

St. Petersburg College



COURSE SYLLABUS

Computer and Information Technology Concepts

CGS1309 Section # 1562

Online Instruction

Enter semester code (0625): Enter semester and year (Fall 2023)

[View the Syllabus Addendum](#), which provides the most current version of fluid information, such as the academic calendar.

WELCOME

Welcome to CGS1309! I am Professor Peters. I feel fortunate to be your professor this semester and to also have been a student at St. Petersburg College.

My educational background includes a bachelor's degree in mathematics from the University of South Florida, a master's degree in instructional technology from the University of South Florida, and an Educator Preparation Institute Certificate from St. Petersburg College. My work experience includes a lengthy career in information technology and experience as a professionally certified high school teacher and as a college professor.

In order for you to be successful in this course; please become familiar with the course syllabus, submit each assignment by its due date, and attend every class. Please let me know as soon as possible if you are or were unable to submit an assignment on time or attend a class. I look forward to your success in this course!

INSTRUCTOR

Name: Mark Peters

Email: peters.mark@spcollege.edu

Phone: 727-791-5941

Office and Online Chat Hours: By appointment during the days and timeframes (excluding holidays) as listed at the following link: <https://web.spcollege.edu/instructors/id/peters.mark/OFC/> Please use MyCourses' email for correspondence and scheduling.

Office Location: Clearwater Campus, Building/Room: ES 213D

Instructor Web Page: <https://web.spcollege.edu/instructors/id/peters.mark>

ACADEMIC DEPARTMENT

CCIT Dean: Norene Kemp

Office Location: St. Petersburg/Gibbs Campus, TE-116

Office Phone Number: (727) 341-7179

Email: Kemp.Norene@SPCollege.edu

CCIT Program Contact: John Long

Office Location: Seminole, UP 337C

Office Phone Number: (727) 341-4620

Email: Long.John@SPCollege.edu

WEBSITE

URL: <https://www.spcollege.edu/future-students/degrees-training/technology>

COURSE INFORMATION

Course Description

A survey problem solving course which deals with subjects related to varied computer and information technology topics. A broad range of conceptual and practical subjects in IT are covered. An overview of the IT field, detailed information about some specialties to include Computer Support, Cybersecurity, Networking , Programming and Web Develop.

Course Objectives

1. The student will analyze technology concepts by:
 - a. defining computer and internet terms.
 - b. performing tasks using software applications, operating systems, file management, and system features and functions.
2. The student will identify a problem solving strategy and use pseudocode to write computer programs by:
 - a. interpreting and analyzing programming problems using problem-solving techniques.
 - b. developing solutions to programming problems as a sequence of ordered steps.
 - c. expressing the sequence of ordered steps in pseudocode and flowcharts.
3. The student will analyze basic network architecture and operations by:
 - a. explaining the functions and applications of various network devices.
 - b. identifying the selection of networking services and applications.
 - c. comparing and contrasting technologies that support cloud and virtualization.
4. The student will identify development tools associated with Web application development by:
 - a. explaining browser options and web design/development terminology.
 - b. comparing commercial/open source web design/development applications.
 - c. describing the concepts related to website development, maintenance, and optimization.
5. The student will explain the importance of Network Security by:
 - a. comparing and contrasting common network vulnerabilities and threats.
 - b. identifying the types of malware.
 - c. using the command line or GUI interface and commands.
6. The student will utilize various Operating Systems by:
 - a. logging in and out of the environment.
 - b. creating multiple password techniques.
 - c. using the command line of GUI interface and commands.
7. The student will explore and evaluate computer and network support by:
 - a. identifying the parts of a desktop and laptop computer.
 - b. describing the steps of the hardware troubleshooting process.

Prerequisites

There are no prerequisites for this course.

Availability of Course Content

All modules are available on the first day of class. You may work ahead, but you may not work behind. Due dates are strictly enforced.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

MindTap for Parsons' New Perspectives Concepts Comprehensive, 21st Edition, 2023, 1 term Instant Access ISBN: 978-0357674697 - You are purchasing an access code.

[View the college libraries site](#)

LEARNER SUPPORT

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://go.spcollege.edu/Accessibility/>

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP) (<https://mycoursesupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

[View the Disability Resources site](#)

[View the Academic Support Services site](#)

[View the On-Campus Support site](#)

[View the Online Support site](#)

[View the Student Services and Resources site](#)

IMPORTANT DATES

Course Dates: 10/9/2023 - 12/8/2023 (**12/4/23**, all assignments close and **no further submissions accepted**)

Drop Date: See Academic Calendar

Withdrawal Date: See Academic Calendar

[View Financial Aid Dates](#)

DISCIPLINE-SPECIFIC INFORMATION

In this section, you can provide discipline-specific information as well as program information with links (e.g., disposition, standards, etc.)

ATTENDANCE

[View the college-wide attendance policy.](#)

Attendance will be taken for the first two weeks of 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 following to be considered actively participating in the class:

1. Begin Here & Syllabus Quiz and a minimum of 70% of Module 1 assignments (at least three assignments).
2. A minimum of 70% of Module 2 assignments (at least three assignments).

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 not 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 at 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.

GRADING

Each module contains a variety of assignments including, quizzes , practical application of the skill via MindTap, drop box assignments, and discussions. Each assignment has an assigned point value and that value is listed in the assignment itself, and within the course content.

Title	Points
Module 1 Digital Content & Devices	280
Module 2 Networks	170
Module 3 The Web & Social Media	290
Module 4 Software & Databases	180
Module 5 Digital Security	150
Module 6 The ICT Industry	200

Module 7 Programming	100
Final Exam	100
Total	1545

(See Assignment Checklist for detailed breakdown)

A - 90% - 1390 - 1545

B - 80% - 1236 - 1389

C - 70% - 1081 - 1238

D - 60% - 527 - 1080

F - below 59% - 0 - 623

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

ASSIGNMENTS

See the Assignment Checklist in the "Schedule of Assignments Section"

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

Student 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.
- 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.

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 1 school day. If I anticipate a delay in communications, I will indicate so in an email prior to my absence.
- I will evaluate your coursework within 5 school days after the due date of an assignment.
- As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

PARTICIPATION AND CONDUCT

[View the Online Student Participation and Conduct Guidelines](#) in the Syllabus Addendum

ACADEMIC HONESTY

[View the Academic Honesty statement](#)

- In addition, **use of generative AI is not permitted.** You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course.

NETIQUETTE

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. [View the Netiquette expectations](#) in the Syllabus Addendum.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

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.

TECHNOLOGY

MINIMUM REQUIREMENTS

[View the MyCourses Minimum Technology Requirements](#)

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.

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

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.

ACCESSIBILITY OF TECHNOLOGY

[View the MyCourses \(Brightspace by Desire2Learn\) Accessibility Statement](#)

[Cengage Accessibility](#)

PRIVACY

[View the MyCourses \(Brightspace by Desire2Learn\) Privacy Statement](#)

[Cengage Privacy Policy](#)

TECHNICAL SUPPORT

Technical support is available via the [St. Petersburg College Technical Support Help Desk](#)