



**INFORMATION TECHNOLOGY EDUCATION**  
**Programming and Analysis**  
**Course Syllabus**

<b>Course Title and Number:</b> Computer Concepts, CGS1060		<b>Instructor:</b> Elizabeth Drake
<b>Year and Term:</b> Fall 2017	<b>Course Credits:</b> 03	<b>Office Location:</b> TBD (check in N-229)
<b>Office Phone:</b> 352.381.3829	<b>Office Hours:</b> See my home page	<b>Class Location:</b> online
<b>Meeting Time/Days:</b> online		<b>Email Address:</b> elizabeth.drake@sfcollge.edu
<b>Web Page Address:</b> <a href="http://home.ite.sfcollge.edu/~elizabeth.drake/">http://home.ite.sfcollge.edu/~elizabeth.drake/</a>		<b>Fax Number:</b> 352.395.4154

<b>Course Description</b> <i>(as it appears in the approved College Course Outline)</i>	This course is designed to provide individuals with no previous computer science or information technology coursework insight into the world of computer technology. It includes the following topics: computer hardware, input, output, storage, an overview of Windows 10 (the operating system used in most SFC offices, labs and classrooms as well as in most industry settings), file management, email, computer security, mobile devices, how to use, do research, and protect yourself on the Internet, and an overview of databases. A unit on computer programming will be included, time permitting. Ethical issues surrounding these topics are addressed.
<b>Prerequisites</b>	None
<b>Course Modules</b>	<ul style="list-style-type: none"> <li>Module 0 – Introduction to using Connect</li> <li>Module 1 – Computer Hardware</li> <li>Module 2 – Computer Input</li> <li>Module 3 – Computer Output</li> <li>Module 4 – Computer Storage</li> <li>Module 5 – Windows 10</li> <li>Module 6 – File Management and Email</li> <li>Module 7 – Computer Software and Buying a Computer</li> <li>Module 8 – Computer Security</li> <li>Module 9 – Mobile Devices</li> <li>Module 10 – Connecting to the Internet</li> <li>Module 11 – Protecting Yourself on the Internet</li> <li>Module 12 – Databases</li> <li>Module X – Computer Programming (optional, time permitting)</li> </ul>

## Grading

### Course Requirements:

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 work is only accepted at the instructor's discretion and, normally, must be accompanied by valid documentation. The Final Exam is mandatory.

### Grading Scale and Standards:

Grade Scale	
90 – 100	A
87 – 89.9	B+
80 – 86.9	B
77 – 79.9	C+
70 – 76.9	C
67 – 69.9	D+
60 – 66.9	D
< 60	F

Grade Calculation	
Discussions/effort	6%
Worksheet Assignments	24%
Quizzes	24%
Achieve Adaptive Learning	16%
Final Exam	30%
Total	100%

### Important Information

All sections of this course will use the Canvas Learning Management System as well as the McGraw-Hill called **Connect**. There is no print textbook required for this course but **you must purchase a Connect access code**. You can use (included for free) a print companion to the Connect system (only available through the access code) but all assignments are completed through Canvas and Connect. Connect and Canvas work together to make your course experience seamless.

In all sections (online, on campus, or hybrid), your attendance is required in class (if scheduled) as well as via your participation in Discussions or by email, as specified by the instructor. All students should log on at least twice a week and check for any new information and/or updates.

Virtually all of the work for this class will be viewed and/or uploaded to Canvas/Connect. Since you are uploading work via the Internet, it is important not to wait until the last minute. Computers crash, you may have connection problems, etc.

	<p>These issues will <b>not</b> be accepted as excuses for late work. It is your responsibility to make sure your work is uploaded on time.</p> <p>There is a short Quiz for each Module and one comprehensive Final Exam. One Quiz grade is dropped so there are no makeups or extensions for either the Quizzes or the Final Exam for any reason.</p> <p>Assignments must be organized and submitted following the course guidelines and in the specified format. Methods other than those specified are not acceptable. You are expected to be able to upload and download files.</p> <p><b>Please note:</b> You have one week from the time any grade is posted to contest your grade. You must make your case for points you think you deserve in writing through Canvas email. After that time, your grade will stand.</p> <p>If you are working on assignments at home, it is your responsibility to maintain your computer system. Requirements cannot be waived due to problems with your hardware, software, or Internet connection. Campus labs can be used to complete your work.</p>
<p><b>Text(s) and Course Materials</b></p>	<p><b>Required Text(s), Title(s), Author(s) and Edition(s):</b></p> <p>Connect Master Access Card for <b>Investigating Technology</b>, Casey Wilhelm and Ted Tedmon. McGraw-Hill Professional Publishing, 1<sup>st</sup> edition  <b>ISBN: 9781259765469</b></p> <p><b>Optional Text(s) and Materials:</b> All assignments and other materials, like tutorials and links to supplementary readings, will be available in Canvas or Connect. You can print any assignment, activity or reference if you wish.</p>
<p><b>Important Dates</b></p>	<p>Check the SFC Calendar at <a href="http://apps.sfcollege.edu/calendar/month.php">http://apps.sfcollege.edu/calendar/month.php</a></p>



## INFORMATION TECHNOLOGY EDUCATION

### Policies and Guidelines

Please note that components marked with asterisk (\*) require specific language.

**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 be considerate.

**\*Children in the Classroom:** Children represent a disruptive element for the classroom and 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.

**\*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 Rights and 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](http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights)

**\*Americans with Disability Act – Disability Accommodation Statement:** 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](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](http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf)