



**INFORMATION TECHNOLOGY EDUCATION
INTERNET SERVICES TECHNOLOGY
SYLLABUS**

Course Title and Number:		Instructor:	
Year and Term: Summer 2014	Course Credits: 3	Office Location:	
Office Phone:	Office Hours:	Class Location:	
Meeting Time/Days:		Email Address:	
Web Page Address:		Fax Number: 352.395.4154	

Course Description	The objective of this course is for students to gain the computer skills needed to succeed in their academic careers and in today's workplace. Major topics include word processing, spreadsheets, presentation graphics, Internet, electronic mail, file management, and computer hardware.
Prerequisites	No prerequisite for this course.
Course Objectives Reflecting Expected Student Learning Outcomes	This course is designed to help students gain the computer skills needed to succeed in their academic careers and in today's workplace. Major topics include Word Processing, Spreadsheets and Presentation Graphics with Microsoft Office 2013, File Management with Windows 7, Understanding Your Computer, Internet, E-mail, Digital Lifestyle and using an online learning system.
Grading	<p>Course Requirements:</p> <p>Attendance is required. Regular attendance will be critical to success in this course. It will help guide you toward the successful completion of your projects.</p> <p>Class sessions will include lectures, presentations and discussions as well as hands-on exercises. When the instructor asks for your attention, discontinue working on the computer. No one may work on the computer during lectures, presentations, and discussions unless instructed to do so.</p> <p>You will be asked to complete training for each topic. They are called Content-Based Assessments in the Grade Calculation section below. These trainings may include viewing Audio/Video files, completing simulated trainings, and/or completion of projects from the textbook. All projects both training and homework, must be turned in on the date and time specified by your individual section instructor. Check your Canvas calendar for the due dates. Each project must be submitted using the method specified by your instructor for that project. If you cannot find due dates or the method of submission for a project, please check with your instructor via Canvas.</p> <p>All work must be completed using the programs and versions that are designated for this course, Windows 7, Microsoft Office 2013 Suite (Word, Excel, and PowerPoint). Note that if you submit work completed in programs other than the</p>

designated ones, the projects cannot be accepted.

Students who need reasonable accommodation should contact the instructor or call the Disability Resources Center at 352-395-4400.

Policies on Missed Exams and Late Work:

Late projects are not accepted and no extensions are given for any reason. Therefore you must make sure to start your projects early. If you are working on projects at home, it is your responsibility to maintain your computer. Computers as well as humans are not perfect, and excuses such as "the computer was not working" or "I lost my Internet connection" are not acceptable. You can always use one of the computers in the Testing Center/Big Open Lab provided on the second floor of building N, at the Northwest Campus of SFC. Requirements cannot be waived due to problems with your hardware, software, or Internet connection. Check the lab hours of operation now, before you need them. Alternate labs at Santa Fe include the Business Lab found in Building C on the Northwest Campus, and the computer labs at each of the off campus locations.

Projects must be organized and submitted following the specified format. Methods other than those specified by your instructor are not acceptable. The lowest homework grade will be dropped. **There are no make-up homework projects.**

All exams will be announced in advance. No exam grade will be dropped. Makeup exams will only be considered under special circumstances, such as illness, work related emergencies, judicial procedures, military service, or official school functions. **Documentation must be provided** on letterhead with the signature of a physician, supervisor, or other appropriate official. If possible, you should inform the instructor ahead of time. You must contact the instructor and provide the documentation no later than one week after the absence.

There is a hands-on final for this course. You are required to take the exam. The final is given only during finals week. Students will take the final exam at the time specified for their section. Your section instructor will post the final exam day and time on the Canvas course calendar. Do not make any travel plans during this time. There are absolutely no early final exams for any reason.

Grading Scale and Standards:

Grade Calculation

Content-Based Assessments (training)	20%
Projects (homework)	35%
Attendance/Participation	10%
Exams	25%
Final Exam	10%

	<p style="text-align: center;">Grade Scale</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>90</td><td>-</td><td>100</td><td>A</td></tr> <tr><td>87</td><td>-</td><td>89</td><td>B+</td></tr> <tr><td>80</td><td>-</td><td>86</td><td>B</td></tr> <tr><td>77</td><td>-</td><td>79</td><td>C+</td></tr> <tr><td>70</td><td>-</td><td>76</td><td>C</td></tr> <tr><td>67</td><td>-</td><td>69</td><td>D+</td></tr> <tr><td>60</td><td>-</td><td>66</td><td>D</td></tr> <tr><td>0</td><td>-</td><td>59</td><td>F</td></tr> </table> <p>Grading will be based on objective standards as well as such subjective criteria as overall impression, thoroughness, attention to detail, and extra effort. Completing the minimum requirements does not guarantee an A grade for this course. Excellent grades are reserved for outstanding work. Also, it is your instructor's prerogative not to accept sloppy or incomplete projects.</p> <p>Withdrawals and Incompletes</p> <p>If you fall behind in the course, you should strongly consider withdrawing. However, you should discuss this option with the instructor prior to making a decision. Check the Important Dates section for the last day to withdraw and receive a W as a grade.</p> <p>An Incomplete grade will be given only in situations where a student <u>has successfully completed</u> nearly all of the semester coursework and has experienced an emergency situation at the end of the term. The circumstances must be documented and the student must contact the instructor prior to final exam week in order to agree on incomplete terms, and deadlines.</p>	90	-	100	A	87	-	89	B+	80	-	86	B	77	-	79	C+	70	-	76	C	67	-	69	D+	60	-	66	D	0	-	59	F
90	-	100	A																														
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70	-	76	C																														
67	-	69	D+																														
60	-	66	D																														
0	-	59	F																														
Text(s)	<p>Required Text:</p> <p>Textbook Bundle: ISBN: 13-digit # 9781269630337</p> <p>The textbook bundle is available at the SFC bookstore. It includes 5 small textbooks and two brochures, one brochure contains an Access Code you will use to log in to myitlab. You do not need to buy a separate Access Code. The bundle also contains an offer to download a 90-day trial version of Office 2013.</p>																																
Required Course Materials	<p>One storage device (USB drive) for saving your work is required.</p> <p>A second storage device (USB drive) for backing up your work is strongly recommended.</p>																																

<p>Recommended Course Materials</p>	<p>Exams test knowledge of Windows 7 and Microsoft Office 2013, so the following software is required:</p> <p>Microsoft Word (Office 2013)* Microsoft PowerPoint (Office 2013)* Microsoft Excel (Office 2013)* Windows 7* Adobe Acrobat Reader current version Adobe Flash Player current version Either Firefox 17+ or Chrome 23+</p> <p>The Testing Center/Big Open Lab at Santa Fe is equipped with the needed software and has extensive hours. <i>Make sure to ask the lab tech for a computer that is loaded with CGS1000 software.</i> Computers are also available in Building K and other places on campus. Ask you instructor about other labs. Please note: the library will not let you make changes to the computers that are needed for the Windows 7 Assignments or to use myitlab.</p> <p>NOTE: Microsoft Office Starter is a reduced functionality version of Microsoft Word and Excel with advertising. It does not contain Microsoft PowerPoint. Microsoft Office for Mac is not the same as Office 2013. <u>They cannot be used for this class.</u></p>
<p>Term Calendar <i>(Tentative: The instructor reserves the right to alter dates of presentations and exams/projects.)</i></p>	<p>Topics to be Covered:</p> <ul style="list-style-type: none"> Introduction to Course, Canvas, and myitlab Windows 7, including File Management Understanding Your Computer <ul style="list-style-type: none"> Looking at Computers: Understanding the Parts Understanding and Assessing Hardware: Evaluating Your System Using the Internet Digital Lifestyle <ul style="list-style-type: none"> Exam covering Windows 7 and the Custom Book Word <ul style="list-style-type: none"> Exam covering Word Excel <ul style="list-style-type: none"> Exam covering Excel PowerPoint <ul style="list-style-type: none"> Exam covering PowerPoint Final Exam
<p>Classroom Etiquette</p>	<p>Unauthorized modification of the system setup of Santa Fe's computer teaching labs is a violation of the Student Conduct Code, Article III, Proscribed Conduct.</p> <p>College regulations specify that food and drink cannot be used in classrooms. This includes our computer labs. Please adhere to this policy at all times.</p> <p>Learning should be fun and we want you to enjoy class in an atmosphere that is suitable for a college course. Arrive on time and inform your instructor if you need to leave early. Communicate in an appropriate manner in the classroom and on-line. Reading E-mail, playing games, sleeping, chatting, text messaging, or</p>

