Bristol Community College
CIT 113: Applied Technology Exploration

BRISTOL
COMMUNITY COLLEGE

Spring 2020 Syllabus Course Outline

Instructor: Rose Ferro
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Website: www.rferro.com
Office Hours (<u>Additional meetings available upon request</u>. Please don't hesitate to stop by.)
    Tuesdays 1PM – 2PM (K218 – Fall River Campus)
    Thursdays 12:30PM – 1:30PM (Online)

Course Schedule: Online (no meetings required)

Course Description: This course gives students hands-on experiences in a wide variety of technology applications. The students work with projects in areas such as web design and development, social networking, multimedia, logic, programming, operation systems and databases. The students will also explore issues of security, privacy, ethics and networking. Throughout this course students develop an understanding of the components of information technology systems and will explore career opportunities in technology. Three lecture hours per week. Competency met: Critical Analysis (1.0) 3 credits Fall

Course Objectives and Student Learning Outcomes: This is a hands-on course in which you will learn and apply a variety of technical skills from an assortment of technical areas. The exploration will allow you to better understand different areas of technology.

Students who successfully complete this course will be able to:
- Understand and effectively implement important aspects of Information Technology
- Evaluate career possibilities and requirements in Information Technology
- Apply critical thinking to solving Information Technology
- Experiment with a variety of developments within Information Technology

Attendance: Given that this course will be taught online, student will be expected to use alternative methods as a means of meeting the attendance guidelines. Students must communicate with the instructor and/or remain active within the course at least once a week. Acceptable communication includes email, online assignment submissions, as well as online/virtual (or in person) office hours/help sessions. Students who do not communicate with the instructor and/or remain active within the course site for more than two weeks may be in jeopardy of failing the course.

Online Communication Policy: Mutual respect is expected in this course as it is in any other academic environment. Acts of incivility will not be tolerated and will be brought to the attention of the Division Dean and/or college Administration. The student handbook sections on Conduct Statement for Students at Massachusetts Community Colleges, Disciplinary Due Process and Disciplinary Offenses are applicable to this course.

Student Email Expectations: In addition to checking the course website, students are expected to check their Bristol email accounts for additional class updates on a regular basis. All email communications must include <u>the specified email subject requirements</u> <u>as identified below</u>. Students that contact the instructor for any reason and fail to include all of the required email subject components may result in a grade deduction.

Email Subject Requirements: The email subject for all email communications, including questions and assignment submissions, must include the student's full name, course, and a brief description of the assignment (assignment reference – be specific), such as (email subject):
YourName CIT113 *Brief Description*. If you are emailing with a question or require help, you should use "Help" or "Question" as your brief description.

Withdrawal Policy: Students are responsible for withdrawing officially if they stop attending any or all classes. Faculty no longer have the ability to withdraw a student from a class. A grade of "F" will be assigned to any student who stops attending a course but does not officially withdraw. Students are encouraged to meet with their instructor and/or an advisor before making any changes to their schedule. Withdrawals effect Satisfactory Academic Progress and can place the student at risk for academic probation or dismissal. Students who use financial aid and who subsequently withdraw may be required to return some or all funds received. Withdrawals are accepted until the tenth week of classes (reference the Academic Calendar for the specific withdrawal deadline). Students may withdraw online in accessBCC, in person at any Enrollment Center, or via their college email to enrollmentservices@bristolcc.edu. *Email requests must come from the student's Bristol college email address and must include the student's name, Bristol student ID number, and course information (CRN, course and section number).* **Email from noncollege accounts will not be accepted.** If a student officially withdraws after the third week of classes, there will be no tuition or college fee refunds. For more information, see the College Catalog at: http://bristolcc.smartcatalogiq.com/en/2017-2018/Catalog/Academic-Information/Withdrawal-Policy-and-Procedure. Students with questions should contact Enrollment Services via any of the methods mentioned above or at 774-357-2590.

Student Commitment: "For each course credit hour, you should plan to put in 2 to 3 hours toward your studies for that course on a weekly basis. That means that if you are enrolled in a 3 credit course, such as this, you should be spending (2x3 or 3x3 = 6 to 9 hours per week dedicated to this course). You need to recognize that commitment and include it in your planning."

Course Recommendations/Requirements: Course resources and assignments will be made available online via www.rferro.com and will be due within a week unless otherwise specified. Students will be expected to check the course website on a regular basis for additional updates and resources.

