CPT118

Professional Practices in Information Technology

Spring 2025

COURSE ADDENDUM

Contact Me	Meet with Me	Class Location, Day, and Time
Todd Hughes Phone: 864-592-4833 Email: hughesj@sccsc.edu Office Location: LED 287	Drop-in hours: M,Tu – 3pm - 5pm W – 2pm – 4pm Th – 1pm – 3pm If you would like to meet outside of these hours, please send me an email.	Class meets on Wednesdays at 9:30 - 10:50 AM via Teams Videoconference

Where do I find course materials and texts?

https://bookstore.sccsc.edu/

An ***ACCESS CODE IS REQUIRED*** for a student account used in the Cengage MindTap course management system, which allows you to enter the course. A publisher program known as "***CENGAGE UNLIMITED***" includes access the code and an online digital version of the textbook used with the course. The code can be purchased at the SCC bookstore. The subscription cost of a 4-month Cengage Unlimited access code is $124.99. If you are taking other courses that use Cengage textbooks, the $124.99 also covers the cost of additional textbooks for those courses. You will not need the access code to begin the course because there is a 14-day grace period. This will allow you to begin CPT118 immediately if you have not purchased the code by the day the course begins. You will, however, need to **purchase the access code no later than Monday, January 20, 2025 to continue CPT118**. The code can be purchased at the SCC bookstore.

	Cengage Unlimited Subscription
Price	$130.00 for 4-month access... $189.99 for 1-year access... $249.99 for 2-years access...
Material included	Your required course materials + access to the entire Cengage catalog including 20,000 eBooks across 70 disciplines.
Free print rental?	Yes. Just $9.99 includes shipping to and from
Access to additional study guides?	Yes
Access to reference materials	Yes
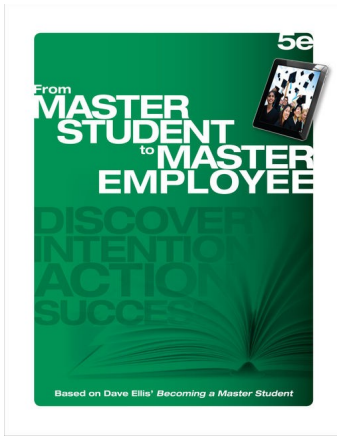
All other course materials are available on our D2L/Brightspace site. You will also find other critical course content there, such as course review documents, readings, videos, or PowerPoint presentation recordings created by the instructor, transcripts for instructor created video or audio recordings.

Additional Materials:

- Computer with Internet Access, Google Chrome browser, Java, and anti-virus software.
- Microsoft Office 2019 Professional Edition (**Word, Excel, Access, PowerPoint, OneNote**). This software is available to SCC students at no cost through Microsoft Office 365.
- OneDrive account
- Access to the college's portal

How is this course structured and what digital technology tools will we use?

D2L Brightspace

D2L is the SCC Learning Management System (LMS) designed to provide course information and management via the web. Only students enrolled in this course will have access to the course website. You will access this site through the SCC Student Portal.

On D2L you may find important course information, course announcements, your gradebook, course discussions, quizzes, assignments, and more. It is critical that you regularly open the D2L site to stay up to date with information. All grades are posted in D2L. If you plan to travel, please contact IT prior to leaving to ensure you can use D2L while away. https://d2l.sccsc.edu/d2l/home

You will access the Cengage MindTap system through D2L. You will be given instructions on setting up your Cengage account in D2L.

SCC Email Outlook

Please make sure to also check your SCC email daily to receive important announcements or correspondence from me and your other instructors at SCC. You may find it helpful to add your email to your phone if you have that technology.

Teams/Virtual Classroom

You will have both asynchronous and synchronous opportunities to work with the course material, your fellow classmates, and me, your instructor. Part of your grade will be based on active participation in the course, and you can engage in several ways:

Reading assigned materials or watching recorded lectures and completing your asynchronous work as assigned.

Attending classes prepared with your readings and homework completed so that you can participate in activities.

Participating in any discussion forums that are assigned.

Diversity & Inclusion Statement

It is my intent to foster a learning environment which is inclusive of diversity: race, color, religion, age, sex, national origin/ethnic origin, veteran status, gender, sexuality, disability, and culture. For more information on diversity and inclusion, Title IX, or SCC's compliance/grievance process click here.

