Hazard Community and Technical College
Course Syllabus

CIT 105 47Z1 (1038), Introduction to Computers
Summer 2019/On Line
Start Date Monday June 3, 2019

Instructor Contact Information
Instructor Name/Title: Professor Jeremiah Bryant

Office Hours: See Office Hours Schedule
Office Location: Jackson Hall Room 216
Phone Number: 606-666-7521 x 73548 or 1-606-487-3548
Email Address: jeremiah.bryant@kctcs.edu

NOTE: Very Important—This is a very short class. It is imperative that you do not fall behind. If you need Office 365, then it is a free download. Please contact me for help if you need to do obtain Office 365. If you do not have Microsoft Access on your computing device, you must either download the Office 365 or go to a computer lab where Microsoft Access is available.

Course Information
Course Description
Provides an introduction to the computer and the convergence of technology as used in today’s global environment. Introduces topics including computer hardware and software, file management, the Internet, e-mail, the social web, green computing, security and computer ethics. Presents basic use of application, programming, systems, and utility software. Basic keyboarding skills are strongly recommended.
Prerequisites: RDG 20 or consent of instructor

Start Date: Monday June 3, 2019
Midterm/Last Date to Withdraw Without Instructor Permission: Monday June 17, 2019 before 3:30 PM (To have time for requests to be processed).
Last Date to Withdraw with Instructor Approval: Friday June 28, 2019 before 3:30 PM (To have time for requests to be processed).

No Show Report: The Course Acknowledgement MUST be submitted by the end of the first week of class. If not, your name may be reported as ‘No Show’. This is in accordance with HCTC policies. Once reported as a No Show, you will not be automatically withdrawn from the course however, you will lose financial aid for the course. This means, if you are reported as a No Show for a course, then you must pay for the course out-of-pocket.

Textbook Information and Supplies
None: Open source materials will be used

Course Competencies/Student Learning Outcomes
Upon successful completion of this course, the student can:
1. Describe basic computer functions and use correct computer terminology.
2. Utilize computer technology as a tool to locate, access, manage, evaluate, prepare, present and use information.
3. Identify trends in information processing and new emerging technologies.
4. Explain the impact of computers upon society including effects of social technologies, green computing, dangers of excessive use, and disposal of obsolete equipment.
5. Identify and analyze ethical issues such as copyright, privacy, responsible use, and security as related to computing.
6. Explain the difference between application, programming, system, and utility software.
7. Use a graphical user interface-based operating system to manage files, folders and disks.
8. Use application software packages to prepare basic documents, spreadsheets, databases, and presentations.
9. Describe and explain basic data communications and network technologies and functions.
10. Identify and use basic e-mail and Internet communication functions and understand their capabilities.
11. Describe globalization and challenges including technological barriers, electronic payments, and varying cultures.
12. Describe cloud computing and its impact on business and personal systems.
13. Identify how possessing computer skills can improve one’s employability and quality of life.

Course Structure, Evaluation, and Grading Methods
All of the following may be used in the course: Reading, Lecture, Labs, Projects, Discussion Boards, Journals, Quizzes, Exams and a variety of other methods of learning or assessment tools.

Grading Policy/Scale
Grading formula: Grade percent’s will be calculated as follows:
Student_Total_Points_Earned/Total_Points_Possible (For example, student earns 900 points and if there is a total possible points of 1400, then 900/1400 is 64%. According to letter chart below that would be ‘D’.)

Letter grade assigned will be according to chart below based upon actual number of points possible.

A=100%-90%, B=89%-80%, C=79%-70%, D=69%-60%, E below 60%

- I reserve the right to increase any student’s final grade by as much as one letter grade based on the following criteria: attendance, tardiness, attitude, effort, and helpfulness to other students as evaluated by the teacher. No “objective” grade will be lowered by subjective criteria.
- I reserve the right to assign a grade letter of a “D” to any student who has excellent class attendance, excellent class participation, has attempted the majority of exams, quizzes, and other class work.
- I reserve the right to change any grade that was posted to the correct grade based upon points earned in the class.
Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC open at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

General Class Make-up, Late Assignment Class Policy/Procedure
Students are to work on the course materials if class is unable to meet or college is closed due to bad weather or other event.

Attendance Class Policy/Procedure
Students are to sign into email and blackboard every 48 hours (at a minimum).

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record. After midterm, student must have earned at least 250 points before permission to withdraw will be granted. To withdraw, students must send an electronic drop request. I will check your grades and then make the decision to allow dropping the class or not.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received, and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Dean/Supervisor Contact Information
Dean/Supervisor: Dr. Ella Strong
Office Location: Hazard Campus, Jolly Classroom Center, JCC 228
Phone Number: 487-3208
Email Address: ella.strong@kctcs.edu

Email Guidelines:
- All emails MUST contain a professional subject line that contains your Class Section. For example, CIT 105 4701: I need help on assignment 3.1 step 4.
• Any email **without a subject line** is subject to be automatically sent to junk or deleted email folder and considered ‘not accepted’ or ‘not read’. **The instructor holds no responsibility for emails or work submitted sent via email without a subject line** as outlined above. Emails with unprofessional or that include no subject lines may be ignored with no response given. Please use courtesy and respect with will communications to instructor and other students. Failure to show proper professional and academic behavior may result in being withdrawn from the class with proper warning from the instructor.

• Do NOT use emoticons in an email message. This includes smiley faces, winking faces, crying faces, and other animated images.

• Do NOT use the Outlook stationary.

• Emails should be submitted with a plain white background.

• It is the **responsibility of the student** to make sure their KCTCS email account has sufficient space to receive and send emails relating to class. Instructor is not responsible for any missed or lost communications because of the mailbox for a student being not able to send or receive emails.

**Other Class Policies:**

**Communications:**

Rude or inappropriate communications will not be tolerated. You will be withdrawn from class immediately if emails are discourteous, disrespectful, or inappropriate.

**Student Emails:** Students **must** use their KCTCS student email for all communications for the class. Due to security issues, I cannot respond to emails from private accounts.

**Emails and Subject Lines:** All email communications **must** have some information in the **subject line** that pertains to the email content. Emails sent without information in the subject line may result in -10 points per occurrence.

**Phone:** If you are off campus, then call me at 1-606-487-3548 and if on campus extension 73548. Please leave me a voice message if I do not answer the phone!! If you wish me to return your phone call or for me to email you, then say your phone number or email address slowly and **say it twice** so that I can accurately obtain the information and respond to you.

**Assignments:**

1. Assignments and due dates will be posted in Blackboard.

2. Students are encouraged to keep a notebook with all of your homework assignments, tests, quizzes, worksheets, scoring sheet and any study materials. If any student wishes to review their grades with me then they are required to have their notebook (in order) with them. I will be happy to review grades with any student as time allows but they must bring their notebook with them. This will help minimize any confusion for the student and instructor.

3. If you have a medical condition that has prevented you from completing the material in the allowed allotted amount of time, please contact the instructor immediately. I reserve the right to determine if the medical condition actually prevented you from completing the assignments on time. After grades are entered, no excuses will be accepted. If you know you will not be able to attend class, please let me know ahead of time so that arrangements can be made regarding coursework.
4. Not owning or having an Internet Service Provider OR Loss of private personal computer or loss of private internet connectivity is NOT an excuse for not having homework completed and turned in on time. The college provides computers and open lab time, so students can complete homework. If software or hardware is not correctly working in the labs, libraries, or learning center then please let the coordinator at each location know so the problem may be quickly resolved. I may not be able to provide support on home computer problems. Please use the college computers if you need to complete work.

5. Extra credit assignments are available upon request and awarded ONLY if you have all of your homework assignments turned in. If you are missing an assignment, work on that assignment first! Extra credit is NOT MAKE-UP work for class assignments.

In Person Class Additional Information:

Classroom Distraction Rules: (These rules apply for the duration of the course!)
On the 1st offense you will be warned with email documentation, on the 2nd offense you may be administratively withdrawn with a grade of “W” or “E” at the discretion of the instructor.

Below is a list of things that will be considered as classroom distractions and count toward being withdrawn from class. Please read and understand carefully! I reserve the right to add to this list as they are encountered. I reserve the right to withdraw any student from class who is exhibiting several of the following in appropriate mannerisms.

1) **Facebook, MySpace, Internet Games, Chat-rooms, Meebo, and similar Web Sites:** Under no conditions are you to be using the above while class is in session unless instructed to do so by the instructor. These are considered to be highly distracting in class, should be avoided and subject to rules outlines in syllabus. Eating and drinking:

2) **Food and drinks** are not normally permitted inside the computer labs. However, for medical reasons drinks with screw-on-lids may be allowed. Check with instructor first concerning drinks and food. No meals may be brought into the labs during class times.

3) **Classroom Behavior:** How we act portrays a lot about us. Behavior in class should be that becoming an adult in an educational environment that demonstrates professionalism and courtesy to the instructor and other students. I reserve the right to count each occurrence of the after mentioned unacceptable behaviors’ as distractions and you will be warned (or withdrawn) as the case may be for each occurrence while in class: personal conversations while class is in session, viewing material other than what is being discussed, flirting or touching in class, unruly or boisterous attitudes, slamming books or other items hard on tables or ground to make a scene, consistently being tardy, exiting class early, being overly talkative, being disrespectful to other classmates, being rude to instructor or classmates, intentionally harming another classmate, or other behavior that could reduce the learning experience for yourself or others in the class.

4) **Classroom Professionalism:** Our **dress, language**, and attention to personal **hygiene** also demonstrate professionalism. Students are expected to wear attire that is non offensive or too revealing, use appropriate language that is conducive to enhancing the educational experience of the classroom, and pay close attention to personal hygiene which is not limited to personal grooming, bad breath, or body odor, or other non professionalism that could **reduce the learning experience for yourself or others** in the class.
5) **Tobacco Products:** No use of tobacco products of any kind is allowed in the Telford Computer Center. Absolutely NO ‘spit-toons’ in pop cans or pop bottles.

6) **Excessive Tardiness:** If you are late for 4 days in a row or make a habit of entering late, then you may be withdrawn from class. Coming in to class late is a distraction. Extra time will not be given to anyone coming into class to get caught up on immediate class materials.

7) **Class Attendance:** Class attendance (physical or virtual) will be taken and may be considered as extra credit. Any additional work done in a physical or virtual classroom will also be considered extra work.

8) **Children in the Classroom:** Children can only be in the classroom if they provide no distractions. I reserve the right to ask student to take child out of room if it is being a classroom distraction.

9) **Cell Phone Use:** Do not use cell phone in class. You will get one warning, after that I reserve the right to drop you from the class with a grade of “W” or grade student earned so far.

**Email:** My email address is jeremiah.bryant@kctcs.edu. I try to respond to emails daily, but you should hear back from me within 24 hours. If not, please email me again.

**Additional Syllabus Information:**
Review the HCTC Website: (from HCTC Website Click Current Students > Academic Resources > Syllabus Information)

**Print Version of URLs listed in the syllabus:**
Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx