website course program**. Students are required to purchase the **LMS Integrated MindTap Printed Access Card with eBook for New Perspectives on Computer Concepts 2016, Comprehensive (all digital), ISBN 9781305391246 from the STC Bookstore** or from www.cengagebrain.com .

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.

REQUIRED SUPPLIES & SOFTWARE: Use STC computers or a computer with XP, VISTA, Win 7, 8, or 10, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, Internet Explorer 7+ or **Google Chrome (preferred)**, Windows Media Player 10.0 or later, Adobe Reader, optional: 128 mb or higher USB Flash Drive **Note: Students will be saving their work via the Cengage MindTap and thru BLACKBOARD. Internet access required. Students are required to have MindTap access code on the first day of class.**

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

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

PREREQUISITE(S): None

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

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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 accessed 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 9 Test. The Unit 9 Test is scheduled on the following dates and times: Vidalia Campus, (Feb. 23, 2016), (1:00 PM), (Room 818 in Med Tech Gillis Bldg.) and Swainsboro Campus, (Feb. 24, 2016), (3:30 PM), (6204 Bldg. 6).

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 Lab assignments **will result in a grade of zero. There will be no makeup of TESTS, Review Questions, or Labs.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. Note: If student notifies instructor about exam 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 exam. **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 Monday and end on Sunday with assignments due on Monday at 11:55 PM. See Lesson Plan.**

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		GRADING SCALE		TCSG GUARANTEE/WARRANTY
Discussion Board Topics Quizzes Unit Tests Proctored Unit Test	10% 35% 35% 20%	A: 90-100 B: 80-89 C: 70-79 D: 60-69* F: 0-59*	Excellent Good Satisfactory Poor Failing	**STATEMENT:** *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.*
Total	100%			
* Grade of D or below results in student repeating the class				

Disclaimer Statements
****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.****
The official copy of the syllabus is located inside the student's online course shell 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 Project/Problems Grading Rubric					
Performance	**Exceptional 100**	**Proficient 90**	**Satisfactory 70**	**Poor 50**	**Unacceptable 0**
Grammar/ Spelling **25%**	•No grammatical or spelling errors	•Grammatical and Spelling errors are few and cause no comprehension problems	•Grammatical and spelling errors cause the reader to reread many parts of the post	•Grammatical and spelling errors are frequent making post confusing to read and comprehend	•Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend
Points	25	22.5	17.5	12.5	0
Posts & Word Count **25%**	•Posts early to allow time to read and reply to 4 posts •125-150 words in main thread	•Posts early to allow others time to read and reply to 3 posts •80-124 words in main thread	•Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •26-79 words in main thread	•Posts at the last minute without allowing enough time for others to read and reply •Some required posts missing •0-26 words in main thread	•No posted response to the main thread
Points	**25**	**22.5**	**17.5**	**12.5**	**0**
Scope of Solution **NO COPYING AND PASTING FROM WEBSITES** **If any information comes from a website it must be cited as a resource** **25%**	•Content provides a thorough frame of reference for comprehending the solution •An original solution is provided •Numerous resources listed	•Content provides appropriate factual data but is not original or complete to solve problem or topic •Resources listed	•Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution •Few resources listed	•Content is not a realistic solution to the problem or topic •Only 1 resource listed	•Content fails to offer a conscientious solution to selected problem or topic •No resources listed
Points	**25**	**22.5**	**17.5**	**12.5**	**0**
Explanation **25%**	•All steps are covered •Questions are answered correctly	•Most steps are covered and answered correctly	Most steps are covered but not answered correctly	•Less than half of the steps are covered and answered correctly	•No steps are covered or answered
Points	**25**	**22.5**	**17.5**	**12.5**	**0**