What will you learn along the way? In other words, the Key Student Learning Outcomes

- Develop leadership skills through teamwork.
- Identify Careers in Information Technology.
- Describe the tools necessary for an IT Career.
- Give examples of professionalism.
- Practice interview skills in a mock-interview scenario.

What will help you to be successful in this course?

Deadlines, Late Work, Missed work

Deadlines work both ways, and I will do my best to get all assignments graded and back to you in a timely manner. I have scheduled the due dates for assignments to align course content with in-class activities and your developing learning in this class.

Assignments are due by the date posted on the syllabus and/or our D2L site. I will accept assignments for full credit until the next class. Partial credit will be given on assignments up to one week after the due date. A 10-point late penalty will be deducted from the assignment grade.

If you suddenly need an extension, you must contact me at least 24 hours in advance of when the assignment is due. You will receive a zero for unsubmitted work.

Disability Accommodation and Inclusive Learning Statement

The office of Student Disability Services at SCC supports students in managing the challenges and limitations imposed by disabilities. Student Disability Services' mission is to partner with faculty, staff, and students to create inclusive and accessible learning environments while facilitating academic success through innovative support services and programs.

To register for accommodations, please fill out the [digital intake form and schedule an appointment](#) for an intake meeting. You may also contact the Office of Student Disability Services at 864-592-4818, disabilityservices@sccsc.edu, or visit in person on the Giles campus in building PDH office 4.

There are also a range of resources on campus, including, but not limited to:

- [AIM Center](#)
- [Campus Maps](#)
- [Career Services](#)
- [Counseling Services](#)
- [Military and Veterans](#)
- [SCCOnline – Click on the HELP menu from your D2L Brightspace home page](#)
- [Student Clubs and Organizations](#)
- [Student Disability Services](#)
- [The Library](#)
- [The Tutoring Center/TLC](#)
- [TRIO Services](#)
- [Student Handbook](#)

Regular Communication is Important—how do we do that?

In addition to class meetings, I will communicate with you regularly using email and by placing announcements in D2L.

Get to know others in this course. Share numbers if you are comfortable doing that. If you have a question, reach out to me or another classmate. You can also email each other from D2L in the class list page.

Instructor-Student Meeting Hours (Office Hours)

This is a time that I reserve for you for specific questions, needs, and concerns. Communication with your instructor is an important part of your student experience and success. My office hour schedule is published in D2L.

How do you keep things honest and true? (Academic integrity and plagiarism)

All forms of academic misconduct including, but not limited to, cheating on assessments, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the College procedures presented in the SCC Student Planner and Handbook.

Student Honor Statement

Students will acknowledge their commitment to honesty and integrity upon each enrollment by certifying the following statement:

> *I pledge to honor myself, my peers, and our college community through actions and words that reflect integrity, honesty, and respect. I commit to holding myself to the highest standards of truthfulness and ethical conduct in all my academic efforts and to fostering a culture of mutual respect both inside and outside the classroom.*

All forms of academic misconduct including, but not limited to, cheating on assessments, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the College procedures presented in the [SCC Student Planner and Handbook](#).

Generative AI usage

Unauthorized and/or undocumented use of generative AI will result in a FAILING grade (0-50).

Generative AI refers to artificial intelligence systems capable of generating human-like text or content.

The use of Generative AI includes but is not limited to text generators, paraphrasing tools, content spinners, or any technology that produces original content on behalf of the student.

Students are strictly prohibited from using Generative AI tools to complete quiz, test, or exam assignments.

Plugin Usage:

Students are NOT allowed to use any plugins or browser extensions during tests, quizzes, or exams unless specifically approved as an accommodation by the Student Disability Services (SDS).

Unauthorized plugins, including but not limited to grammar checking tools like Grammarly, spell-checkers, translation services, or any other assistance tools, are strictly prohibited during quizzes, tests, or exams.

Exceptions and Accommodations:

<u>SDS Approved Accommodations</u>:

If a student requires specific plugins or technologies as part of their approved accommodations by the SDS, they must notify their instructor in advance and provide appropriate documentation from the SDS.

In such cases, the instructor will make necessary arrangements to accommodate the student's needs while maintaining the integrity of the assessment.