It is highly recommended that students have access to a personal computer with high speed internet access. You are recommended to keep a backup of all of your files until you receive a final grade for this course. If necessary, you may be requested to submit/resubmit an assignment for proof of completion. You may be required to utilize additional software programs for this course. Open Educational Resources (OER) options will be provided and/or free trials will be recommended when applicable. Students who do not have access to a personal computer should check the Bristol lab schedule (K130 – Fall River Campus, library, or open lab) to ensure that they have ample time to complete all assignments. Most, if not all, of the additional software requirements for this course will be pre-installed on the college machines for additional convenience.

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Assignment Submissions: In order to be successful in this course, students are expected to check the website frequently and complete/submit assignments on time. All assignments, unless otherwise specified, must be emailed to the instructor (by the due date) in order to be eligible for full credit. Students are also expected to check their Bristol email accounts for additional class updates.

Late Submissions: Students are responsible for completing and submitting all graded assignments. All homework assignments are due the date specified on the course website. Late assignments will be deducted 10% for the first day, 20% the second day, 30% the third day, and anything submitted four days late or beyond will be deducted 40%. All assignments must meet all specified criteria in order to be eligible to obtain full credit.

<u>Semester Grades</u>:
80% Homework, programs, code and quizzes
10% Overall class participation, keeping up to date, quality of work, adding extras that are above and beyond, showing initiative, figuring out problems etc.
10% Additional Assessments (i.e. Final Exam/Project, etc.)

Evaluation: Assignments and programs are graded using either number grades or letter grades based on the following A=(90-100), B=(80-89), C=(70-79), D=(60-69), F=(below 60). Final course grades will use the same scale and will be based on the percentages indicated above. Plus and minus grades will be given and based on the grading system provided by the college.

Grading Policy/Requirements: All reading and/or practice exercises are recommended to be completed prior to working on any and all graded assignments to ensure that you are well prepared and understand the skills that are being covered.

Academic Honesty: All assignments must be completed individually and must abide by the college's Honesty/Integrity policy. No assignments will be accepted if any component of the source of the submission is identified as belonging to someone other than the student submitting it for credit. Should this occur, the student will receive a zero for their assignment grade if not a failing grade for the entire course.

Academic Integrity Policy
        Academic Dishonesty Policy | Academic Negligence Policy | Developmental Courses Policy

College Policies: As a college student you are expected to make yourself aware of the college policies and abide by them. As of January 2010, the following policies have been put into effect. You should check the Bristol website at <u>www.Bristolcc.edu</u> to learn more.

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Course Outline: Below are the topics to be covered in this course. The topics, order in which they are presented, and due dates may change with the aim to accommodate the needs of the students as the semester progresses. Additional assignments may be assigned throughout the semester to enhance the learning process of topic(s) at hand. Reading requirements, assignments, quizzes, etc. will be posted on www.rferro.com. In order to be successful in this course, students are expected to check the website frequently and complete/submit all assignments on time. In some cases, students may be directed to the course eLearning space for specific assessments.

Week #1: Prior Knowledge/ Intro Survey, Web Assignment #1
Week #2: Web Assignment #2
Week #3: Intro to Web Design, Web Assignment #3, Quiz #1
Week #4: Intro to Programming Logic Assignment #1
Week #5: Programming Logic Assignment #2
Week #6: Programming Logic Assignment #3, Quiz #2
Week #7: Working with Databases, Access Assignment #1
Week #8: Access Assignment #2, Quiz #3
Week #9: Intro to Multimedia Assignment #1
Week #10: Multimedia Assignment #2
Week #11: Multimedia Assignment #3, Quiz #4
Week #12: Intro to Social Media and Ethics Assignment #1
Week #13: Social Media Assignment #2
Week #14: Social Media Assignment #3, Quiz #5
Week #15: Review/Prep for Final Exam/Project
Final: Final Exam/Project Due

Additional Assistance: Students are welcome to attend office hours to obtain clarification for any of the material covered in the course. If a student requires additional assistance mastering the coursework, they are encouraged to contact the Tutoring and Academic Support Center (TASC). See below for contact details.

Fall River Campus	**New Bedford**	**Attleboro Center**
777 Elsbree Street	800 Purchase Street	11 Field Road
B110	NH118	Room 207 (Cafeteria)
508.678.2811, ext. 2295	508.678.2811, ext. 4013	508.678.2811, ext. 3543

Disability Accommodations: If you are a student who would normally seek accommodations in a traditional, face to face classroom, please speak to me and the Office of Disability Services as soon as possible. You may contact the Office of Disability Services to arrange for appropriate accommodations by calling 508-678-2811--Fall River, ext. 2955; Attleboro, ext. 2996; New Bedford, ext. 4011) or by stopping by L109. You may also contact the Office of Disability Services online at http://www.bristolcc.edu/students/disabilityservices/