

ACED 3100

Computer Systems

3 Semester Credit Hours

**Dewar College of Education
Valdosta State University
Department of Adult and Career Education
Conceptual Framework: Guiding Principles**

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a life-long process of development and growth.

Ownership Principle: Professionals are committed to, and assume responsibility for, the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

Positively Impacting Learning Through Evidence-Based Practices

REQUIRED TEXTBOOKS & SOFTWARE:

Evans, Martin, & Poatsy. (2014) *Technology in Action, Complete 10th Edition*, Pearson Education: Prentice Hall.

COURSE DESCRIPTION:

This course provides a general overview of computer hardware and networks, various technologies, enterprise computing, and information about computer related careers. Emphasis is placed on developing basic technological expertise and leadership in administering computer technology in the workplace.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

I. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

II. KNOWLEDGE OF STUDENTS AND THEIR LEARNING: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

III. LEARNING ENVIRONMENTS: Teachers create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.

IV. ASSESSMENT: Educators understand and use a range of formal and informal assessment strategies to evaluate and ensure the continuous development of all learners.

V. PLANNING AND INSTRUCTION: Teachers design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.

VI. PROFESSIONALISM: Educators recognize, participate in, and contribute to teaching and learning as a profession.

VSU GENERAL EDUCATION OUTCOME:

GEO 3: Students will use computer and information technology when appropriate. They will demonstrate knowledge of computer concepts and terminology. They will possess basic working knowledge of a computer operating system. They will be able to use at least two software tools, such as word processors, spreadsheets, database management systems, or statistical packages. They will be able to find information using computer searching tools.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

- 1) Demonstrate an in-depth knowledge of new hardware technological developments that are occurring in the computer industry and their impact on the workplace/educational environment. (COE I)
- 2) Demonstrate an in-depth knowledge of new software technological developments that are occurring in the computer industry and their impact on the workplace/educational environment. (COE I)
- 3) Demonstrate an understanding of computer ethics, privacy, & copyright (COE I & VI)

- 4) Demonstrate an understanding of the hardware and software used by computer networks. (COE I)
- 5) Demonstrate an understanding of the responsibilities and duties of maintaining a computer network. (COE I)
- 6) Demonstrate an understanding of the basic concepts of the Internet and its impact on society and the workplace/educational environment. (COE I)
- 7) Develop the necessary skills and knowledge necessary to assume a technology leadership role in the workplace/educational environment. (COE I & VI)

COURSE ACTIVITIES / ASSIGNMENTS / REQUIREMENTS

- 1) There will be four examinations in the course. The examinations will consist of objective questions relating to the use of computer hardware and networks, various technologies, enterprise computing, and information about computer related careers.
- 2) Each student will actively participate in class discussions related to hardware and software concepts and the ethical, legal, and privacy issues involved in using computer systems in the workplace/educational environment.
- 3) Each student will complete assignments and exercises that will reinforce the development of basic technological knowledge and leadership in administering computer technology in the workplace.
- 4) Each student will have an active e-mail account and e-mail will be used for correspondence to and from the instructor.

COURSE EVALUATION:

Letter grades will be determined using a standard point evaluation as outlined below.

Exams:		Points			Points Earned	Grade
	Exam #1 Chapters 1-3	100			900-1000	A
	Exam #2 Chapters 4-6	100			800-899	B
	Exam #3 Chapters 7-9	100			700-799	C
	Exam #4 Chapters 10-13	100			600-699	D
					599 & below	F
Assignments	Web Based Projects	300				
	Textbook Assignments	150				
	Technology in Focus Project	150				
Total Points		1000				

FINAL EXMANIATION:

The final exam is scheduled for Friday, December 6, 2013 from 8:00 a.m. to 10:00 a.m. in Room #2112.

**** ATTENDANCE POLICY ****

Courses at Valdosta State University are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities.

Students enrolled in ACED 3100 courses can only miss a maximum of **6 days** of class. Students whose number of absences exceeds more than 6 days of class will receive a grade of “F” for the course.

PROFESSIONALISM:

LATE WORK: All work is to be submitted on time unless arrangements have been made with the professor prior to the assignment’s due date. Homework must be turned in by the date and time it is due. Unless prior arrangements have been made with the professor, late assignments will carry a penalty of 50 percent deduction of the total assignment points before grading. Work will be accepted for grading no later than one class meeting after the due date. Homework will not be accepted after that time and a grade of zero will be posted.

MAKE-UP WORK: There will be **No Makeup** examinations unless a student has made prior arrangements with the professor. If a student misses an examination and permission has not been granted for a makeup exam by the professor, the grade for that student's missed examination will be **zero (0)**. Make-up work, quizzes, exams or alternative assignments will be determined by the professor and will be at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle students to the same alternatives since they may not have experienced the same situations. Do not assume you will be allowed to make up an exam. Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.

BEHAVIOR: All students are expected to act in a respectful manner at all times during this class. This includes acting respectfully toward other students, the professor, and any visitors to the classroom. Students who exhibit disrespectful behavior will be asked to leave the classroom. The instructor will submit a Dewar College of Education Concern Form on the student.

DRESS CODE: All ACED classes adhere to a dress code. It is our goal to assist you in developing a more professional mindset about your appearance. Therefore, males and females should remove hoods, hats, baseball or skull caps, bandanas, and head scarves upon entry into the classroom. Extremely baggy and sagging pants, athletic shorts, tank tops, undershirts (“wifebeaters”), tube tops, shirts which show cleavage or stomach, clothing with obscenities, and pajamas should not be worn to class by either males or females. You are encouraged to keep your future professional wardrobe needs in mind when making clothing purchases.

COMMUNICATION: Student-to-Instructor and Instructor-to-Student interaction are critical components of any learning environment. Please feel free to email your instructor if you have a question or problem that you would like to discuss in private.

- **Please send your emails through Web Outlook using your VSU E-mail address. Do not send e-mails to your instructor through BlazeView.**
- As a courtesy, ALWAYS include a descriptive subject line with your email messages and sign your full name at the end of your message.
- You MUST include the course number in the subject line of your message, and be sure to type your full name at the end of your message.
- All students must maintain their VSU e-mail account and check it regularly.

USE OF CELL PHONES/IPODS/ETC IN CLASS: Students are not allowed to use cell phones, iPods, Blackberries, or other similar devices in the classroom unless permission has been granted by the instructor. Use of any such instruments will result with the student being asked to leave the classroom.

AUDIO AND VIDEO RECORDINGS: No audio or video recording of the class is permissible unless specifically approved by the instructor.

DEWAR COLLEGE OF EDUCATION POLICY STATEMENT ON PLAGIARISM

Below is information directly quoted from the Academic Honesty Policies & Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available on the Academic Affairs website www.valdosta.edu/academic/AcademicHonestyatVSU.shtml

The consequences for acts of academic dishonesty in the Dewar College of Education are:

FIRST OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern Form.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty.

SECOND OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). The Dewar College of Education Concern Form Policy will be followed.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty. According to the Academic Honesty Policies and Procedures document, “after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee.”

SPECIAL NEEDS STATEMENT:

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in Farber Hall-South. The phone numbers are 229-245-2498 (V/VP) and 229-219-1348 (TTY).

STUDENT OPINION OF INSTRUCTION:

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

CONTACT INFORMATION:

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