Consequences of Generative AI Policy Violations:

<u>Academic Misconduct</u>:

Any student found in violation of this Generative AI usage policy through the unauthorized and/or undocumented use of Generative AI resources in course assignments OR through the use of unauthorized plugins during quizzes/tests/exams will be subject to disciplinary actions for academic misconduct.

Penalties for academic misconduct may include but are not limited to grade reductions, failure on the assignment or exam, or further disciplinary measures as determined by SCC's policies.

Attendance and Participation:

The student is responsible for punctual and regular attendance in all classes and other required class activities.

The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Drop Date:

Students have until **March 26, 2025**, to drop the course. If you withdraw from a course before or on the Withdrawal Deadline or Drop Date, you will receive a "W." It is the student's responsibility to withdraw from the course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for

each missing grade and the final course grade will be calculated accordingly. For more information on adding or dropping a course, visit the Standard SCC Course Policies at http://www.sccsc.edu/SyllabiPolicies.

How will the class be run? – Method of instruction

This class is a combination of theory and hands-on application. This course will also measure oral communication, problem solving, and team building. There is a possibility of minor adjustments being made in this schedule.

Some lab work will be done during class. In addition, you will need to plan to spend some time outside of class to complete your projects.

Assignments and projects must be completed and submitted to your instructor for grading as scheduled. No projects will be accepted after the due date.

What are you expected to do this semester? (Major assignments, exams, and other assessments)

Quizzes, Cover Letter and Resume, Mock Interview and Research Paper makeup the assignments for this course.

How will you be graded? Grade and calculation

Homework (MindTap):	**20%**
Cover Letter and Resume	**25%**
Career Services Review of Customized CLR	*10%*
Final Cover Letter and Résumé	*15%*
Mock Interview	**20%**
Research Paper	**35%**
Library Modules in D2L	*8.75%*
Instructor Review of Draft Research Paper	*8.75%*
Final Research Paper	*8.75%*
Research Paper Summary Presentation to class	*8.75%*
TOTAL:	**100%**

Grade Calculation

- Homework (MindTap) — 20.00%
- Career Services Review of Customized CLR — 10.00%
- Final Cover Letter and Résumé — 15.00%
- Mock Interview — 20.00%
- Library Modules in D2L — 8.75%
- Instructor Review of Draft Research Paper — 8.75%
- Final Research Paper — 8.75%
- Research Paper Summary Presentation to class — 8.75%
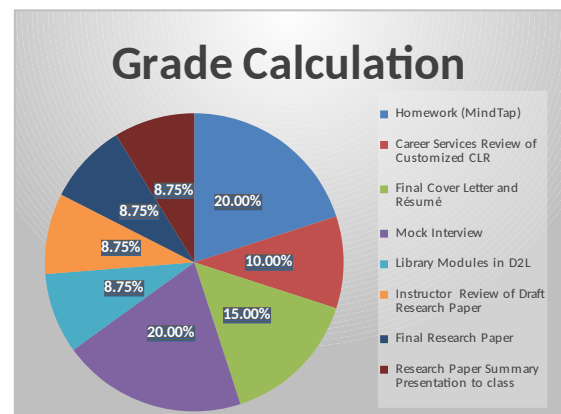
Miscellaneous/Additional Course Information:

Program Department Chair
Mrs. Marcia Schenck
(864) 592-4839 schenckm@sccsc.edu

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CPT118 Tentative Schedule – Spring 2025 – Wednesday Class

