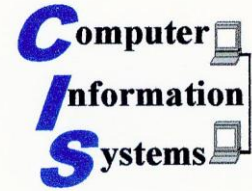**H. COUNCILL TRENHOLM STATE TECHNICAL COLLEGE**
COURSE SYLLABUS
Computer Information Systems, Patterson Campus
SPRING Semester 2011 (7JANUARY – 5MAY, 2011)
Dates of Attendance, Conferences, and Holidays Posted on Calendar of Events (See p.2)

COURSE NUMBER AND NAME: DPT291- Case Study in Computer Science, Call #56027
MEETING DAYS/TIMES: **Class Meeting/Support:** Tuesday, 12:30 – 3:30pm (Add-hoc as needed)
COURSE LOCATION: Bldg. E, Room E101A **, Blended Class (Attendance/Material in Moodle)**
   ** ** SEE PAGE 15 FOR BLENDED CLASS DETAILS. THESE 'DETAILS' ARE DISCUSSED DURING CLASS ORIENTATION. ****

INSTRUCTOR:	**Dr. Ken Scott,** Sr. Instructor, CIS; Director, Cisco Network Academy/SkillsUSA
OFFICE HOURS AND LOCATION:	Office Hours Posted on Door; Office, Bldg. E, Rm. E101M (see p. 10)
TELEPHONE NUMBER:	**Office:** 334.420.4392; (Home: 334.279.6480); Cell (emergencies) 334.312.4751
E-MAIL ADDRESS:	**Office:** kscott@trenholmstate.edu; Alternate: skinner777@knology.net
MOODLE ACCESS/LIBRARY:	**http://www.trenholmstate.edu/ (Problems with Moodle: Contact Ms. Rudolph at 420-4353 or rrudolph@trenholmstate.edu ONLY after contacting Dr. K. Scott.**

COURSE DESCRIPTION: This course allows (strongly supports & encourages) independent study under the (*cooperative*) direction of an instructor (facilitator). Topics to be included in the course material will be approved by the instructor (facilitator) prior to or at the beginning of the class. Upon completion, the student (life-long learner) will be able to ***demonstrate knowledge*** of the topics as specified by the instructor (facilitator).

CREDIT HOURS: 3   CONTACT HOURS: 3   PREREQUISITE: Motivation to Learn, Solid Work Ethic
REQUIRED MATERIALS: Flash Drive, Three-Ring Notebook, Materials or Web Resources as Directed;

COURSE PARTICIPATION POLICY: **Each student is** encouraged **to participate in all assigned course activities. In order to receive credit for a course, a student must attend 85% of the scheduled class meetings. Instructors must unofficially withdraw (W) students who are absent in excess of 15% of the scheduled class meetings.   The following table shows the maximum number of unexcused absences per term (excused absences are indicated below): [See * Schedule of Work-to-be-Completed Definitions:] *** A Semester Sign-In Sheet will be used and you must initial this sheet for attendance, when in attendance; if you are not attending this blended course, your Moodle login will be used as your attendance sheet initials. *****

Class Meetings Per Week:	Allowed Absences, Fall/Spring Semesters:	Allowed Absences, Summer Term:	Excused absences may be allowed for:
1	2	1	a. Personal illness (documentation/verification required)
2	5	3	b. Serious illness or death in the immediate family (documentation/verification required)
3	7	4	c. Such conditions as the College may consider as dangerous to the health, welfare or life of the student;
4	10	6	d. Jury duty or other absences caused by legal authority (documentation;/verification required);
5	12	7	e. Military related obligation (documentation/verification required);
6	14	9	f. Direct participation in a College-sponsored activity; g. Other extenuating circumstances approved by the instructors, coordinators, or academic/technical deans.

If a student is unofficially withdrawn (dropped) from a course for breaking the attendance policy prior to 70% of the term being completed, a grade of "W" will be assigned. If a student is withdrawn (dropped) for breaking the attendance policy after 70% of the term has been completed, the earned grade will be assigned. The 70% date to withdraw from the course without academic penalty is *1 April 2011*. The Alabama Community College System (ACCS) requires daily attendance records; consequently, attendance will be conducted at each scheduled class meeting and weekly for blended and online classes. A "W" will be issued in accordance with the new ACCS attendance policy. "I" grades shall be by exception only (to be discussed in class and at orientation.)

* Schedule of Work-to-be-Completed Definitions: [Note: Moodle assignments have time limits for submitting materials which will close the opportunity to submit your work.]

(a) **In-Class:** Attendance on the date noted; work is due on dates/classes noted on the syllabus or in Moodle;

(b) **Blended:** The class will meet on the dates specified as noted on the syllabus/Moodle; attendance is derived from participation during these classes and in Moodle in accordance with log-in records. Each week that the student does not meet in the physical class, accessing Moodle will constitute attendance; work is due the day of the class meeting, or during the week of the due material in Moodle. "Final opportunity" due times/dates for all materials (Moodle or in-class) will be Sunday @ 115959PM. **Any material not submitted after this date for each week of activity will be considered as "not submitted" and may not be "made-up";** Required Classroom Participation is in-class participation, not via Moodle.

(c) **On-line:** Each week, accessing Moodle will constitute attendance; work is due the day of the class meeting, or during the week of the due material in Moodle. "Final opportunity" due times/dates for all materials (Moodle or in-class) will be Sunday @ 115959PM. Any material not submitted after this date for each week of activity will be considered as "not submitted" and may not be "made-up".

Meeting	Encouraged Activities
01112011 # +	Course Orientation: Syllabus, Moodle Accounts, test email, etc.
01182011	**Learning Community I**; Ch1 – Introduction to projects and project management; **1-17-2011 MLK/REL**
01252011	**Learning Community I;** Ch2 – Project Selection
02012011	**Learning Community II;** Ch3 – Research methods
02082011	**Learning Community II;** Ch3 – Research methods
02152011	**Learning Community III;** Ch4 – Managing progress and change; **2-15-2011 Professional Development (No Class)**
02222011	**Learning Community III;** Ch4 – Managing progress and change
03012011	**Learning Community IV;** Ch5 – Project planning I: Activities and schedules
03082011	**Learning Community IV;** Ch6 – Project planning II: Cost management

- **TAKE-HOME MIDTERM DUE AT THE END OF LEARNING COMMUNITY IV**

03152011	**Spring Break: 14-18 March, 2011**
03222011	**Learning Community V;** Ch7 – Leadership and teamworking
03292011	**Learning Community V;** Ch8 – Project quality management
04052011	**Learning Community VI** Ch9 – Project risk management
04122011	**Learning Community VI;** Ch10 – Project review and reflection
04192011	**Learning Community VII; FINAL PAPER, PRESENTATION, EXAM STUDY WEEK: NO CLASS MEETING; *** Your instructor is available for help during this week. ***
04262011 #	**Case Study Presentations, including PowerPoint and Poster Sessions.**
05032011 # +	**Final Written Assessment (Comprehensive Assessment with Various Components**

- **Holidays: MLK/REL: 17JAN2011; Spring Break: 14-18 March 2011; LDW =1April2011; Last day of class: 5 May 2011; Final Presentation: 26 April 2011; Final Exam: 3 May 2011.**

VERY IMPORTANT NOTES:

(1) Attendance in this course is based on your being in class in the face-to-face sessions; **OR**, you are required to login to Moodle weekly. If you are not in the classroom at the time attendance is taken, you have the option of login through Moodle to satisfy attendance in this blended course. If you do not attend the weekly class or fail to login to Moodle for that week, you will be considered as absent from the class for that week. ALL CLASSES HAVE A WEEKLY SIGN IN SHEET WHICH IS COMPLETED IN CLASS OR BY YOUR INSTRUCTOR FOR THAT WEEK'S LOGIN IN MOODLE. For example, if you do not attend a week and you do not log into Moodle, you are considered "A" (Absent) for that week. Three A's and you are subject to be Withdrawn from the class.

(2) If your instructor cannot contact you due to invalid email or phone contacts and you are not attending, you will dropped from the course for non-attendance immediately.

Student Notes:

1. Case Study Status Report = Development of Actual Document in "real-time";
2. Status Reports are Learning Community Interactive (high degree of collaborative effort between learners: facilitator-learner and student-learner);
3. Assessments (quizzes, labs, worksheets, etc.) include materials per chapter coverage and includes 'related materials'.

STUDENT LEARNING OUTCOMES: A student who successfully completes this course should be able to:

1. Analyze and report on a limited body of technology-based research;
2. Demonstrate correlation between analysis and reporting using Microsoft or other applicable software apps/tools;
3. Present findings in a professional manner and mode of software;
4. Use PowerPoint/Poster Presentation tools and synthesize the case study (www.posterpresentation.com);
5. Demonstrate leadership and character in the case study development process.

EVALUATION: Students will be evaluated on their achievement of the identified Student Learning Outcomes with the following assessments:

Assessment Name(s)	Concepts Covered and/or Skills Being Tested	Related Student Learning Outcome(s) #
Status Reports 3 @ 400	Progressive Taxonomic Activity	SLO 1 - 7
Quizzes 1 – 10	Blooms Taxonomy(Design Validation)	SLO 1 - 7
Take Home Midterm	Recall of Technical Information	SLO 1 - 7
Case Study Document	Application and Technical Writing	SLO 1 - 7
PowerPoint/Poster Presentation	Business App of Technical Knowledge	SLO 1 - 7
Final Written Assessment	Blooms Taxonomy (Level 1 – 6)	SLO 1 - 7
Presentation	Applications and synthesis of knowledge to Demonstrated "hands-on" or workforce expectations	SLO 1 - 7
Worksheets & Labs	Blooms Taxonomy (1-6)	SLO 1 - 7

GRADING: The final grade for this course will be calculated according to the following criteria:

Assessment Category	Weighting Percentage "as is"
Status Reports 1/2/3 @ 100/150/150 respectively.	400 Points
Quizzes 1 – 10 @ 20 Pts Each Quiz	200 Points
Take Home Midterm (Questions = 100/Problems = 100)	200 Points
Student Case Study Bound Document (see Project Rubric)	300 Points
Case Study Presentation (PowerPoint, Handouts, Poster, etc.)	100 Points
Final Written Assessment (Various Questions/Critical Analysis)	200 Points
5 labs @ 25 Points	125 Points
7 Worksheets @ 25 Points	175 Points
Total Points Fall, Spring, Summer 20xx: (Grades: Points Earned/Total Points)	**1700 Points**

Final letter grades for the course will be assigned according to the following scale:

Letter Grade	Scale	Letter Grade	Scale
A	100% - 90%	F - tbd	< 60%
B	89% - 80%	W	tbd
C	79% – 70%	I	By Written Request of Student
D	69-60% NOT PASSING		

MAKE UP WORK: As pre-arranged & agreed between student and instructor (case-by-case basis and requires documentation.)

LIBRARY RESOURCES AND ASSIGNMENTS: The college library will serve as an important resource for graded research assignments for this and other classes offered by the College. The Trenholm State Technical College library is located on the 1st floor of the Library Tower at 3086 Mobile Highway. A branch of the library is located on the Patterson campus in room 101E of Building E. You can visit the library's website by clicking on the link on the college website homepage or by going directly to the website through your internet browser by typing in the following address: http://www.trenholmstate.edu/index.php?id=155.

MIDTERM REVIEW: On or about 1 April 2011 **(Course Progress Review, if requested)**

DISCLAIMER: The course syllabus provides a general plan for the course; changes may be necessary pending intervening circumstances that in the judgment of the instructor require the addition or deletion of material and/or assignments. Any changes shall be communicated to the students in a timely manner.

DEPARTMENTAL/INSTRUCTOR CLASS POLICIES
(* REVIEW THE SCHEDULE OF WORK-TO-BE-COMPLETED DEFINITIONS)

The following policies have been adopted by the instructor of the course and/or the academic department to make the class environment as conducive to learning as possible. These policies are designed to ensure that all students are treated equitably and held to standards that will adequately prepare them for further academic study and/or professional success.

(1) **To maximize learning**, students need to fully understand the need to complete all work and to do so in a timely manner. Grades will be issued/posted on a weekly basis. If a student-learner has accumulated an inordinate number of missed classes, grades will be impacted in direct proportion to the number of missed classes and/or missed in-class, blended or online course requirements. Course points are cumulative; therefore, points lost due to missed materials and/or classes impacts the overall grade or attendance status, e.g., **the "W" grade**;

(2) **Make-up Work**: *Any make-up work MUST be converted into a grade within the week of the assignment, regardless of the material to be submitted (less quizzes, See item "h").*   (a) Status reports may not be submitted late for credit; (b) Missed quizzes may not be taken after the class of attendance or after the week of participation for blended or online courses; (c) Labs and Worksheets may not be taken after the class of attendance or after the week of participation for blended or online classes; (d) Take-home assignments are due at the specified times-dates-weeks posted; (e) Papers and presentations are due at the time-dates posted; **NOTE:** Students may opt to submit papers and/or present projects before the due dates as long as this substantive change is pre-approved and documented between the student-instructor; (f) Final exams: **to be taken as scheduled**. If an individual cannot be present for a final exam, arrangements must be pre-approved and constitute an **exception** for final-exam makeup and/or an "I" grade.   As noted, "I" grades are by documented exception; (g) Attendance: When attendance is taken or recorded, an individual will be recorded as "P" if he/she is present or has accessed blended/online courses by the end-of-week timeline, e.g., Sunday night @ 115959PM; an individual will be recorded as "A" if he/she does not attend an in-class course or access the blended/online course by the end-of-week timeline, e.g., Sunday night @ 115959PM.   ANY exceptions to this policy note will be addressed on an individual basis after evaluation by the instructor of documentation provided by the student. (h) **Lateness:** missed work due to lateness to class or missing a blended/online deadline is not a requirement to have work made up, particularly quizzes. Missed quizzes are without exception and MAY NOT BE MADE UP, even if a student misses the quiz by "just a few minutes." Sorry, no exceptions to this policy note. If you are late on a regular basis, you should consult your instructor posthaste. NOTE: "Special Circumstances" are just that: special due to family emergency, hospital stay, or military service. **Late as a "fashion-statement" may mean that you need to reform your fashion-statement.**

(3) All email messages must be properly formatted and include your name as "signature"; use of the official school email is required; phone calls must also include your name, phone number, and reason for the call.

(4) Use of alternate email is requested to ensure that you receive information important to your class;

(5) Email and/or phone numbers provided to your instructor become "official" course contact data. If your email or phone is changed AND your instructor cannot contact you, this will constitute non-participation in the class and you are subject to be withdrawn from the course.

DISABILITY POLICY

H. Councill Trenholm State Technical College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

It is the policy of H. Councill Trenholm State Technical College to provide special assistance and accommodations to those students who require assistance in testing, course and program planning, and registration. If you have any type of disability that may require accommodations to succeed in this course or this program, it is your responsibility to inform your instructor and/or the ADA Coordinator so that you and he or she can plan for such accommodations. You may inform your instructor after class, or you may contact the ADA coordinator on your campus.

SEXUAL HARASSMENT POLICY

H. Councill Trenholm State Technical College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. Therefore, the College will not tolerate any verbal or physical conduct that constitutes sexual harassment of any employee or student. Such behaviors are prohibited by Federal regulations, which state: "Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

H. Councill Trenholm State Technical College deplores such conduct as an abuse of authority, and thus it is an official institutional policy that sexual harassment of employees and/or students will not be tolerated. The College accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful environment. The administration of the College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid. Complaints about sexual harassment should be registered in the office of the Title IX Coordinator on your campus.

ACADEMIC DISHONESTY POLICY

The primary goal of H. Councill Trenholm State Technical College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions that deter or discourage intellectual growth and development are deplored. Therefore, 'Academic Dishonesty' is defined as follows:

* Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawing, etc.); copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.
* Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without indicating that source.
* Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must bring charges against a student in writing. A faculty member shall not give the grade 'F' or any punitive punishment for academic dishonesty unless guilt is established through the due process procedure.

WORK ETHICS PROGRAM

Trenholm State Technical College promotes employability skills in its students through participation in the Work Ethics Program. Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten work ethics traits identified are stated below.

1. Attendance: Attends class, arrives/leaves on time; notifies instructor in advance of planned absences; and makes up assignments punctually.

2. Character: Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.

3. Teamwork: Respects rights of others; is a team worker; is cooperative; is assertive; displays customer service attitude; seeks opportunities for continuous learning; and displays mannerly behavior.

4. Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.

5. Attitude: Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.

6. Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; and follows directions and procedures.

7. Organizational Skills: Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.

8. Communication: Displays appropriate nonverbal and verbal skills.

9. Cooperation: Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows chain of command.

10. Respect: Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind.

For more information, please visit: http://www.workethics.org/
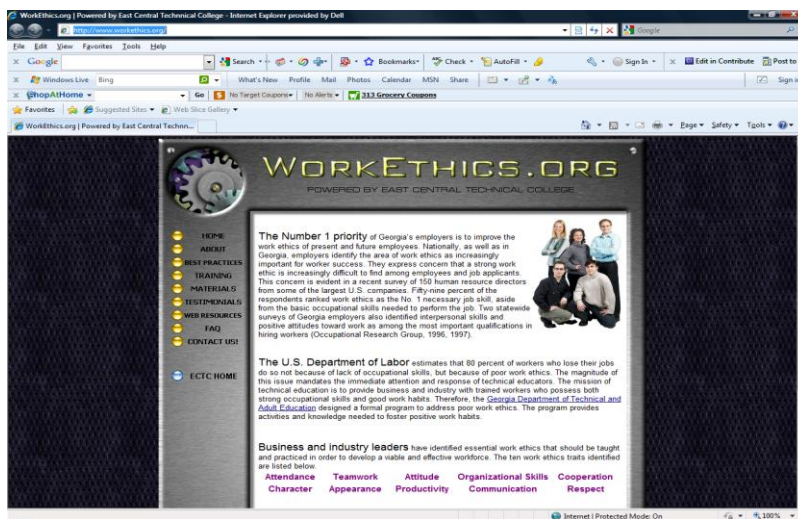
WORK ETHICS EXPECTIONS FOR STUDENTS

As a student you are expected to:

❖ Attend each scheduled class period and be in class on time.

❖ Complete assignments on time.

❖ Prepare for class by reading assignments, completing homework, and bringing to class all necessary supplies and/or equipment. Evidence of this will be class presentation, instructor observations, lab assignments, and testing and evaluation.

❖ Demonstrate proper use of time by beginning and ending work as expected, observe policies on break and lunch periods, and use work time appropriately.

❖ Encourage and facilitate cooperation, pride, trust, and group identity as well as foster commitments and team spirit.

❖ Display a high level of effort and commitment to performing work, operate effectively within the defined structure, and demonstrate trustworthiness and responsible behavior.

❖ Participate in activities by contributing to class discussions, completing assignments, and being involved in lab activities.

❖ Observe established policies on safety and notify proper authorities of circumstances or situations that present potential safety hazards.

❖ Use all equipment and tools in a safe and proper manner. Do not use or knowingly permit others to use tools and equipment improperly.

❖ Present a neat, clan appearance, dress appropriately, practice personal hygiene, and wear clothing suitable to the job task and environment based on customers served.

❖ Communicate accurate information to others in a professional and courteous manner, convey a willingness to assist, work to resolve conflicts and to identify solutions in which all parties benefit, and demonstrate concerns for treating people fairly and equitably.

❖ Display a willingness to cooperate and accept constructive feedback. Treat your instructor and classmates with respect, courtesy and tact.

To determine your Work Ethic practices, go to: http://www.coe.uga.edu/~rhill/workethic/index.html

Dr. Ken Scott, DPT291 Case Study in Computer Science, Page 7

STATEMENT OF RECEIPT BY STUDENT

- I certify that my instructor has provided me with a copy of the syllabus for this course. I certify that I have been advised of the course content and course requirements; Additionally, I certify that I have read the course participation, disability, sexual harassment, and academic dishonesty policies.

- I further certify that,:
- If I bring my Laptop, the Instructor may access and record its MAC Address

- I will not hook up the Ethernet Wire (Network Wire) to my Handheld Devices or Laptop.

- I have been informed that I must earn a final grade of a 70 ("C") or above to receive credit for DPT courses. Any final grade of 69 or below will constitute failure (F) in the course, and I will have to repeat the course to attempt to earn the appropriate credit. (*This does not include CIS130 or CIS146*).

_____   _____
Student's Name (please print legibly)   Course Number/ Course Name

_____   _____
Student's Signature   Date

Provide two valid email contacts: (Print clearly; what cannot be read, will not be used.)

_____

_____

Provide two valid phone contacts: (Print clearly; what cannot be read, will not be used.)

_____

_____

Special Note:

When you change email addresses or phone numbers, it is the responsibility of the student to contact the instructor and notify him/her of any changes. The best method, and as a matter of documentation, is to send the instructor an email with any changes to email accounts or phone numbers. If your instructor cannot contact you via valid email or phone numbers to support your continuance in a course, you may be dropped from the course as a result. *Your signature on this form constitutes agreement of this substantive information.*

_____ _____
Student Signature and Date Signature Applied

Student Notes:

1. Contacting your instructor: Monday – Friday: 8:00AM – 10:00PM;
2. Contacting your instructor: Saturday: 9:00AM – 6:00PM;
3. **Contacting your instructor: Sunday: DO NOT ATTEMPT … ☺**
4. Email: For all email contact, you are to:

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Ken Scott, DPT250 ECommerce, Worksheet1 - Message (HTML)
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Message

Reply | Reply to All | Forward   Delete | Move to Folder | Create Rule | Other Actions   Block Sender | Not Junk | Safe Lists   Categorize | Follow Up | Mark as Unread   Find | Related | Select   Send to OneNote

Respond   Actions   Junk E-mail   Options   Find   OneNote

From: Ken Scott [kscott@trenholmstate.edu]   Sent: Mon 12/14/2009 3:44 PM
To: 'Ken Scott'
Cc:
Subject: Ken Scott, DPT250 ECommerce, Worksheet1

Dr. Scott,

Here is Worksheet 1 for E Commerce,

Thanks,
Kermit the Frog

==
Ken Scott, Ed.D., CCNA, CCAI, CIW (IP), RHCE (IP)
Trenholm State Technical College, Patterson Campus
Division of General Studies and Communications
Sr. Instructor - Computer Information Systems Dept.
Director - CISCO Regional Networking Academy
Distance Education Commitee, Co-Chair
Co-Chair, Leadership Trenholm Steering Committee, 2009-2010
Curriculum Development Committee
Campus: 3920 Troy Highway, Montgomery, AL 36116
Mail Delivery: POB 10048, Montgomery, AL 36108-0020
Office: 334-420-4392   Fax: 334-420-4305
Cell (Emergencies): 334.312.4751
Home: 334.279.6480 (Out of Office Contact)
http://www.trenholmstate.edu
Primary (Work): kscott@trenholmstate.edu
Alternate (Home): skinner777@knology.net
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"The best way to Heaven is to use Knee Mail."   (Psalm 63 & 116)
"Endlessly repeating the same process, hoping for different results." A. Einstein.
"Be curious always: for knowledge will not acquire you, you must acquire it."
John D. Rockefeller, 1941, "I Believe"
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Please note that all email must adhere to Professional Standards. The Subject line must include the course designation, DPT291.

Include a greeting, the body of the email, and your name as signifying a signature to validate the email.

Email received without these characteristics are subject to be deleted and/or unanswered.

5. *Other as the course evolves and progresses or ad hoc, as needed.*

Time	Monday	Tuesday	Wednesday	Thursday	FRI	SAT
8:00AM – 10:15AM 10:15 a.m. – 12:30 p.m. 12:30 p.m. – 2:45 p.m. 3:05 p.m. – 5:20 p.m. 5:30 p.m. – 7:45 p.m. 7:45 p.m. – 10:10 p.m.	Dinner (5-6PM): **No Office Hours: (1 DH)** DPT161 – NW Essentials, E101C, 6:00p – 10:00p ** In-Class ** (4.0 CH)	Office Hours: 11:00a – 12:30p, (1.5 DH) DPT291 – Case Study, E101A, 12:30p – 3:30p, ** Blended ** Orientation: First Day of Class (See Schedule) (3.0 CH) ORI101: 3:30p – 5:00p, E101A (1.5 CH) Dinner (5-6PM): **No Office Hours: (1 DH)** DPT162 – R/S, E101C, 6:00p – 10:00p ** In-Class ** (4.0 CH)	Office Hours: 10:00p – 3:30p (5.5 DH) ORI101: 3:30p – 5:00p, E101A (1.5 CH) Dinner (5-6PM): **No Office Hours: (1 DH)** DPT164 – WAN Apps, E101C, 6:00p – 10:00p ** In-Class ** (4.0 CH)	Office Hours: 10:00a – 12:30p, (2.5 DH) DPT264 – Bus Apps, E101A, 12:30p – 3:30p, ** In-Class ** Orientation: First Day of Class (See Schedule) (3.0 CH) Office Hours: 3:30a – 5:00p, (1.5 DH) Dinner (5-6PM): **No Office Hours: (1 DH)** DPT171 – Linux I, E101C, 6:00p – 10:00p ** In-Class ** (4.0 CH)	Office Hours By Appointment	Persona Non Grata
Totals	4.0 Contact Hours <u>1.0 Duty Hours</u> 5.0 Total Duty Hours	8.5 Contact Hours <u>2.5 Duty Hours</u> 11.0 Total Duty Hours	5.5 Contact Hours <u>6.5 Duty Hours</u> 12.0 Total Duty Hours	7.0 Contact Hours <u>5.0 Duty Hours</u> 12.0 Total Duty Hours		

EMAIL CONTACTS: Office) kscott@trenholmstate.edu**; Home)** skinner777@knology.net**;**
HONE CONTACTS: Office) 334.420.4392**; Home)** 334.279.6480**; Cell-EMERGENCIES)** 334.312.4751**; Alternate-Cell)** 334.313.0244**;**
NON-DUTY DAYS: (a) 17 JAN MLK/REL**; (b)** 15 Feb, No Class**; (c)** Spring Break: 14-18 March**; (d)** Last Day to Withdraw: 1 April**; (e)** Semester Ends: 5 May**; (f) FINAL EXAMS:** May 2-5, 2011.

DPT291 Case Study in Computer Science: NOTE: Learning Community Designations cover approximately 2 Weeks/Learning Community for Fall and Spring Semesters and 1.2 Weeks in Summer Term.

Item Name	Description	Gradebook Name	Points Per Item/Cumulative/ Total/Total	Covered by: (Learning Community: LC)
Status Report 1	Proposal	SR1	100/100/1700	LC1
Status Report 2	Cover Page, Table of Contents, Exec. Summary, Content, Sources ~ 35% Complete	SR2	150/250/1700	LC3
Status Report 3	~ 75% Complte	SR3	150/400/1700: **400**	LC6
Quiz 1	Textbook Chapter 1	Q1	20/420/1700	LC1
Quiz 2	Textbook Chapter 2	Q2	20/440/1700	LC1
Quiz 3	Textbook Chapter 3	Q3	20/460/1700	LC2
Quiz 4	Textbook Chapter 4	Q4	20/480/1700	LC3
Quiz 5	Textbook Chapter 5	Q5	20/500/1700	LC4
Quiz 6	Textbook Chapter 6	Q6	20/520/1700	LC4
Quiz 7	Textbook Chapter 7	Q7	20/540/1700	LC5
Quiz 8	Textbook Chapter 8	Q8	20/560/1700	LC5
Quiz 9	Textbook Chapter 9	Q9	20/580/1700	LC6
Quiz 10	Textbook Chapter 10	Q10	20/600/1700: **600**	LC6
Take Home Midterm	Textbook Chapters 1 – 5 and Course Materials	THM	200/800/1700: **800**	LC1 – LC4
Original Case Study Design Bound Document	Full Semester Development, Textbook Ch 1 – 10, and Other Course Materials	OCSD	300/1100/1700: **1100**	LC1 – LC7, LC Library Resources, LC Readings
Case Study Presentation	PowerPoint Slide Set (100: 50 Set/50 Presentation) (Poster Session)	PPSP (Power Point Set and Presentation)	100/1200/1700: **1200**	LC1 – LC7, LC Library Resources, LC Readings
Final Written Assessment	Comprehensive Undertaking	Final	200/1400/1700: **1400**	LC1 – LC7, LC Library Resources, LC Readings
Lab 1	Chapters 1 & 2: Related Items	Lab1	25/1425/1700	LC1
Lab 2	Chapters 3 & 4: Related Items	Lab2	25/1450/1700	LC2, LC3
Lab 3	Chapters 5 & 6: Related Items	Lab3	25/1475/1700	LC4
Lab 4	Chapters 7 & 8: Related Items	Lab4	25/1500/1700	LC5
Lab 5	Chapters 9 & 10: Related Items	Lab5	25/1525/1700: **1525**	LC6
Worksheet 1	Various Content	WS1	25/1550/1700	LC1 – LC7
Worksheet 2	Various Content	WS2	25/1575/1700	LC1 – LC7
Worksheet 3	Various Content	WS3	25/1600/1700	LC1 – LC7
Worksheet 4	Various Content	WS4	25/1625/1700	LC1 – LC7
Worksheet 5	Various Content	WS5	25/1650/1700	LC1 – LC7
Worksheet 6	Various Content	WS6	25/1675/1700	LC1 – LC7
Worksheet 7	Various Content	WS7	25/1700/1700: **1700**	LC1 – LC7
			Total Points: 1700	

TRIVIA STUFF…

1	What is the largest radio telescope in the world?
2	What was the date John F. Kennedy made the famous "go to the moon" speech and where did he make this speech?
3	What Army Officer led the troops in the first battle against the North Vietnamese regulars during the Vietnam War?
4	Who said, "So many fires and never enough water."
5	Juan Valdez is famous for what food group?
6	Termites have which of the following eyesight? 20/20 0/0
7	Who was Gort?
8	"Shoeless" Joe Jackson: What team, what year, and what was the incident "heard around the world."
9	What is the largest radio telescope in the world?
10	In what movie was it said, "So let it be written, so let it be done" and who said it (actor name and character played)
11	Who was VGER? (Pronounced vee-ger)
12	Which would you prefer: (a) a million dollars or (b) a penny doubled every day for 30 days?
13	How much in #12, would you actually have if you selected the penny?
14	Who said, Give Me Liberty or Give Me Death.?
15	What is the F-22 Raptor?
16	"There is nothing more difficult to take in hand, more perilous to conduct, or more uncertain in its success, than to take the lead in the introduction of a new order to things." Who said this?
17	What actor and what movie was it said, "You're gonna need a bigger boat!"
18	They line up with the cardinal points of the compass (north, south, east and west). The faces (not the edges) are in line with those directions. What are they?
19	Almost without exception, they must swim to keep from drowning? What are they?
20	It took this person just over 4 years to paint it in 1512?
21	If water is two parts hydrogen, one part oxygen; what element is one part oxygen and two parts hydrogen?
22	"A dime ain't worth a nickel anymore." Who said it?
23	What are the highest and lowest points on Earth?
24	In what year did the Titanic sink?
25	In what year and at what university did President John F. Kennedy give his "go to the moon" speech?
26	What base 10 number is MMMMM?
27	ACME products were the favorite tools used by this character
28	What is 8x8? Easy huh?
29	What country is home to Kangaroo Island?
30	Who was the only regular cast member of the TV show "M*A*S*H" to actually serve in the Army in Korea?
31	What is the phrase on the UFO poster in Fox Mulder's office in "X-Files"?
32	Every episode of "Seinfeld" contains an image or reference to what superhero?
33	What is the longest river in the world?
34	What instrument is used to measure wind speed?
35	Superman was really who?
36	Survivors of a plane crash are actually buried where?
37	Four nickels, three dimes, and two pennies is actually what?
38	How many tries did Edison attempt before he actually succeeded in creating the light bulb?
39	How many miles does light travel in a year?
40	In the equation, $e = mc^2$, what is the speed of c?
41	Who said, "endlessly repeating the same process, and hoping for different results.?"
42	"Win one for the gipper!" Who was the gipper?
43	"Suppose you were an idiot. And, suppose you were a member of Congress. But, I repeat myself." Who said it?
44	So let it be written, so let it be done... this is a famous line in what movie?
45	The Gettysburg Address was delivered in what month, day, and year? Who wrote and delivered it? Where?

Code of Student Conduct

The College has an interest in maintaining a campus environment that is conducive to the educational mission of the College. Students at the College are considered to be responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation is expected of all students. Each student's and organization's conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is deemed in violation of the Code of Student Conduct for the following:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Forgery, alteration, or misuse of College documents, records or identification;
3. Failure to comply with the authority of college officials acting within the capacity of their positions;
4. Violation of written College rules, policies, and regulations;
5. Obstruction or disruption of teaching, administration, and/or other College activities;
6. Vandalism, malicious destruction, damage, or misuse of College, public or private, property;
7. Conduct in violation of federal and state statutes or local ordinances which threatens the health and/or safety of the College community or which adversely affects the educational environment of the College;
8. Conviction for any misdemeanor or felony which adversely affects the educational environment of the College;
9. Obtaining College services under false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
10. Lewd conduct or the verbal or written threat of such action against another person;
11. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any student, employer or visitor of the College, including witnesses, before, during, or after a hearing;
12. Possession, while on the College owned/controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instruments;
13. Possession and/or consumption of alcoholic beverages or non-prescribed drugs on College property or at a student or College sponsored function. No student will be allowed to enter class if intoxicated;
14. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
15. Theft, accessory to theft, and/or possession of stolen property;
16. Physical abuse, threat of violence, intimidation, and physical or mental harassment;
17. Trespassing or unauthorized entry into offices and buildings;
18. Inciting false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment;
19. Any participation in violation of the College visitation policy;
20. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid campus properties;
21. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose for which the College exists -- the right to utilize and enjoy facilities provided to obtain an education; and
22. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property or the educational environment of the College.

In addition to the above, the following rules and regulations must be followed by all students:
1. Students are expected to observe class rules and give due respect to teachers and the administration. All departmental policies must be adhered to by students.
2. Students are required to dress properly for the department in which they are enrolled.
3. Cleanliness and neatness are important phases of training and should be practiced by students at all times.
4. Outside jobs and interests will not be accepted as excuses for poor attendance and low scholastic achievement.
5. All visitors must check in with the Security Office and/or at the front desk in the lobby area of the Administration Building.
6. No children will be permitted in classes during school hours.

H. Councill Trenholm State Technical College is committed to the process of academic integrity across all programs of study, providing guidance and support to students as requested and/or needed to promote the best practices and outcomes for the college, its students, and the community served by the college. It is the expectation of the college that students will adhere to these principles as noted in the Code of Student Conduct.

I have read and agree to the Code of Student Conduct in its content, both direct and indirect, and will conduct myself accordingly. I understand that violations of the Code of Student Conduct may result in my being removed from the college under the full extent of the policies of the college and/or the laws of the State of Alabama.

Date: _____

Student Name (Print): _____

Student Signature: _____

Instructor Signature: _____

<p align="center"><u>**Online or Blended Detailed Specifications:**</u></p>

1.   HARDWARE, SOFTWARE, AND PLUG-IN REQUIREMENTS. To participate in this course, all students must have access to a personal computer with internet service. College computers in the Learning Enhancement Center computer labs, in the libraries, and in certain Computer Science (CIS) labs may be used during normal College operating hours. To ensure compatibility with online course materials, make sure your computer has one of the following operating systems and the necessary software plug-ins:

System Requirements

Please verify that your computer meets the minimum system requirements for this cou

	With these operating systems:	You can use these browsers:
Windows	Windows 7	IE8 Firefox 3.x
	Windows Vista™	IE7 and IE8 Firefox 2.x and 3.x
	Windows XP	IE6, IE7 and IE8 Firefox 2.x and 3.x
Macintosh	MacOS 10.6	Safari 4 Firefox 3.x
	MacOS 10.5.x	Safari 3.x and 4 Firefox 2.x and 3.x
	MacOS 10.4.11	Safari 3.x and 4 Firefox 2.x and 3.x
Linux	ubuntu	Firefox 3.x
	Fedora	Firefox 3.x

Software Plug-in Requirements		
Software	**Needed For:**	**Download Site:**
Microsoft Word or Word Viewer	Viewing text files such as instructions for extra credit assignments	Microsoft Download Center at http://www.microsoft.com/downloads/en/default.aspx
Microsoft PowerPoint or PowerPoint Viewer	Viewing slide presentations on chapter material	Microsoft Download Center at http://www.microsoft.com/downloads/en/default.aspx
Adobe Reader	Viewing the multimedia textbook pages and other PDF files	Download using the Installation Wizard at the course website at http://www.adobe.com or use the appropriate download link that appears when attempting to access a resource that requires software not found on your computer
Adobe Flash Player	Viewing animations and all homework/test problems	
Apple Quicktime Player	Viewing video lectures	
Java Plug-in	Participating in virtual classroom sessions	

COMPUTER/NETWORK FAILURE: If your individual personal computer crashes or your internet service provider goes down preventing you from meeting assignment deadlines, please contact your instructor immediately. Depending on the nature and duration of the problem, you may be granted deadline extensions for certain assignments. However, it is ultimately your responsibility to ensure access to the online course website, so make arrangements to use a friend's or relative's computer, a computer in one of the College's computer labs or a public computer at your local library to stay current in class assignments until your personal computer or internet service is restored. In cases of catastrophic widespread technology failure that last for an extended period of time, alternative reading and exercise assignments will be made via telephone and/or US Postal Service mail. If your telephone number or address changes within the semester, please notify your instructor.

TECHNICAL SUPPORT: For technical support, contact your instructor by phone or e-mail according to instructions given under "Student Notes" on Page 9 of this syllabus. If your instructor cannot help you solve the problem, he/she will contact the College's Moodle Administrator for additional assistance and will either make arrangements for the Moodle Administrator to contact you or will follow up with you personally.

RULES FOR ACCEPTABLE ONLINE COMMUNICATION: (1) Email submissions must include a proper format to be accepted. This includes a topic in the subject line, a greeting, a body, and a signature-whether that includes a signature file or your name; (2) Phone Messages: when you call, you must provide your name, purpose of the call, and leave your return number. Phone messages that do not include this information are subject to not be returned; (3) Cell Phone: I have provided my cell number, but it is for emergencies. Please call the office phone first; (4) Blackberry and similar devices are acceptable under the rules as noted in (1) – (3) above; See Page 9 for times to contact your instructor at home or the syllabus instructor schedule for office hours.

RESPONSE TIMES FOR STUDENT E-MAILS/PHONE CALLS: Your instructor will respond within 24 hours to voice mail messages and e-mails sent Monday through Thursday and by the next business day for those sent from Friday through Sunday and on holidays.   If you want assistance sooner, even on weekends, please try both listed phone numbers. If there is no immediate answer, leave a message and your phone call will be returned as soon as possible, generally within 12 hours.

COURSE PARTICIPATION POLICY: According to the college attendance policy (see college catalog), students must demonstrate a minimum level of participation to receive college credit for a course. For online or blended course students, this means attending class on campus three times (course orientation, project presentations, and final exam) and weekly log-ins to the course website in Moodle. *Failure to log in for any three weeks (consecutive or not) will result in an unofficial withdrawal from the course! If your logins are AFTER the date to officially Withdraw without penalty, you will have earned the grade based on the points accumulated in the course (the last date to Withdraw without academic penalty is 1 April 2011).*

For **traditional students**, the following attendance policy applies: Each student is expected to participate in all assigned course activities. In order to receive credit for the course, a student must attend 85% of the scheduled class meetings*. Prior to 70% of the term being completed, instructors must unofficially withdraw (drop) students who are absent in excess of 15% of the scheduled class meetings*.   Excused absences are noted on Page 1 of this Syllabus.   Students should submit documentation for excused absences in advance to prevent an instructor-initiated withdrawal.   The following table shows the maximum number of unexcused absences per term:

2. **ATTENDANCE AND PARTICIPATION POLICIES:** For this Hybrid course, you are required to attend the following: (a) Class Orientation; (b) Class Presentations (PowerPoint/Poster Session); and, (c) Final Exam.