Date	Unit	Content	Assignments & Tests Due	Comp. Area
Week 1 **(Assignments due 11:55 PM Jan 19)**				
Jan 11-18		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage	**Logon to STUDENT MAIL:** Send email to Instructor Reply to any Instructor email. **Login to BLACKBOARD: 03/08/16** Read all documents located under **Getting Started** - **Start Here** folder. Complete the **Acknowledgment Pledge** and the **Student Introduction Acknowledgement** discussion before beginning course work. **DUE 01/12/16**	
		Print the assignments sheets from Blackboard to use as a checkoff sheet.	**You must have the MindTab access code in order to start the course work**	
	1	**Digital Content**	Complete **Unit 1, Section A:** Digital Basics, read and do Quick Quiz	1,3,a,c
			Complete **Unit 1, Section B:** Digital Sound, Read and do Quick Quiz Complete **Discussion Board 1** in Blackboard	1,3 a,c
Week 2 **(Assignments due 11:55 PM Jan 25)**				
Jan 19-25	1	**Digital Content**	Complete **Unit 1, Section C:** Bitmap Graphics, read and do Quick Quiz Complete **Unit 1, Section D:** Vector Graphics, read and do Quick Quiz Complete **Unit 1, Section E:** Digital Video, read and do Quick Quiz	1,3, a,b,c
			Complete **Unit 1 Interactive Summary** Complete **Unit 1 Interactive Quiz** Complete **Unit 1 Test**	1,3, a,b,c
	2	**Digital Devices**	Complete **Unit 2, Section A:** Device Basics, read and do Quick Quiz Complete **Unit 2, Section B:** Device Options, read and do Quick Quiz Complete **Unit 2, Section C:** Processors and Memory, read and do Quick Quiz	1,2,3 a,b,c
			Complete **Unit 2, Section D:** Storage, read and do Quick Quiz Complete **Unit 2, Section E:** Input and Output, read and do Quick Quiz Complete **Unit 2 Interactive Summary** Complete **Unit 2 Interactive Quiz**	1,2,3 a,b,c
Week 3 **(Assignments due 11:55 PM Feb 1)**				
Jan 26 - Feb 1	2	**Digital Devices**	Complete **Unit 2 Test** Complete **Discussion Board 2** in Blackboard	1,2,3,5 a,b,c
	3	**Networks**	Complete **Unit 3, Section A:** Network Basics, read and do Quick Quiz	
Week 3 (Continued) **(Assignments due 11:55 PM Feb 1)**				

	3	Networks	Complete **Unit 3, Section B:** The Internet, read and do Quick Quiz	1,3,5,7 a,c
			Complete **Unit 3, Section C:** Internet Access, read and do Quick Quiz	
			Complete **Unit 3, Section D:** Local Area Networks, read and do Quick Quiz	
			Complete **Unit 3, Section E:** File Sharing, read and do Quick Quiz	1,2,3,5,7 a,b,c
			Complete **Unit 3 Interactive Summary**	
			Complete **Unit 3 Interactive Quiz**	
			Complete **Unit 3 Test**	
	4	The Web	Complete **Discussion Board 3** in Blackboard	1,5,7 a,b,c
			Complete **Unit 4, Section A:** Web Basics, read and do Quick Quiz	
			Complete **Unit 4, Section B:** Browsers, read and do Quick Quiz	
			Complete **Unit 4, Section C:** HTML, read and do Quick Quiz	

Feb 2–8	4	The Web	Complete **Unit 4, Section D:** HTTP, read and do Quick Quiz	1,5,7 a,b,c
			Complete **Unit 4, Section E:** Search Engines, read and do Quick Quiz	
			Complete **Unit 4 Interactive Summary**	
			Complete **Unit 4 Interactive Quiz**	
	5	Social Media	Complete **Unit 4 Test**	1,7 a,c
			Complete **Unit 5, Section A:** Social Networking, read and do Quick Quiz	
			Complete **Unit 5, Section B:** Content Communities, read and do Quick Quiz	
			Complete **Unit 5, Section C:** Blogs and More, read and do Quick Quiz Complete **Unit 5, Section D:** Online Communication, read and do Quick Quiz	1,7 a,c
			Complete **Unit 5, Section E:** Social Media Values, read and do Quick Quiz	
			Complete **Unit 5 Interactive Summary**	1,7 a,c
			Complete **Unit 5 Interactive Quiz**	
			Complete **Unit 5 Test**	
			Complete **Discussion Board 4** in Blackboard	
	6	Software	Complete **Unit 6, Section A:** Software Basics, read and do Quick Quiz	1,2,3,4 a,c
			Complete **Unit 6, Section B:** Operating Systems, read and do Quick Quiz	
			Complete **Unit 6, Section C:** Apps and Applications, read and do Quick Quiz	