Synchronous/Hybrid course meets Tuesdays 12:30 PM to 1:50 PM on Teams

WEEK	DATE	ACTIVITIES/ASSIGNMENTS
Week 1	Wednesday, January 8	**Video Conference Class Activities** ➢ Teams meeting orientation ➢ Overview of Course Syllabus and Course Addendum ➢ Course Components ➢ D2L Information ➢ Register with Cengage Brain ✓ Register for a 14-day trial period **Homework** ➢ Read MindTap Chapter 1: First Steps
Week 2	Wednesday, January 15	**Video Conference Class Activities** Cover Letter lab MindTap Chapter 1 Quiz **Homework** ➢ Read MindTap Chapter 2: Character
Week 3	Wednesday, January 22	**Video Conference Class Activities** ➢ Résumé lab ➢ MindTap Chapter 2 Quiz **Homework** ➢ Read MindTap Chapter 3: Time
Week 4	Wednesday, January 29	**Video Conference Class Activities** ➢ Guest Speaker: A representative of SCC Career Planning & Placement ➢ How to research a company for an interview ➢ How to submit Cover Letter and Resume "CLR" for Career Services Review ➢ How to setup Mock interview ➢ MindTap Chapter 3 Quiz **Homework** ➢ Customize CLR to assigned interviewer ➢ Schedule review of CLR by Career Services by deadline shown in D2L ➢ Submit customized CLR via e-mail to Career Services for review after scheduling appointment. Career Services review must be completed by the deadline shown in D2L ➢ Read MindTap Chapter 4: Memory
Week 5	Wednesday, February 5	**Video Conference Class Activities** • Library presentation – A librarian will discuss the following regarding the company research project: ✓ Research tools ✓ Business databases ✓ Explain Library CPT118 Tutorial Modules • Research Paper Company Assignments

ALL ASSIGNMENT DUE DATES ARE LISTED IN D2L

Synchronous/Hybrid course meets Tuesdays 12:30 PM to 1:50 PM on Teams

		• MindTap Chapter 4 Quiz
		Homework ➢ Schedule an appointment with Career Services for Teams face-to-face mock interview. Interviews must be scheduled in accordance with the due dates shown in D2L ➢ Submit final Resume and Cover Letter "CLR" by date indicated in D2L ➢ Complete Library CPT118 Tutorial Modules ➢ Read MindTap Chapter 5: Reading
Week 6	Wednesday, February 12	**Video Conference Class Activities** ➢ Research techniques - how to research a company and create a research paper ➢ MindTap Chapter 5 Quiz
		Homework ➢ Begin work on research paper ➢ Read MindTap Chapter 6: Notes
Week 7	Wednesday, February 19	**Video Conference Class Activities** ➢ Lab – Create Research Paper template ➢ MindTap Chapter 6 Quiz
		Homework ➢ Read MindTap Chapter 7: Tests
Week 8	Wednesday, February 25	**Video Conference Class Activities** ➢ Interview Week – No Class
		Homework
Week 9	Wednesday, March 5	**Video Conference Class Activities** ➢ Lecture on proper citations in research papers ➢ MindTap Chapter 7 Quiz
		Homework ➢ Submit a draft of your research paper to your instructor in D2L by the deadline shown in D2L. ➢ Read MindTap Chapter 8: Creative and Critical Thinking
Week 10	Wednesday, March 12	**Video Conference Class Activities** ➢ Research techniques - how to create summary PowerPoint presentation ➢ MindTap Chapter 8 Quiz
		Homework ➢ Continue work on Research paper and presentation ➢ Read MindTap Chapter 9: Communicating and Collaborating
Week 11	Wednesday, March 19	**Video Conference Class Activities** ➢ Guest Speaker, Marcia Schenck ➢ MindTap Chapter 9 Quiz
		Homework ➢ Read MindTap Chapter 10: Career and Money Management

ALL ASSIGNMENT DUE DATES ARE LISTED IN D2L

CPT118 Tentative Schedule – Spring 2025 – Wednesday Class

Synchronous/Hybrid course meets Tuesdays 12:30 PM to 1:50 PM on Teams

Week 12	Wednesday, March 26	**Video Conference Class Activities** ➢ Hiring Process Lecture ➢ MindTap Chapter 10 Quiz
		Homework ➢ Work on research paper and PowerPoint summary presentation.
Week 13	Wednesday, April 2	**Video Conference Class Activities** ➢ Guest Speaker: Career Services - LinkedIn
		Homework ➢ Complete and submit Final Research Paper ➢ Complete and submit Research Paper summary PowerPoint presentation File
	Wednesday, April 9	**Spring Break - No Classes**
Week 14	Wednesday, April 16	**Video Conference Class Activities** ➢ Student research paper Power Point presentations – Group 1
Week 15	Wednesday, April 23	**Video Conference Class Activities** ➢ Student research paper Power Point presentations – Group 2

ALL ASSIGNMENT DUE DATES ARE LISTED IN D2L