



Welcome to CGS 2651. If you have any questions about the course, I'm here to help.

I want all of you to have a positive experience; this can be accomplished by having an open line of communication. Most questions can be answered through the information provided within the course. However, the key is successfully navigating the information. I am here to help navigate your online adventure, which at times can be difficult/frustrating, as technology is in constant flux.

Always let me know how I can help; however, please DO NOT wait until the 11th hour to ask for help as this is guaranteed to add stress. This course contains 16 weeks' worth of work to be completed in 8 weeks.

727-791-2453

<http://web.spcollege.edu/instructors/id/mills.luke>

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CCIT Program Contact: Laura Malave (*Cybersecurity AS and certificate only*)

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Office Location: Seminole, UP 337C

Office Phone Number: (727) 341-4620

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This course is designed to teach students how to interact using shared collaboratively communication tools and resources. Students will learn how to identify and apply Web based social collaboration technologies for business and personal use. Major topics covered include; identifying the differences between Web 1.0 2.0, 3.0, reviewing collaboration software (DropBox, Google Docs, Sharepoint), communicating using social media sites (Twitter, Facebook, LinkedIn, FourSquare, Tumblr), organizing and applying web syndication to online data.

- defining a “culture of participation”.
 - exploring the social and technological developments that have led to Web 1.0, 2.0 and 3.0.
 - explaining the importance of sharing collective information.
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- defining wikis, blogs and web-based applications for business and personal use.
 - using wikis, blogs and web-based applications for business and personal use.
 - explaining Cloud computing.
 - listing the current major providers of Cloud computing services (i.e. Microsoft, Google, Amazon).

- defining social media applications.
- identifying common features in social media applications.
- listing privacy issues related to social media applications.
- using social media applications (i.e. Facebook, LinkedIn, Twitter).
- explaining how social media has influenced customer relationship management (CRM).

- comparing and contrasting between hierarchical and non-hierarchical organization of digital information.
- defining social tagging, bookmarking and collaborative filtering.
- explaining how Creative Commons licensing works.

- defining syndication.
- identifying features of web-based and client feed readers.
- incorporating and formatting web feeds.
- identifying features of podcast readers.
- subscribing to managed podcasts.

Prerequisites:

CGS 1100 with a minimum
grade of C or

COP 1000 with a minimum
grade of C or

CGS 1070 with a minimum
grade of C Or

CGS 1309 with a minimum grade of C

No required textbook.

Library: www.spcollege.edu/libraries

Learner Support

ACCESSIBILITY

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: <https://www.spcollege.edu/accessibility>

Academic Support Services: www.spcollege.edu/support

On-Campus Support: www.spcollege.edu/tutoring/#tab=2

Online Support: www.spcollege.edu/tutoring/#tab=3

Student Services and Resources: www.spcollege.edu/services

Drop Date: See [Academic Calendar](#)

Withdrawal Date: See [Academic Calendar](#)

Financial Aid Dates: www.spcollege.edu/pages/dynamic.aspx?id=800

The College-wide attendance policy is included in the Syllabus Addendum:

www.spcollege.edu/addendum/#attend

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

You need to complete the follow to be considered actively participating in the class in the first 2 weeks: Syllabus Quiz, Unit 1, and Unit 2 assignments

Unit 1 – First Week Attendance	Unit 2 – Second Week Attendance
Unit 1 Discussion	Unit 2 Discussion
Branding Quiz	Wiki Dropbox 5
Gmail Dropbox	

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

1. Completion of least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express and modmester courses.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

There are three methods used to measure your learning in this class:

1. Discussions, 2) Projects and 3) Quizzes.

Unit	Task	Point Value
1	Unit 1 Discussion	5
	Branding Quiz	5
	Gmail Dropbox	5
2	Unit 2 Discussion	5
	Wiki Dropbox	5
3	Unit 3 Discussion	5
	Blog Dropbox	5
	Feed Dropbox	5
4	Unit 4 Discussion	5
	Marketing Dropbox	5
	Facebook Dropbox	5

5	Unit 5 Discussion	5
	Podcast Dropbox	5
	LinkedIn Dropbox	5
6	Unit 6 Discussion	5
	Drive Dropbox	5
	Cloud Dropbox	5
7	Final Discussion	5
	Social Media Quiz	10
Total		100

A = 90+

B = 80-90

C = 70-80

D = 60-70

F = <60

****Subject to change with notification****

See Assignment Checklist located in the content area of the class for all assignments and due dates.

STUDENTS' EXPECTATIONS

- If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See each weeks folder for specific due dates.
- It is the student's responsibility to follow the schedule of class assignments.
- Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation.
- You will need access to Microsoft Word, PowerPoint, Access, and Excel 2016 for this class. All SPC campus libraries have these programs loaded on their computers.

Also see Student Expectations found in the [Syllabus Addendum](#)

INSTRUCTOR EXPECTATIONS

- I will provide meaningful activities to develop your technical and software skills.
- I will be available to you if you have questions or concerns.
- I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24 hour turnaround time, I will indicate so in an email prior to my absence.

- I will respond thoughtfully and critically to your comments, questions, and written assignments.
- I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.
- As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](#).

View the [Academic Honesty Policy](#).

Copyright

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [Copyright.gov](#).

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

Minimum Technology Requirements

View the [Technical Requirements for MyCourses](#).

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the [How to Download Microsoft Office 2016](#) tutorial.

Minimum Technical Skills

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Technical support is available via the [Technical Support Desk Call Center](#).

Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [Ensemble Accessibility](#)

Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)
- [Ensemble Privacy](#)



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FALL 2020 SYLLABUS ADDENDUM

SPC St. Petersburg College

ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES

Students classified as "No Show" for both of the first two weeks will be "administratively" withdrawn from any class which they are not attending. It is the student's responsibility to know the attendance policy of the class in which they are enrolled.

The student's financial aid will be adjusted based on their updated enrollment status.

- Depending on the **modality** of the course, attendance may be **online, LIVE Online, Blended, or on-campus**.
- For **LIVE Online classes**, attendance will be taken online during the normal class meeting time/days.
- **Students who are feeling ill** for any reason should communicate with their instructor regarding attending online instead of on-campus, and/or the possibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.
- Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the last date to withdraw with a "W" (as posted in the academic calendar on the college's web site).
- Students will be able to **withdraw** themselves at any time during the term. However, requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF." Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Withdrawing after the "Last Date to Withdraw with a Grade of W" can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of "WF," which has the same impact on the student's GPA as a final grade of "F." A "WF" grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

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COVID-19 GUIDELINES

PERSONAL SAFETY PRECAUTIONS

- Daily requirement to complete the **SPC Self-Assessment Symptom Checker** that uses CDC guidelines
- **Face coverings are REQUIRED in all SPC buildings.** If you require an exemption or an ADA accommodation, please contact **Accessibility Services**. For additional information, please see the college's **Comeback Plan**.
- Any student not abiding by the face covering requirement may be asked to leave the facility and security may be contacted. Repeated non-compliance with face coverings may be referred to the Associate Provost or appropriate Academic Dean.
- **All students should wash and/or sanitize hands** (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout their time on campus.
- **Maintain social distancing** (at least 6 feet) and wear a mask at all times while inside campus/site buildings
- **Limit your time inside buildings** – be prepared for your visit by making a list of the items you need or tasks you must accomplish while on campus
- Please watch the college's **Safety Video** for additional information.
- **Repeated non-compliance** with face coverings may be referred to the Associate Provost or appropriate Academic Dean.

REPORTING COVID-19 or FLU-LIKE SYMPTOMS

- In addition, completing the **symptom checker self-assessment** each day before you arrive for work or classes, is critical in ensuring that we can effectively contract trace.
- If you are experiencing any COVID-19 or flu-like symptoms, **DO NOT come to**