

Division of Business and Technical Studies

Course Syllabus

2017-2018

Course Name	Computer Concepts
Course Number	CIST 1001
Semester/ Year	Fall 2017
Course CRN	21219
Course Pre-requisites	Program admission

Course Information

Course Format Hybrid (>50% online)

Course Credit Hours 4

Course Contact Hours/
Week: 6 Hours/ week

Class Meeting Information

Mondays, 9 a.m. – 10:45 a.m.
North Metro Campus, Room 203 (Building B)

Instructor's Name	Kaleigh Kendrick
Instructor's Office Location	F1136, Marietta Campus
Instructor's Phone Number	770 528-3763
Instructor's Email Address	kaleigh.kendrick@chattahoocheetech.edu <i>Emails sent on weekdays will be responded to within 24 hours. Emails sent on weekends or holidays will be responded to on the next business day.</i>
Instructor's Office Hours	Walk-in office hours are posted outside my office door. Please email me to schedule an appointment if you need to meet outside of those hours.
Required Textbook	"Discovering Computers 2014", a Shelly Cashman Series book (Author= "Vermaat Sebok Freund". ISBN=978-1-285-16176-1
Supplies/ Tools/ Materials	Reliable internet access.

Course Description:

Provides an overview of information systems, computers, and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems Conversion (Binary and Hexadecimal), Mobile Computing.

Competency Areas and Expected Student Outcomes

Information Systems and Technology Basics
The System Unit
Data Representation and Data Storage Concepts
Software
Networking
Information Security and Information Ethics
The Internet and Computing in Today's World

Grading Scale

Grades are issued at the end of each semester. All grades earned will be reflected on, and remain on, the official academic transcript. The following grading scale is used:

A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Satisfactory	2.0
D	60-69	Poor	1.0
F	0-59	Failing	0.0

Grading Criteria

Grade Distribution

No Show Assignment	1%
Class Wiki (Group assignment)	9%
Midterm Exam	20%
Final Exam	20%
Personal Blog	25%
Assignments (Knowledge Assessments, Hands On Assignments, and Projects--Projects are worth double points)	25%
TOTAL	100%

Students who score 90% or higher on the pre-test for a chapter are exempt from having to complete that chapter's post-test.

Pre-tests are timed exams allowing 1 minutes per question. The post-tests are NOT timed. The number of questions depends on the chapter material. All chapter testing is completed online via Blackboard.

If the chapter test score is lower than the pre-test score, the pre-test score will replace the chapter test.

Any student with an average ≥ 90 for chapters 1-6 will be exempt from the midterm.

Any student with an average ≥ 90 for chapters 7-12 will be exempt from the final.

Students who impress me with their Wiki contributions could earn up to 3 extra points on their final grade.

Classroom Policies and Procedures

College Policies (For Hybrid and Web Enhanced Classes):

1. Food and drinks are not permitted in classroom and lab areas.
2. Cell Phones and Electronic devices should be silenced/ out of view during class time, and during all exams.

Instructor Policies:

Make-Up Policy

Since all assignments and the mid-term and final exam are hands-on assignment, it is expected that everything be turned in on time.

Late work will not be accepted unless:

- 1. The instructor has given permission BEFOREHAND.**
- 2. The student has been absent due to illness or personal tragedy.**

Under either circumstance proof (such as a doctor's note) must be provided.

Teacher Response Time

Inquires made by the student will (under normal circumstances) be responded to in a timely manner. The teacher does monitor e-mail and Blackboard daily (including weekend). In most cases, responses will be given within a few hours in inquires, but usually no later than 24 hours. If the student does not receive a response within 24 hours, please make a second attempt to reach the instructor. The instructor may not have received your original message.

The preferred method of contact (in order) is:

1. Message board (if it is a question everyone can benefit from the answer)
2. e-mail (send to kaleigh.kendrick@chattahoocheetech.edu)
3. Phone call (all other methods can be accessed by multiple devices/locations, phone calls can only be answered within the office.)

Homework Policy

Students do not have permission to work with any other classmates on any labs, programs, quizzes, or tests. Any unapproved assistance in any part of this course is a violation of CTC's cheating policy. (Refer to the section on Plagiarism for more information). It will be necessary for the student to complete his/her labs, programs, and/or quizzes outside of the normal class hours. The state mandates that the student complete at least 10 hours of lab work per week. This is an average in addition to the normal 4 hours of lecture time per week. On-line (Internet) students can expect to spend at least an extra 4 to 8 hours of "Learning" time per week. Successful students must be able to manage their time wisely.

Data files required for labs and/or assignments will be available on the class website, the school servers, or the textbook web site. All programs and labs will be submitted via the directions given on the class website. Any programs requiring more than one file must first be compressed using Microsoft Windows compression. It is the student's responsibility to learn and understand how to compress files using this technique. Files that have not been properly compressed may not be graded.

Classroom Etiquette Policy

Students are expected to treat fellow students and instructors with respect and dignity both in an on-line and lecture classroom setting. The class will work together to devise an official Netiquette Policy, which all students will abide by for the semester.

Grade Clarifications

All grades are posted on the course web site. **All students have one week from the date a grade is posted to request additional information about a grade. All requests must be e-mailed to the instructor. No verbal or phone requests will be permitted.** Detailed descriptions of assignment, lab, or program grades can also be requested via e-mail. If the student believes that a grade is incorrect, the student must supply additional information to back up the claim. For example, if a student believes that an answer to a quiz question or a solution to an assignment, lab, or program was marked incorrectly, the student must include specific references in the text book or class materials that will back up their claim. No grade changes will be made without proper information backing up the claim. **No requests for grade clarifications will be accepted after the one-week time period has expired.**

Assignments

Weekly assignments will involve a reading from our textbook, viewing videos, and completing online activities. The detailed assignment for each week will be found on our BLACKBOARD course web site. Deadlines and dues dates can be found in Blackboard and in the syllabus.

The student and the student alone is responsible for turning work in on time.
Failures of the BLACKBOARD system may or may not be an excuse at the instructor's discretion.
DO NOT LEAVE ANY WORK UNTIL THE LAST MINUTE.

Class Schedule/
Assignments/ Due Dates

Week of:	Read/Watch:	Tasks:
August 21	<i>Discovering Computers:</i> Chapter 1 - Digital Literacy	DEADLINE: 8/28 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapter 1. Knowledge Assessment: What is Digital Literacy? Hands On: Your Digital Literacy Assessment Blog Posts: Introduction Netiquette
August 28	<i>Discovering Computers:</i> Chapter 2 - The Internet	DEADLINE: 9/4 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapter 2. Knowledge Assessments: How Did the World Wide Web Start? Hands On: Using Search Engines Blog Posts: Web Browsers
September 4	<i>Discovering Computers:</i> Chapter 3 - Computers and Mobile Devices Watch: Wiki in Plain English (in Course Wiki folder)	DEADLINE: 9/11 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapter 3. Hands On: Course Wiki (Your Blog Link must be on the Blog page, and you must have submitted material for the Netiquette page) Blog Posts: Web Tracking

September 11	<p><i>Discovering Computers:</i> Chapter 4 - Programs and Apps</p> <p>Watch: A 12 Year Old App Developer</p>	<p>DEADLINE: 9/18 at 8 a.m.</p> <p><i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i>, Chapter 4. Hands On: Setting Up an RSS Feed Course Wiki: Netiquette Wiki page Blog Posts: Productivity</p>
September 18	<p><i>Discovering Computers:</i> Chapter 5 - Digital Safety and Security</p> <p>Watch: Security at Google Data Centers</p>	<p>DEADLINE: 9/25 at 8 a.m.</p> <p><i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i>, Chapter 5. Hands On: Cyber Crime Cyber Bullying Mini-Presentation Blog Posts: Information Security Blog Post</p>
September 25	<p><i>Discovering Computers:</i> Chapter 6 - Inside Computers and Mobile Devices: Exploring the Components</p> <p>How a CPU Works CPU Makes and Models</p>	<p>DEADLINE: 10/2 at 8 a.m.</p> <p><i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i>, Chapter 6. Blog Posts: Hardware and Software Blog Post IS vs IT Blog Post</p>

October 2	<p>PROJECTS:</p> <p>Your Tech Profile Project must be submitted by Monday, October 16. Please see announcement for additional details.</p> <p>Your Course Map Project must be submitted by Monday, October 16. Your advisor's response may be turned in any time between now and October 30.</p> <p>Projects are worth DOUBLE points.</p>	<p>All of the following tasks must be completed and submitted for grading before 8 a.m. on Monday, October 9:</p> <p>Post-Tests for Chapter 1 - 6 of <i>Discovering Computers</i>.</p> <p>If they are not submitted on time, you will not be exempt from the Midterm regardless of your average.</p>
October 9		<p>DEADLINE: 10/16 at 8 a.m.</p> <p>Blog Posts: Ethics in Technology</p> <p>Tech Profile Project Course Map Project</p> <p>Midterm Exam</p>
October 16	<p><i>Discovering Computers:</i> Chapter 7 - Input and Output: Examining Popular Devices</p>	<p>DEADLINE: 10/23 at 8 a.m.</p> <p><i>Discovering Computers:</i> Pre-test for Discovering Computers, Chapter 7.</p> <p>Hands On: Command Line Interface</p>