	<p>engaging in other activities not related to the course content during lectures and presentations are not acceptable.</p> <p>If your class period includes lab time, do not think that class is over and you can leave when the lab time begins. Take full advantage of this period as well as the help and experience of your instructor.</p> <p>There are no “group” projects in this course. Please make sure that you download your own files and work only on your files.</p>										
Agreement to Syllabus	<p>This syllabus is a contract between you and your instructor. Both of you will be expected to abide by its policies. It is your right as a student to challenge any future circumstances in this course that you believe to be a violation of this contract.</p>										
List of Important Dates	<p>Summer A</p> <table> <tr> <td>Classes Begin</td> <td>May 12, 2014</td> </tr> <tr> <td>Last Day to Drop w/no Record & Receive a Refund</td> <td>May 14, 2014</td> </tr> <tr> <td>Last Day to Withdraw and Receive a "W"</td> <td>June 10, 2014</td> </tr> <tr> <td>Classes End</td> <td>June 23, 2014</td> </tr> <tr> <td>Final Exams</td> <td><i>(check the class schedule to see when your section's final exam is scheduled)</i></td> </tr> </table>	Classes Begin	May 12, 2014	Last Day to Drop w/no Record & Receive a Refund	May 14, 2014	Last Day to Withdraw and Receive a "W"	June 10, 2014	Classes End	June 23, 2014	Final Exams	<i>(check the class schedule to see when your section's final exam is scheduled)</i>
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List of Important Dates	<p>Summer B</p> <table> <tr> <td>Classes Begin</td> <td>July 2, 2014</td> </tr> <tr> <td>Last Day to Drop w/no Record & Receive a Refund</td> <td>July 7, 2014</td> </tr> <tr> <td>Last Day to Withdraw and Receive a "W"</td> <td>July 29, 2014</td> </tr> <tr> <td>Classes End</td> <td>August 13, 2014</td> </tr> <tr> <td>Final Exams</td> <td><i>(check the class schedule to see when your section's final exam is scheduled)</i></td> </tr> </table>	Classes Begin	July 2, 2014	Last Day to Drop w/no Record & Receive a Refund	July 7, 2014	Last Day to Withdraw and Receive a "W"	July 29, 2014	Classes End	August 13, 2014	Final Exams	<i>(check the class schedule to see when your section's final exam is scheduled)</i>
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List of Important Dates	<p>Summer C</p> <table> <tr> <td>Classes Begin</td> <td>May 12, 2014</td> </tr> <tr> <td>Last Day to Drop w/no Record & Receive a Refund</td> <td>May 16, 2014</td> </tr> <tr> <td>Last Day to Withdraw and Receive a "W"</td> <td>July 14, 2014</td> </tr> <tr> <td>Classes End</td> <td>August 13, 2014</td> </tr> <tr> <td>Final Exams</td> <td><i>(check the class schedule to see when your section's final exam is scheduled)</i></td> </tr> </table>	Classes Begin	May 12, 2014	Last Day to Drop w/no Record & Receive a Refund	May 16, 2014	Last Day to Withdraw and Receive a "W"	July 14, 2014	Classes End	August 13, 2014	Final Exams	<i>(check the class schedule to see when your section's final exam is scheduled)</i>
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INFORMATION TECHNOLOGY EDUCATION

Policies and Guidelines

Cell Phone Use Policy

Given the disruptive potential posed by cell phones, students are required to keep cell phones off during class lectures. Use of cell phones during lab exercises are permissible, but please consider those around you

***Children in the Classroom**

Children represent a disruptive element for the classroom. They also increase the risk of accidents occurring in the lab. For those reasons, children should not be brought to either the classroom or the laboratory.

***Academic Honesty: Plagiarism And Cheating**

Academic honesty is expected, and the instructor reserves the right to respond to cheating, plagiarizing, or other forms of unethical behavior with penalties up to and including removal from the class and/or failure in the course. The instructor also reserves the right to make necessary adjustments to the syllabus.

***Academic Ethics and Confidentiality**

It is the responsibility of everyone engaged in the learning experience to respect the rights and feelings of their fellow learners. Information gathered in the classroom and from on-line discussions and exercises is to be considered confidential. At the same time, students must recognize that the instructor and the College cannot guarantee the confidentiality of what the student may choose to disclose. Students must use their own discretion when engaging in classroom discussion.

***Classroom Behavior**

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Students are required to keep cell phones off during class lectures, unless there is permission in advance from the instructor. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course. Students are expected to be courteous to others and that includes coming to class on time.

***Student Conduct**

Students must read and be familiar with the Code of Conduct as published in the Student Handbook, policies and procedures as outlined in campus publications, Santa Fe policies. For further information refer to Santa Fe Rules Manual, Student Conduct Code, Rule 7.23, Academic Dishonesty at the SFC Human Resources Policies website

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_7/7_23.pdf

***Americans with Disabilities Act (ADA)**

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see

http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities

***Discrimination/Harassment Policy**

SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at

http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf

***Student Rights & Responsibilities**

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to:

http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights