Computer Ethics
Syllabus

Class: CIS 101 -- 81002

Semester: Fall 2017

Classroom and Class Time: 8:30AM – 10:00AM MW

Start and End Dates: 8/21/2017 to 12/15/2017

Academic Department: Career and Technical Education -- Peosta

Final: The final examination date and time will be announced generally by the fifth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout their scheduled timeframe including the final exam date.

Instructor Information

Name: Patrice Caux

Phone: 563-556-5110 extension 218

Email: cauxp@nicc.edu

NICC email is the official means of communication, you should regularly check your email.

Office Location: 128

Office Hours: 3-4:30PM MW; 3-4PM TTH

Best method to contact instructor: EMAIL

NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.

Course Information

Course Description

This course provides a study of ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. Students will study current regulation and practices pertaining to professional conduct and responsibility.

Primary Common Learning Outcome Assessed: Value self and others

Unit Objectives

Upon completion of this course, the student will be able to perform tasks related to:

- Definition of Ethics
- Privacy
- Freedom of Speech
- Intellectual property
- Crime
- The workplace
- Errors, Failures, and Risks
- Professional Ethics and Responsibility

Required Materials: ***Textbook, Gift of Fire (Pearson) – Baase and Henry***

Methods of Delivery: *Face-to-face*

Grading Procedures and Scale

Final Presentation	**20%**
Written Final Exam	**20%**
Notes	**20%**
Discussions	**20%**
Chapter Tests	**20%**

Grades for assignments will be posted into Brightspace within 48 hours of submission.

Grade	Grading Scale by Percent of Total Points *Ex. (94 - 100%)*	Grading Scale by Points *Ex. (940 - 1000+)*
A	**93 – 100%**	
A-	**90 – 92%**	
B+	**88 – 89%**	
B	**83 – 87%**	
B-	**80 – 82%**	
C+	**78 – 79%**	
C	**73 – 78%**	
C- (or P)	**70 – 72%**	
D+	**68 – 69%**	
D	**63 – 67%**	
D-	**60 – 63%**	
F (or NP)	**00 – 59%**	

Course Calendar

Details of the course, deadlines, and organization can be found at the end of the syllabus.

Student Course Feedback

Prior to course completion you will receive an email providing a link to share your feedback. You are **EXPECTED** to complete the feedback form for each class.

Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

Course Policies

Attendance/Academic Engagement
Students are expected to be present each for lecture and lab activities. Missed labs have to made up in order to make up the points. The instructor will report students with excessive absences for financial aid accountability.

Academic Dishonesty
Be prepared to defend your assignments orally. Discussion of labs is encouraged, but copying of labs is forbidden. Students turning in other's work as their own will receive zero points for the assignment. Continued plagiarism will result in failure of the course. All written assignments will be submitted to Turnitin.com for evaluation of potential plagiarized material.

For a detailed explanation of plagiarism, visit the Lib Guide on plagiarism at http://nicc.libguides.com/citingsources

Late Work
All assignments are due on the date specified in Brightspace. Prior consent of instructor is required (by email) to receive credit for assignments turned in late

Missing Assignments
ZERO points.

Makeup Testing
Prior consent of instructor is required to make up a test.

Use of Technology in the Classroom

Cell Phone/Text Messaging Usage
Keep Phone off/silent, take calls outside of classroom. Texting during class is discouraged and should be used for emergencies. No Cell Phone access during exams.

Laptop Use
Student discretion

Recording
Student discretion

Classroom Conduct

Behavior
Students are responsible to know college Conduct Policies/ Procedures in the Student Handbook.

Emergency Procedures
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Additional Information

Disclaimer:

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Learning Center
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Access

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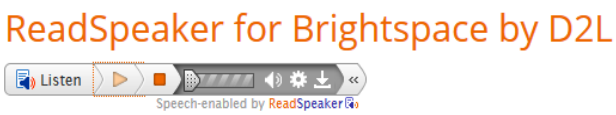

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Netiquette
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Course Calendar

Due Date	Assignment	Lesson	Point Value	Program Learning Outcome	Common Learning Outcome
8/30/2017	Test, Notes, and Discussion	Chapter 1	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
9/13/2017	Test, Notes, and Discussion	Chapter 2	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
9/25/2017	Test, Notes, and Discussion	Chapter 3	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
10/4/2017	Test, Notes, and Discussion	Chapter 4	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
10/18/2017	Test, Notes, and Discussion	Chapter 5	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
10/30/2017	Test, Notes, and Discussion	Chapter 6	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
11/8/2017	Test, Notes, and Discussion	Chapter 7	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
11/202017	Test, Notes, and Discussion	Chapter 8	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
12/4/2017	Test, Notes, and Discussion	Chapter 9	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others
12/6/1/2017	Final Presentation	Topic chosen from List	20%	Students will be able to analyze the local impact of computing on individuals.	Value self and others

NORTHEAST IOWA COMMUNITY COLLEGE

Course Syllabus

Course Number and Name: CIS:115 - Introduction to Large Computer Systems

Semester: Fall 2016

Classroom & Class Time: T – 12:30 pm to 1:55 pm (L118)

Instructor Information

Name: Patricia Oberbroeckling

Phone: 563-556-5110 or 800-728-7367, Ext: 235

Email Address: oberbroecklingp@nicc.edu

Office Location: Room 135

Office Hours: M & W – 9:00 am to 11:00 am or by appointment

R – 9:00 am to 10:00 am or by appointment

Communication: Use the email within Brightspace when communicating directly with instructor. I will try to respond to questions within 24-48 hours, with the exception of weekends, holidays, and scheduled school breaks. I will read all postings to the general discussion area but may not respond to every one.

Course Information

Course Description: Introduces the student to a large computer system. Concepts and operations of the System i will be explored. The areas of emphasis are general operations, database files, output manipulation, and screen design.

Primary Common Learning Outcome Assessed: Think Critically by locate, interpret, and use information effectively; and/or use intellectually disciplined processes (conceptualizing, applying, analyzing, synthesizing and evaluating) to solve problems.

Course Objectives: Refer to the course guide in the Brightspace course room under the Welcome and Syllabus topic.

Required Materials: *Mastering IBM i* First Edition by Jim Buck and Jerry Fottral (MC Press)

ISBN: 978-1-58347-356-6

Methods of Assessment: Student comprehension and performance will be evaluated by his/her ability to complete all of the following assigned coursework. Student evaluation will also include unit exams.

Assignments - In Class	10 pts each

(Note: Students need to be in class to complete in class assignments to earn credit. These points ***can not*** be made-up.)

Assignments - Outside Class	various pts.
Final Exam	100 pts.

All of your work must be completed using the hardware and software specified in this course. Assignments submitted through email, unless otherwise specified within the assignment instructions, will not be graded.

These points will then be converted to a percentage and applies to the following grading scale.

Grading Scale and Procedures:

A	100-96	B-	86-84	D+	69-66
A-	95-93	C+	83-80	D	65-63
B+	92-90	C	79-75	D-	62-60
B	89-87	C-	74-70	F	59-00

Assignments will be graded and scores posted in Brightspace appropriately 1 to 3 weeks from the due date.

Methods of Delivery: The instructor will incorporate a variety of methods including, but not limited to; lecture material, tutorials, and discussion topics. Student participation, completion of homework, quizzes and exams is vital to student success in this course. Learning is an interactive process; therefore student preparation, interaction, and participation are crucial.

Course Calendar:

Unit	*Weeks*
Communicating w/System	August 23 thru September 1
Database Files	September 1 thru September 6
Input Data	September 6 thru September 20
Logical Files	September 20 thru October 4
Changing Structures	October 4 thru October 11
Screen Design	October 11 thru November 1
CL Programs	November 1 thru December 6

Student Course Evaluation: Prior to course completion you will receive an email providing a link to share your feedback.

Course Policies

Attendance/Participation: The amount of time spent on the course depends on the type of learner you are, the level of proficiency you are at, and your desire to learn. Only you can determine how much time to spend, but the student should expect to spend about 6-8 hours a week on this course, 3 hours in class and 3 to 5 hours outside of class. Before you continue with the course, be sure you can devote the correct amount of time to the subject. Be sure to take into account other course work, your work schedule (including travel), your family life, and any other factors that may influence your study time. You are the most important factor in this formula for your success. To succeed you must put in maximum effort and communicate with me and your fellow students.

As a student in this course you are responsible for reading, studying, asking questions, completing assignments, checking your journal/email, announcements, message board, grade book at least twice a week and being organized and staying on schedule for the entire semester.

Not having the required materials the first day of class is not a valid excuse for an extension on assignments. It is your responsibility to start the class on the first day with all required materials.

Choosing to not complete all required assignments does not give a valid reason to request extra credit. There is no extra credit for this class.

Academic Dishonesty: NICC is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the college's handbook for a definition of academic dishonesty and potential disciplinary actions associated with it.

Scholastic Dishonesty: In the event a student is suspected of violating the college's policy on scholastic dishonesty, the faculty member directly involved will investigate the matter. If the faculty member believes the student has violated the policy, the faculty member will inform his or her division dean and the student of the evidence and the intended action. The action may involve a grade reduction for the work in question or the assignment of a failing grade for the course.

Generally, scholastic dishonesty is interpreted as cheating on an examination or assignment, which includes giving or receiving information, copying, using unauthorized materials in test, collaboration during examinations, substituting for another person or allowing substitutions during examination; plagiarism, submission of work other than one's own; and collusion with another person or persons in submitting work for credit unless such collaboration is approved in advance by the instructor.

Plagiarism: Webster's Third International Dictionary defines plagiarism as follows:
"Plagiarism—to steal and pass off, as one's own the ideas or words of another; to use without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft." All submitted written assignments are submitted automatically to *Turn-It-In* (plagiarism checker)

Late Work: Any work not submitted by the due date/time will be considered late. Late work will not be accepted without a previous discussion with the instructor and an exception granted by the instructor.

Missing Assignments: Any missing assignments will be given a zero.

Makeup Testing: No late or make-up exams will be given without prior arrangements made with the instructor.

Classroom Conduct

Cell Phone/Text Messaging Usage: Prohibited during scheduled class time

Laptop Use: By request, with instructor's permission; recreational use during scheduled class time is prohibited

Tape Recording: By request, with instructor's permission

Behavior: Appropriate conduct is required at all times in the classroom environment. You need to use professional language and attitudes when addressing all members of the class. You may not post messages on the Message Board that use foul language or inappropriate comments. Postings of this nature will result in immediately being denied access to the course. Any issues you need to discuss that are personal or concerning grades, missed assignments, feelings towards another student or the instructor are to be addressed with face-to-face communication with the instructor or the course My Journal tool in Xpress.

Students are responsible to know the Student Conduct code in the College Catalog.

Student Responsibility: Always allow yourself extra time to accommodate any technical difficulties you may experience. Technical difficulties do not give you an excuse to hand in late assignments. Loss of a student's storage media, assignments, equipment failure or loss of ISP, if working at home, will not excuse the student from completing the course requirements on time. You need to have a backup plan in place at the beginning of this class so in case your equipment fails you can still complete and submit your assignments on time.

If you cannot or choose not to complete the course, please contact an advisor to drop or withdraw. Students who remain enrolled but fail to complete the requirements of the course will receive a "F".

Emergency Procedures: In the event of an external or internal disaster, follow the directions the placards in each room. Drills will be held for external and internal emergencies. In the event of a medical emergency call 9-911 from any college telephone.

Disclaimer: The course calendar is a guide and subject to change due to illness/death in family, weather conditions, power outages, etc.. Announcements regarding changes will be made in class and/or via Xpress.

Learning Center: The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

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Programming Logic and Design
Syllabus

Class: CIS 122 -- 81001

Semester: Fall 2017

Classroom and Class Time: 10:00AM – 11:55PM TR

Start and End Dates: 8/22/2017 to 12/14/2017

Academic Department: Career and Technical Education -- Peosta

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Instructor Information

Name: Joanie McDonough

Phone: 563-556-5110 extension 310

Email: mcdonoughj@nicc.edu

NICC email is the official means of communication; you should regularly check your email.

Office Location: 128

Office Hours: 9:30-10:30AM MW; 4:00-5:00PM TR

Best method to contact instructor: EMAIL

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Course Information

Course Description

This course provides a basic introduction to the design and development cycles utilized in many computer-related occupations. The overall course goal is to develop a good understanding of

program development.

Primary Common Learning Outcome Assessed: Think Critically

Unit Objectives

By the end of this course, students will be able to do the following:

- Define the programming development cycle.
- Understand the role of the client/identify the audience.
- Become familiar with tools used to aid in program/logic design.
- Use pseudo code and/or flowcharts to develop program logic.
- Design programs which involve input, output, branching, and looping.
- Apply a team approach to designing program logic..

Required Materials: A flash drive is recommended.

Methods of Delivery: *Face-to-face*

Grading Procedures and Scale

Final Presentation	20%
Written Final Exam	20%
Worksheets	20%
Labs	20%
Chapter Tests	20%

Grades will be posted into Brightspace.

Grading Scale			
percentage			grade
93%	-	100%	A
86%	-	92%	B
78%	-	85%	C
70%	-	77%	D
0%	-	69%	F

Course Calendar

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Student Course Feedback

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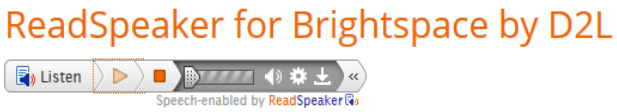

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Course Calendar

Due Date	Assignment	Lesson	Point Value	Program Learning Outcome	Common Learning Outcome
8/31/2017	Worksheets, Labs	Chapter 1	20%	Participants will be responsible for designing logic.	Value self and others
9/14/2017	Worksheets, Labs	Chapter 2	20%	Participants will be responsible for designing logic.	Value self and others
9/28/2017	Worksheets, Labs	Chapter 3	20%	Participants will be responsible for designing logic.	Value self and others
10/12/2017	Worksheets, Labs	Chapter 4	20%	Participants will be responsible for designing logic.	Value self and others
10/26/2017	Worksheets, Labs	Chapter 5	20%	Participants will be responsible for designing logic.	Value self and others
11/9/2017	Worksheets, Labs	Chapter 6	20%	Participants will be responsible for designing logic.	Value self and others
12/5/2017	Worksheets, Labs	Chapter 7	20%	Participants will be responsible for designing logic.	Value self and others
12/12/2017	Final Presentation	Topic chosen from List	20%	Participants will be responsible for designing logic.	Value self and others

NORTHEAST IOWA COMMUNITY COLLEGE
Calmar/Peosta

Course Guide For: **C++**

1.0 COURSE TITLE: C++

2.0 CATALOG NUMBER: CIS:161

3.0 SEMESTER HOUR CREDIT: 3

4.0 LECTURE HOURS: 32

5.0 LAB HOURS: 32

6.0 COURSE DESCRIPTION:

Introduces the student to the basic elements of procedural C++ programming. The student becomes familiar with the syntax and logic structures of C++ by gaining experience and practice in designing and coding a sequence of increasingly complex programs. Introduces object-oriented C++ programming later in the course.

6.1 All of the following prerequisite courses need to be passed with a minimum of C- to progress in the Computer Analyst major. Prerequisite: CIS:122

7.0 GENERAL COURSE GOAL(S):

To allow the student to demonstrate his/her proficiency as an introductory C++ programming student.

8.0 MAJOR UNITS OF INSTRUCTION:

8.1 Introduction to the C++ Programming Environment.
8.2 Programming C++ Control Structures.
8.3 Programming C++ Functions.
8.4 Using arrays in C++.
8.5 C++ Pointers and Strings.
8.6 C++ Classes and Data Abstraction.

9.0 UNIT OBJECTIVES:

9.1 Unit One Objectives.

At the end of this unit of instruction, the student will be able to:
9.1.1 Understand basic computer concepts.
9.1.2 Discuss different types of programming languages.
9.1.3 Understand a typical C++ program development environment.
9.1.4 Write a simple C++ program, using fundamental data types, input and output statements, arithmetic operators and basic decision-making statements.

9.2 Unit Two Objectives.

At the end of this unit of instruction, the student will be able to:

9.2.1 Understand basic problem solving techniques.
9.2.2 Develop algorithms through the process of top-down, stepwise refinement.
9.2.3 Use selection and repetition structures; increment, decrement, assignment and logical operators; and control statements.

9.3 Unit Three Objectives.

At the end of this unit of instruction, the student will be able to:
9.3.1 Understand how to construct programs modularly.
9.3.2 Create new functions.
9.3.3 Understand the mechanisms to pass information between functions.
9.3.4 Understand how the visibility of identifiers is limited to specific regions of programs.
9.3.5 Write and use recursive functions.

9.4 Unit Four Objectives.

At the end of this unit of instruction, the student will be able to:
9.4.1 Use arrays to store, sort, and search lists and tables.
9.4.2 Declare and manipulate single- and multiple-subscript arrays.
9.4.3 Pass arrays to functions.

9.5 Unit Five Objectives.
At the end of this unit of instruction, the student will be able to:

9.5.1 Use pointers within functions and to pass arguments to functions.
9.5.2 Understand the relationship among pointers, arrays, and strings.
9.5.3 Understand the use of pointers to functions.
9.5.4 Declare and use arrays to strings.

9.6 Unit Six Objectives.

At the end of this unit of instruction, the student will be able to:
9.6.1 Understand the concepts of encapsulation and data hiding, and abstract data types.
9.6.2 Understand the notion of data abstraction and abstract data types.
9.6.3 Create classes, and create, use, and destroy class objects.
9.6.4 Create a GUI interface using a visual compiler.

10.0 INSTRUCTIONAL METHODOLOGIES:

10.1 Lecture, discussions, readings, and audiovisual materials will be used to present subject matter.
10.2 Hands-on programming assignments, walkthroughs, and written assignments will be required.
10.3 Programming exercises and evaluations will be used to monitor student progress and instruction.

11.0 GRADING CRITERIA:

11.1 The instructor will provide the grading criteria to students at the beginning of the course.
11.2 Points will be assigned for work completed. The points will be converted to a percentage and applied to the letter grades A-F as identified in the college catalog.

NORTHEAST IOWA COMMUNITY COLLEGE
Calmar/Peosta

Course Guide for: FUNDAMENTALS OF WEB DESIGN

1.0 COURSE TITLE: Fundamentals of Web Design

2.0 CATALOG NUMBER: CIS:197

3.0 SEMESTER HOUR CREDIT: 3

4.0 LECTURE HOURS: 24

5.0 LAB HOURS: 48

6.0 COURSE DESCRIPTION:

Introduces the student to the basics of the creation and maintenance of Web pages. The hypertext markup language is used in the creation of Web pages. Good screen layout and design principles are stressed. The use of application software to create web pages is included. Enhancements and extensions of HTML as well as the incorporation of scripting in creating web pages will be explored.

7.0 GENERAL COURSE GOAL(S):

The student learns how to use HTML to develop Web pages. The student demonstrates this knowledge by creating web pages in accordance with good screen layout and design principles. The student develops an understanding of HTML enhancements and scripting language through a series of guided practice exercises. The student learns to work in a group environment with a client centered approach to website design. Good design principles are stressed throughout.

8.0 MAJOR UNITS OF INSTRUCTION:

8.1 Planning the Website.
8.2 Basics of Hypertext, HTML, and Web Page Design Cycle.
8.3 Creating Home and Web Pages Using HTML.
8.4 Extensions and Enhancements of HTML.
8.5 Creating Style Sheets.
8.6 Creating Tables and Forms Using HTML.
8.7 Programming in JavaScript.
8.8 Use of CGI Scripts.
8.9 Using Multimedia.
8.10 World Wide Concerns, Site Testing, and Updates.
8.11 Using Software Applications to Create Web Pages.
8.12 Future of Web Page Creation.

9.0 UNIT OBJECTIVES:

9.1 Unit One Objectives.

At the end of this unit, the student will be able to:
9.1.1 State the steps and activities within each step of the design cycle.
9.1.2 Prepare a storyboard for a given scenario.
9.1.3 List reasons why a company would want to have a website.
9.1.4 Describe why knowing the target audience is important to the website design team.

9.2 Unit Two Objectives.

At the end of this unit, the student will be able to:

9.2.1 List the major historical developments of hypertext.
9.2.2 Explain the way hypertext and hypermedia work.
9.2.3 Explain the use of hypertext protocol to send information over the World Wide Web.
9.2.4 Use the View Page Info and View Source menu options from within a browser.
9.2.5 Dissect an elementary HTML listing and explain the meaning of the HTML codes.
9.2.6 Understand the importance of the planning phase of web page creation.
9.2.7 Understand the browser compatibility issues.

9.3 Unit Three Objectives.

At the end of this unit, the student will be able to:

9.3.1 Correctly code HTML tags to affect color and text changes.
9.3.2 Correctly code HTML tags to display lists.
9.3.3 Correctly code HTML tags to display data in tabular form.
9.3.4 Correctly code HTML tags to display graphics.
9.3.5 List sources for graphical material to add to a web page.
9.3.6 Correctly code HTML tags to link to other page segments or sites.
9.3.7 Correctly code HTML frames.
9.3.8 Demonstrate an understanding of the HTML language by successfully creating Home and Web pages.

9.4 Unit Four Objectives.

At the end of this unit, the student will be able to:

9.4.1 Become familiar with various DHTML commands by incorporating these commands into web page.
9.4.2 Become familiar with various XML elements and be able to create web pages that incorporates basic the use of Cascading Style sheets.

9.5 Unit Five Objectives.

At the end of this unit, the student will be able to:

9.5.1 Describe the three different types of Cascading Style sheets.
9.5.2 Add inline, embedded, and external sheets to a web page.

9.6 Unit Six Objectives.

At the end of this unit, the student will be able to:

9.6.1 Create tables with a web page.
9.6.2 Create forms within a web page.

9.7 Unit Seven Objectives.

At the end of this unit the student will be able to:

9.7.1 Discuss JavaScript programs and explain the meaning of the JavaScript programming elements.
9.7.2 Attach JavaScript code to a web page.

9.8 Unit Eight Objectives.

At the end of this unit, the student will be able to:

9.8.1 Develop an understanding of CGI scripting by utilizing CGI scripts to collect data entered by a user in response to a form on a web page.

9.9 Unit Nine Objectives.

At the end of this unit, the student will be able to:

9.9.1 Discuss issues relating to incorporating graphic into websites. This discussion should include the areas of graphics resolution, graphic quality, graphic storage formats, 3D graphics, and graphic compression.

9.9.2 Discuss issues relating to incorporating video into websites. This discussion should include the areas of video quality, video storage and formats, streaming video, and use of browser plug-ins.

9.9.3 Discuss issues relating to incorporating audio into websites. This discussion should include the areas of audio quality, audio storage and formats, and the use of browser plug-ins.

9.9.4 Discuss some benefits and drawbacks of incorporating graphics, video, and audio into websites.

9.10 Unit Ten Objectives.

At the end of this unit, the student will be able to:

9.10.1 Discuss the impact of worldwide connectivity on the website. This discussion should include global communication concerns, making the site adaptable to differently abled individuals.

9.10.2 Discuss the importance of conducting internal testing and be able to perform internal testing on a developed website.

9.10.3 Discuss the importance of conducting external testing and construct sample client surveys.

9.10.4 Discuss ways of initiating the update process and the practical concerns of providing updates to websites.

9.11 Unit Eleven Objectives.

At the end of this unit, the student will be able to:

9.11.1 Create Web pages using web page application software.

9.12 Unit Twelve Objectives.

At the end of this unit, the student will be able to:

9.12.1 Discuss the future of web page construction from the development of XHTML through the XML.

9.12.2 Locate web sites to use a reference for keeping abreast of future developments in web page coding formats and techniques.

10.0 INSTRUCTIONAL METHODOLOGIES:

10.1 Lab exercises.

10.2 Lectures and readings.

10.3 Discussions.

11.0 GRADING CRITERIA:

11.1 The instructor will provide the grading criteria to students at the beginning of the course.

11.2 Grades will be assigned for work completed using the letter grades A-F as identified in the college catalog.

NORTHEAST IOWA COMMUNITY COLLEGE
Calmar/Peosta

Course Guide for: **FUNDAMENTALS OF WEB PROGRAMMING**

1.0 COURSE TITLE: Fundamentals of Web Programming

2.0 CATALOG NUMBER: CIS:207

3.0 SEMESTER HOUR CREDIT: 3

4.0 LECTURE HOURS: 32

5.0 LAB HOURS: 32

6.0 COURSE DESCRIPTION:

Introduces the student to the basics of using programming languages in the construction of dynamic Websites. The course will cover advanced concepts of XHTML and CSS for basic page construction as well as the incorporation of various programming languages such as (but not limited to): JavaScript, PHP, AJAX, PERL, CGI, ASP.NET, RUBY, ADO.NET, and MySQL. The course is taught with emphasis on creating dynamic processes when developing websites.

6.1 All of the following prerequisite courses need to be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:122, CIS:197.

7.0 GENERAL COURSE GOAL(S):

The student learns how to incorporate dynamic processing within web sites. The student demonstrates this knowledge by creating web pages in accordance with good screen layout and design principles that include some of the following components: registration and management systems, polls, mailing lists, forums, and shopping carts. The student develops an understanding and working knowledge of developing active pages to create web sites through a series of guided practice exercises. Good design and programming principles are stressed throughout.

8.0 MAJOR UNITS OF INSTRUCTION:

8.1 Overview of Web Programming Languages.
8.2 XHTML and CSS.
8.3 Intro to Web Servers.
8.4 Web Languages.
8.5 Testing and Error Handling.

9.0 UNIT OBJECTIVES:

9.1 Unit One Objectives.

At the end of this unit, the student will be able to:
9.1.1 Discuss the basic capabilities and limitations of various web programming languages.
9.1.2 Suggest which language would be most appropriate to use for a given scenario.

9.2 Unit Two Objectives.

At the end of this unit, the student will be able to:

9.2.1 Create web pages using XHTML, CSS, to include forms and tables.

9.3 Unit Three Objectives.

At the end of this unit, the student will be able to:

9.3.1 Discuss the concept of web servers, what they provide, and how web pages interact with them.

9.3.2 Understand the basics of client/server communication.

9.4 Unit Four Objectives.

At the end of this unit, the student will be able to:

9.4.1 Use web languages to create dynamic web pages.

9.4.2 Include if/else and while controls in a web page.

9.4.3 Include functions and event handlers in a web page.

9.4.4 Accept and handle numeric and string characters.

9.4.5 Understand the difference between client side scripting and server side scripting.

9.4.6 Interact with server side applications.

9.4.7 Connect to a database and work with database storage via a web page.

9.4.8 Create and use cookies.

9.4.9 Develop code to store membership and user profiles and track sessions.

9.4.10 Develop websites that offer content management systems.

9.4.11 Develop sites that offer shopping cart (e-commerce) ability.

9.5 Unit Five Objectives

At the end of this unit, the student will be able to:

9.5.1 Follow basic testing procedures prior to a website going live.

9.5.2 Discuss deployment issues that may arise and how to plan for these.

9.5.3 Discuss the importance of using strict authentication procedures.

9.5.4 Follow testing procedures to check a website for security related issues.

10.0 INSTRUCTIONAL METHODOLOGIES:

10.1 Lab exercises.

10.2 Lectures and readings.

10.3 Discussion.

11.0 GRADING CRITERIA:

11.1 The instructor will provide the grading criteria to students at the beginning of the course.

11.2 Grades will be assigned for work completed using the letter grades A-F as identified in the college catalog.

NORTHEAST IOWA COMMUNITY COLLEGE

Course Syllabus

Course Number and Name: Information Security (CIS 242)

Semester: Spring 2017

Classroom & Class Time: Mondays and Wednesdays, 12:30 pm – 2:25 pm, Lab 107A

TTh 8-9:55 AM, Lab 107A

Instructor Information

Name: Barry Eichelberger

Phone: (563) 556-5110, ext. 251

Email Address: eichelbergerb@nicc.edu

Office Location: Peosta campus, Room 127

Office Hours: Mondays and Wednesdays 10:00 am – 12:00 pm,

Communication: : Please use Instructor's email address for all communications. Expect a response within 24 hours, except on weekends, when replies are not guaranteed.

Course Information

Course Description The course is designed to provide students with knowledge of the fundamentals of information security, including a basic understanding of legal and ethical cyberspace issues. This class is taught with a mix of theory and hands-on applications

Primary Student Learning Outcome Assessed: Critical Thinking

Course Objectives: By the end of this course, students will be able to do the following:

- Discuss the legal atmosphere/legislation surrounding cyberspace security.
- Evaluate legal ethical decisions dealing with cyberspace security scenarios.
- Define information security terminology.
- List information security careers.
- Develop hacker profiles.
- Describe and identify basic attacks.
- Identify who is responsible for information security.
- List and define security principles.
- Describe effective authentication methods.
- Demonstrate how to control access to computer systems.
- Disable non-essential systems.
- Harden operating systems, applications, and networks.
- Secure removable media.
- List ways to protect email systems.
- Secure Web communications.

- Define the security policy cycle.
- Describe cryptography hashing algorithms.

Required Materials: Security + Guide to Network Security Fundamentals, Fourth Edition by Mark Ciampa, Ph.D., The Cuckoo's Egg by Cliff Stoll, and a flash drive are required.

Methods of Assessment: There will be Chapter Quizes,a midterm, and a final evaluation. There will also be group discussions and chapter projects, both of which will also be graded.

Grading Scale and Procedures: Students will be graded on preparation and participation, assignments and tests. At the end of the term, the scores will be converted to a percent and applied to the following grading scale:

92-100%	A	72-77%	C
90-92%	A-	70-71%	C-
88-89%	B+	68-69%	D+
82-87%	B	62-67%	D
80-81%	B-	60-61%	D-
78-79%	C+	Below 60%	F

Grades are posted within a week of submission.

Methods of Delivery: Lab exercises, lectures, discussions and walkthroughs will be used most frequently. There will be occasional worksheets and handouts.

Course Calendar:

01/09-01/22 Chapter 1

01/23-01/29 Chapter 2

01/03-02/05 Chapter 3

02/06-02/12 Chapter 4

02/13-02/19 Chapter 5

02/20-02/26 Chapter 6

02/27-03/12 Chapter 7 + Mid-Term Exam

03/13-03/19 Chapter 8

03/20-03/26 Chapter 9

03/27-04/02 Chapter 10

04/03 -04/09 Chapter 11

04/10-04/23 Chapter 12

04/24-05/07 Hands-on Labs

05/08(MW) or 05/09 (TTh) Final Exam

Course Policies

Attendance/Participation: Students are expected to attend and participate in class.

Academic Dishonesty: Academic honesty is a c ce that comes from knowing you have mastered the targeted skills and knowledge.
All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

1. *Plagiarism* - presenting someone else's words, ideas, or data as your own work.

2. *Fabrication* - using invented information or falsifying research or other findings.

3. *Cheating* - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to: Copying from another learner's work; Allowing another learner to copy from your work; Using resource materials or information to complete an assessment without permission from your instructor; Collaborating on an assessment (graded assignment or test) without permission from the instructor; Taking a test for someone else or permitting someone else to take a test for you.

4. *Academic Misconduct* - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes.

Any student found to be involved in any of the above behaviors will be subject to the following disciplinary action:

1. First offense: All students involved will receive zero credit for the assignment in question.
2. Additional offenses:
    a. All students involved will receive zero credit for the course.

A notice of Academic Misconduct will be submitted to the Department Dean for inclusion in the students' permanent record.

Late Work: Late assignments will be accepted for a period of one week after the due date.

Missing Assignments: Missing assignments will receive a grade of 0.

Makeup Testing: Exams that are missed without an excused absence will receive a grade of zero unless prior arrangements have been made.

Classroom Conduct

Cell Phone/Text Messaging Usage: Please set your phones to silent or vibrate.

Laptop Use: Students are allowed to use laptops in class.

Tape Recording: You may record the lectures.

Behavior: Students are expected to know and abide by the Conduct Code outlined in the College Catalog.

NORTHEAST IOWA COMMUNITY COLLEGE

Emergency Procedures: In the event of an emergency, please follow the procedure posted in each classroom for emergency exits and/or safe locations, or follow the instructions of your instructor.

Disclaimer: The schedule is a guide for activities and subject to change.

Learning Center: The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Accommodation Policy: The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for qualified students with disabilities. Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs instructional accommodation is encouraged to contact the Coordinator of Disability Services, Peosta Campus, at 563-556-5110 or 1-800-728-7367, ext. 280 or Calmar Campus, at 563-562-3263 or 1-800-728-2256, ext. 258.

Statement of Non-Discrimination:

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Introduction to Database
Syllabus

Class: CIS 303 -- 81001

Semester: Fall 2017

Classroom and Class Time: L118 – MW @ 8:00 to 10:00 am

Start and End Dates: 8/21/2017 to 12/13/2017

Academic Department: Career and Technical Education -- Peosta

Final: The final examination date and time will be announced generally by the fifth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout their scheduled timeframe including the final exam date.

Instructor Information

Name: Patricia Oberbroeckling

Phone: 563-556-5110 or 800-728-7367, Ext: 235

Email: oberbroecklingp@nicc.edu

NICC email is the official means of communication, you should regularly check your email.

Office Location: Room 135

Office Hours: MW – 12:30 to 3:00pm

Best method to contact instructor: by email

NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.

Course Information

Course Description

Provides an introduction to managing a database. Database terms are identified and definitions are standardized. An understanding of the physical and logical organization of data and the meaningful representation of data relationships and structures are presented and reinforced with hands-on examples.

Methods to achieve these logical relationships such as linked lists, chains, pointers, and inverted files are evaluated.