October 23	<i>Discovering Computers:</i> Chapter 8 - Digital Storage: Introducing a World of Technology	DEADLINE: 10/30 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapter 8. Hands On: Back Up Plan Blog Posts: Trends in Technology
October 30	<i>Discovering Computers:</i> Chapter 9 - Operating Systems: Managing, Coordinating, and Monitoring Resources	DEADLINE: 11/6 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapter 9. Hands On: Operating Systems Wiki
November 6	<i>Discovering Computers:</i> Chapter 10 - Communications and Networks: Sending and Receiving Digital Content	DEADLINE: 11/13 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapter 10. Hands On: Number Systems Conversions Blog Posts: Network Security
November 13	<i>Discovering Computers:</i> Chapter 11 - Information and Data Management: Organizing, Verifying, Maintaining, and Accessing	DEADLINE: 11/20 at 8 a.m. <i>Discovering Computers:</i> Pre-test for <i>Discovering Computers</i> , Chapters 11.
November 20	Thanksgiving Break	Enjoy your holiday!

November 27	Discovering Computers: Chapter 12 – Information Systems and Program Development: Designing and Building Solutions	DEADLINE: 12/4 at 8 a.m. Discovering Computers: Pre-test for <i>Discovering Computers</i> Chapter 12. Hands On: Pseudocode and Flow Charts Blog Posts: Object Oriented Programming Course Wiki: Final Product All of the following tasks must be completed and submitted for grading before 8 a.m. on Wednesday, December 6: Post-Tests for Chapter 7 - 12 of <i>Discovering Computers</i> . If they are not submitted on time, you will not be exempt from the Final regardless of your average.
December 4		DEADLINE: 12/11 at 8 a.m. Final Exam

Catalog Information

Please review the current CTC Catalog by accessing the link below:

<http://www.chattahoocheetech.edu/college-catalog/>

Attendance Policy

It is the student's responsibility to attend classes on a good-faith basis that demonstrates the student's desire to be a genuine partner in the educational process. Instructors will keep an accurate record of

attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. Instructors may establish attendance and make-up policies which are provided to the student through the course syllabus. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness. It is at the instructor's discretion whether final grades are affected by excessive absence and tardiness. Instructors may establish a participation grade based on a student's attendance.

Work Ethics Policy

The Technical College System of Georgia instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for students success; appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

No-Show Policy and Procedure

A “no show” is a student whose name appears on the class roster but who fails to have his or her attendance verified the first week of class.

In all courses, regardless of the method of delivery (face-to-face, hybrid, or online), faculty will conduct a graded activity the first week of class in order to verify student attendance. This graded activity will document the student's intent to take the course. Any student not completing the graded activity will be reported as a “no-show” regardless of his or her attendance in the classroom. Any student reported as a “no show” by an instructor will be administratively withdrawn from the course and will show no enrollment history.

Withdraw Policy and Procedure

Through the end of the ninth week of Fall and Spring semesters and the fifth week of Summer semester, students may withdraw from any or all courses from their schedule. Students are responsible for withdrawing themselves from any or all of the classes through BannerWeb. During this period no refunds are issued. No withdrawals will be processed after the ‘W’ period ends. Students who do not withdraw from classes will be assigned grades earned.

The deadline for withdrawal each semester is published on the CTC Website under the College Calendar.

Student Email Account/ Methods of Communicating

Upon being admitted to the College, Chattahoochee Tech will create a unique email account for each student. Once created, email will be the primary and official means of communication between the college and the student. Students should not use personal email addresses for correspondence with the College.

This policy applies to students who are enrolled or eligible to register. It does not apply to Continuing Education or GED students who do not receive CTC email addresses.

In emergencies or for other limited circumstances, the College may use a student's personal email address for correspondence.

<http://www.chattahoocheetech.edu/student-email-and-onedrive/>

Academic Misconduct

Chattahoochee Technical College promotes and expects all members of the college community to conduct themselves professionally and with honesty and integrity. The college considers academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the student's education and the integrity of the college.

Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.

- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Instructors may use any one or more of the following disciplinary measures for addressing instances of academic misconduct:

1. Award a grade of zero for the assignment;
 2. Assign a failing grade for the course;
 3. Recommend the suspension or dismissal of the student from the course, program, or college.
- Recommendation must be forwarded to initiate a Student Code of Conduct procedure.

Library/ Information Resources

The purpose of the Chattahoochee Technical College Library is to provide information resources and library services to meet the institutional mission. Library staff provides materials to assist students in pursuing their educational, career, and personal goals. The library is committed to the support of academic programs for the broad range of students in the technical college.

Libraries or Program Resource Centers are located on seven campuses--Appalachian, Canton, Marietta, Mountain View, North Metro, Paulding, and Woodstock. The library provides information, guidance, and instruction to all faculty, staff, and students for a wide range of resource materials. Automated catalogs, circulation, electronic indexes, ebooks, and reference services offer the user state-of-the-art access to research and recreational materials. Student access to online resources can be found at <http://www.chattahoocheetech.edu/library/>

The library is a member of the Georgia Online Database (GOLD) and Online Computer Library Center OCLC. GOLD and OCLC provide access to materials in libraries throughout Georgia and the US for inter-library loans. The library also maintains cooperative agreements with Kennesaw State University, Georgia Highlands College, Reinhardt College, and all other Technical College System of Georgia (TCSG) libraries. These agreements allow Chattahoochee Technical College faculty and students to borrow materials from these campus libraries upon presentation of a current Chattahoochee Technical College photo ID.

Open Computer Labs

Computers for general use by students are provided on all campuses either in a separate lab or in conjunction with the Library or Success Centers. Students will need a current, validated student ID card to use the labs. Student printing is monitored at Chattahoochee Technical College, and prints will be limited each term. For more information, visit the Student Printing page of the catalog.

Student Printing Policy

Chattahoochee Technical College provides printing resources in support of research and education with the use of computers and other instructional devices. To become more environmentally friendly, CTC imposes printing limits on materials printed by students. Each enrolled credit student will have a set number of free prints, with the ability to purchase additional prints when the initial allocation is exhausted.

Learn more about the student printing policy by visiting the CTC Catalog.

Academic Success Centers

Academic Success Centers are available at all campuses for Chattahoochee Technical College students. All students are asked to sign in to receive services. Tutoring is available in English, math, and reading, and it may be arranged for other subjects depending upon availability of tutors. Schedules are posted by campus. The College provides an online learning center where all students may access tutorials and many other resources to help them with their learning. Information about specific campuses' contacts and hours can be found at <http://www.chattahoocheetech.edu/academic-success-centers/>

Blackboard Information

Step 1 – Go to Blackboard using - <http://chattahoocheetech.blackboard.com>.

You can also access Blackboard through the student portal at
<http://myctc.chattahoocheetech.edu/>

Step 2: Click "Online Resources" tab at the top of the page.

Step 3: Click "Getting Started with Blackboard" in the blue navigation ribbon at the top of your screen to learn how to log in, reset your password, and enroll yourself into the Blackboard Student Orientation course.

Step 4: Set up and become familiar with your CTC student email account. You must have access to this email account in order to reset your Blackboard password and receive email from your instructors inside and outside Blackboard. Click "CTC Student Email" in the blue navigation ribbon at the top of your screen.

Step 5: return to the "Landing Page" at the top of your screen, log into Blackboard, and enroll yourself into the Student Orientation course.

Technical College Guarantee (Warranty Statement)

The Technical College System of Georgia warrants every graduate of the technical college programs offering a certificate of credit, diploma, or associate's degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate.

Veterans Support

If you are a military service member or veteran or a family member of a military service member or veteran, you can obtain veteran services by visiting our Veteran's Services Center on the Marietta campus, through our veteran services email (veteranservices@chattahoocheetech.edu) or by calling Dr. Barry Munday at 770-443-3612. See also our website: <http://www.chattahoocheetech.edu/veteran-services/>

Accreditation

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Equity Statements

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 nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Chattahoochee Technical College is committed to providing accessible education to all students. We are working toward making our electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. More information on Section 508 and the technical standards can be found at www.section508.gov.

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

- Title IX Coordinator: Brannon Jones, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or Brannon.Jones@ChattahoocheeTech.edu
- Section 504/ADA Coordinator: Mary Frances Bernard, 980 South Cobb Drive, Building G 1106, Marietta, GA 30060, 770-528-4529, or MaryFrances.Bernard@ChattahoocheeTech.edu