	6	Software	Complete **Unit 6, Section D:** Productivity Software, read and do Quick Quiz	1,2,3,4,5 a,c
			Complete **Unit 6, Section E:** File Management Utilities, read and do Quick Quiz Complete **Unit 6 Interactive Summary** Complete **Unit 6 Interactive Quiz**	

Feb 9-15	7	Digital Security	Complete **Unit 6 Test** Complete **Unit 7, Section A:** Unauthorized Use, read and do Quick Quiz Complete **Unit 7, Section B:** Malware, read and do Quick Quiz	1,4,5,6 a,c
			Complete **Unit 7, Section C:** Online Intrusions, read and do Quick Quiz Complete **Unit 7, Section D:** Interception, read and do Quick Quiz Complete **Unit 7, Section E:** Social Engineering, read and do Quick Quiz	1,5,6,7 a,c
			Complete **Unit 7 Interactive Summary** Complete **Unit 7 Interactive Quiz** Complete **Unit 7 Test** Complete **Discussion Board 5** in Blackboard	1,5,6,7 a,c

Week 6 (Assignments due 11:55 PM Feb 22)				
Feb 16-22	8	The ICT Industry	Complete **Unit 8, Section A:** ICT Industry Basics, read and do Quick Quiz Complete **Unit 8, Section B:** The Computer Industry, read and do Quick Quiz Complete **Unit 8, Section C:** The Telecom Industry, read and do Quick Quiz	1,2,7 a,c
			Complete **Unit 8, Section D:** Tech Careers, read and do Quick Quiz Complete **Unit 8, Section E:** ICT Laws and Ethics, read and do Quick Quiz Complete **Unit 8 Interactive Summary** Complete **Unit 8 Interactive Quiz**	1,2,4,5,6,7 a,c
	9	Information Systems	Complete **Unit 8 Test** Complete **Unit 9, Section A:** Information System Basics, read and do Quick Quiz Complete **Unit 9, Section B:** Enterprise Applications, read and do Quick Quiz	1,2,3,4,5,6,7 a,c
			Complete **Unit 9, Section C:** Systems Analysis, read and do Quick Quiz Complete **Unit 9, Section D:** Design and Implementation, read and do Quick Quiz Complete **Unit 9, Section E:** System Security, read and do Quick Quiz	1,2,3,4,5,6,7 a,c

Week 7 (Assignments due 11:55 PM Mar 2)				
Feb 23-29		Proctored Exam will be Unit Test 9	Complete **Unit 9 Interactive Summary** Complete **Unit 9 Interactive Quiz** Complete **Unit 9 Test, PROCTORED EXAM**	,2,3,4,5,6,7 a,c
	10	Databases	Complete **Unit 10, Section A:** Database Basics, read and do Quick Quiz Complete **Unit 10, Section B:** Database Tools, read and do Quick Quiz Complete **Unit 10, Section C:** Database Design, read and do Quick Quiz	1,3,5 a,c

Week 7 (Continued) (Assignments due 11:55 PM Mar 2)				

Feb 23-29			Complete **Unit 10, Section D:** SQL, read and do Quick Quiz	1,3,4,6 a,b,c
			Complete **Unit 10, Section E:** Big Data, read and do Quick Quiz	
			Complete **Unit 10 Interactive Summary**	
			Complete **Unit 10 Interactive Quiz**	
	11	**Programming**	Complete **Unit 10 Test**	1,3,4 a,b,c
			Complete **Unit 11, Section A:** Program Development, read and do Quick Quiz	
			Complete **Unit 11, Section B:** Database Tools, read and do Quick Quiz	
Mar 1-2			Complete **Unit 11, Section C:** Procedural Programming, read and do Quick Quiz	1,3,4 a,b,c
			Complete **Unit 11, Section D:** Object-Oriented Code, read and do Quick Quiz	
			Complete **Unit 11, Section E:** Declarative Programming, read and do Quick Quiz	
			Complete **Unit 11 Interactive Summary**	1,3,4 a,b,c
			Complete **Unit 11 Interactive Quiz**	
			Complete **Unit 11 Test**	

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

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