Primary Common Learning Outcome Assessed: Apply knowledge and skills to life

Unit Objectives
Refer to the course guide in the Brightspace course room under the Syllabus topic in the content area.

Required Materials
Concepts Of Database Management by Pratt & Last, Edition 8 (Publisher Cengage) ISBN 978-1-2854-2710-2

New Perspectives: Microsoft Office 365 & Access 2016 Comprehensive by Shellman & Vodnik, Edition 1 (Cengage) ISBN 978-1-305-88013-9

Computer storage. Possibilities include your hard-drive, Google Drive or a USB drive.

Methods of Delivery: Face-to-face

Grading Procedures and Scale

Student comprehension and performance will be evaluated by the student's ability to complete all of the assigned coursework and exams. Assignments will be submitted through Dropbox in **Brightspace**. Assignments submitted through email, unless otherwise specified within the assignment instructions, will **not** be graded. Assignments will be graded and scores posted in Brightspace within one week from the due date.

The total earned points will be converted to a percentage, the percentage will be rounded, and applied to the following grading scale to determine the final grade.

Grade	Grading Scale by Percent of Total Points *Ex. (94 - 100%)*	Grading Scale by Points *Ex. (940 - 1000+)*
A	96 – 100%	2579 – 2686
A-	93 – 95%	2498 – 2552
B+	90 – 92%	2417 – 2471
B	87 – 89%	2337 – 2391
B-	84 – 86%	2256 – 2310
C+	80 – 83%	2149 – 2229
C	75 – 79%	2015 – 2122
C- (or P)	70 -74%	1880 - 1988

D+	66 – 69%	1773 – 1853
D	63 – 65%	1692 – 1746
D-	60 – 62%	1612 – 1665
F (or NP)	00 – 59%	0 - 1585

	# of Assignments	Points
Chapter homework	23	401
Daily Quizzes	2	20
Tests	2	200
Total Points possible	27	621

Course Calendar

Details of the course, deadlines, and organization can be found at the end of the syllabus.

Student Course Feedback

Prior to course completion you will receive an email providing a link to share your feedback. You are **EXPECTED** to complete the feedback form for each class.

Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

Course Policies

Attendance/Academic Engagement

Students are expected to attend every class. The amount of time spent on the course depends on the type of learner you are, the level of proficiency you are at, and your desire to learn. Only you can determine how much time to spend, but the student should expect to spend about 12-15 hours a week on this course, 4 hours in class and 8 to 11 hours outside of class. Before you continue with the course, be sure you can devote the correct amount of time to the subject. Be sure to take into account other course work, your work schedule (including travel), your family life, and any other factors that may influence your study time. You are the most important factor in this formula for your success. To succeed you must put in maximum effort and communicate with me and your fellow students.

As a student in this course you are responsible for reading, studying, asking questions, completing assignments, checking your email, announcements, discussion, grade book at least twice a week and being organized and staying on schedule for the entire semester.

Not having the required materials the first day of class is not a valid excuse for an extension on assignments.

It is your responsibility to start the class on the first day with all required materials.

Choosing to not complete all required assignments does not give a valid reason to request extra credit. There is NO extra credit for this class.

Academic Dishonesty
NICC is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the NICC College Catalog (www.nicc.edu/catalog) for a definition of academic dishonesty and potential disciplinary actions associated with it.

Generally, scholastic dishonesty is interpreted as cheating on an examination or assignment, which includes giving or receiving information, copying, using unauthorized materials in test, collaboration during examinations, substituting for another person or allowing substitutions during examination; plagiarism, submission of work other than one's own; and collusion with another person or persons in submitting work for credit unless such collaboration is approved in advance by the instructor.

Plagiarism: Webster's Third International Dictionary defines plagiarism as follows:
"Plagiarism—to steal and pass off, as one's own the ideas or words of another; to use without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft."
For a detailed explanation of plagiarism, visit the Lib Guide on plagiarism at
http://nicc.libguides.com/citingsources

The consequences for violating the academic misconduct policy are as follows:
First offense: The student will receive a "0" for the given assignment or exam. The student will not be allowed to redo the assignment or exam. Documentation of the offense will be given to the Dean and placed in the student's academic file. Students are encouraged to speak with the instructor to discuss their actions.
Second offense: If a student commits another act of academic misconduct, the student will receive a "0" for the given assignment or exam and a final grade of "F" for the course. Documentation of the offense will be given to the Dean and placed in the student's academic file.

Late Work
Any work not submitted by the due date/time will be considered late. Late work will not be accepted without a previous discussion with the instructor and an exception granted by the instructor. I will allow only one assignment to be submitted late throughout the semester.

Missing Assignments
Any missing assignments will be given a zero.

Makeup Testing
No late or make-up exams will be given without prior arrangements made with the instructor.

Use of Technology in the Classroom

Cell Phone/Text Messaging Usage
Prohibited during scheduled class time

Laptop Use
By request, with instructor's permission; recreational use during scheduled class time is prohibited

Recording
By request, with instructor's permission

Classroom Conduct

Students are responsible to know the Student Conduct code in the College Catalog.

Behavior
Appropriate conduct is required at all times in the classroom environment. You need to use professional language and attitudes when addressing all members of the class. You may not use in class or post messages on discussions that use foul language or inappropriate comments. Use of this nature will result in immediately being denied access to the course. We all need to remain respectful of everyone in the class at all times. Any issues you need to discuss that are personal or concerning grades, missed assignments, feelings towards another student or the instructor are to be addressed with face-to-face communication with the instructor or the course email in Brightspace.

Always allow yourself extra time to accommodate any technical difficulties you may experience. Technical difficulties do not give you an excuse to hand in late assignments. Loss of a student's storage media, assignments, equipment failure or loss of ISP will not excuse the student from completing the course requirements on time. You need to have a backup plan in place at the beginning of this class so in case your equipment fails you can still complete and submit your assignments on time.

If you cannot or choose not to complete the course, please contact an advisor to drop or withdraw. Students who remain enrolled but fail to complete the requirements of the course will receive a "F".

Emergency Procedures
In the event of an external or internal disaster, follow the directions the placards in each room. Drills will be held for external and internal emergencies. In the event of a medical emergency call 9-911 from any college telephone.

Additional Information

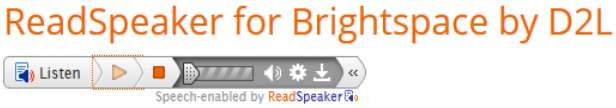
Disclaimer:

The course calendar is a guide and subject to change due to unexpected and unavoidable issues, weather conditions, power outages, etc.. Announcements regarding changes will be made in class and/or via Brightspace Announcements.

Learning Center
The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension. www.nicc.edu/readspeaker



Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

Accommodation Policy:

The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for qualified students with disabilities. Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs instructional accommodation is encouraged to contact the Coordinator of Disability Services, Peosta Campus, at 563-556-5110 or 1-800-728-7367, ext. 280 or Calmar Campus, at 563-562-3263 or 1-800-728-2256, ext. 258.

Statement of Non-Discrimination

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It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Course Calendar

Due Date	Assignment	Lesson	Unit	Point Value	Program Learning Outcome	Common Learning Outcome
August 23	Homework	Data collection	DB Design	10		Apply knowledge and skills to life
August 24	Module and Case Problem 2	**1** – Creating a Database	Microsoft Access Module 1	15		Apply knowledge and skills to life
August 31	Module and Case Problem 2	**2** – Building a Database and Defining Table Relationships	Microsoft Access Module 2	15		Apply knowledge and skills to life
September 7	Module and Case Problem 2	**3** – Maintaining and Querying a Database	Microsoft Access Module 3	15		Apply knowledge and skills to life
September 13	Worksheet	ER Model		20		Apply knowledge and skills to life
September 14	Module and Case Problem 2	**4** - Creating Forms and Reports	Microsoft Access Module 4	15		Apply knowledge and skills to life
September 20	Worksheet	Normalization		20		Apply knowledge and skills to life
September 21	Module and Case Problem 2	**5** – Creating Advanced Queries and Enhancing Table Design	Microsoft Access Module 5	15		Apply knowledge and skills to life
September 28	Module and Case Problem 2	**6** – Using Form Tools and Creating Custom Forms	Microsoft Access Module 6	15		Apply knowledge and skills to life
October 4	Worksheet	Data Structures		20		Apply knowledge and skills to life
October 5	Module and Case Problem 2	**7** – Creating Custom Reports	Microsoft Access Module 7	15		Apply knowledge and skills to life

October 12	Module and Case Problem 2	**8** – Sharing, Integrating, and Analyzing Data	Microsoft Access Module 8	15		Apply knowledge and skills to life
October 18	Midterm			100		Apply knowledge and skills to life
October 19	Module and Case Problem 2	**9** – Using Action Queries and Advanced Table Relationships	Microsoft Access Module 9	15		Apply knowledge and skills to life
October 25	Worksheet	Relational Algebra and Relational Calculus		36		Apply knowledge and skills to life
October 26	Module and Case Problem 2	**10** – Automating Tasks with Macros	Microsoft Access Module 10	15		Apply knowledge and skills to life
November 2	Module and Case Problem 2	**11** – Using and Writing Visual Basic for Applications Code	Microsoft Access Module 11	15		Apply knowledge and skills to life
November 8	Locking Worksheet	Transaction Management and Concurrency Control		30		Apply knowledge and skills to life
November 9	Module and Case Problem 2	**12** – Managing and Securing a Database	Microsoft Access Module 12	15		Apply knowledge and skills to life
December 4	Hand Out/Class Work	SQL		50		Apply knowledge and skills to life
December 11	Hand Out/Class Work	DB2		35		Apply knowledge and skills to life
December 13		Final Exam		100		Apply knowledge and skills to life

NORTHEAST IOWA COMMUNITY COLLEGE
Calmar/Peosta

Course Guide for: **INTRODUCTION TO PROCEDURAL LANGUAGES**

1.0 COURSE TITLE: Introduction to Procedural Languages

2.0 COURSE NUMBER: CIS:400

3.0 SEMESTER HOUR CREDIT: 3

4.0 LECTURE HOURS: 32

5.0 LAB HOURS: 32

6.0 COURSE DESCRIPTION:

Introduces the student to the basic elements of procedural languages. Logical structures, modular design, documentation techniques, and file handling techniques are presented. The student becomes familiar with the syntax and logic structure of procedural languages by applying the language to a sequence of increasingly complex business application programs.

6.1 All of the following prerequisite courses need to be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:115, CIS:122

7.0 GENERAL COURSE GOAL(S):

The overall course goal is to develop an understanding of the application side of procedural programming languages by providing lecture on the structure and syntax of the languages and hands-on experience in business application programming.

8.0 MAJOR UNITS OF INSTRUCTION:

8.1 Demonstrate Use of Large Computer System.
8.2 Demonstrate Use of Structured Programming.
8.3 Demonstrate Use of Structure and Syntax of the languages.
8.4 Demonstrate Use of Read, Write, and Looping Process.
8.5 Demonstrate Use of Editing Process.
8.6 Demonstrate Use of Arithmetic Statements.
8.7 Demonstrate the process of character manipulation.
8.8 Demonstrate Use of Decision and Iteration Structure.
8.9 Demonstrate Use of Screen Processing and Interactive Programming.
8.10 Demonstrate Use of Control Breaks and Reporting.
8.11 Demonstrate Use of Data Validation Within a Program.
8.12 Demonstrate an understanding of debugging techniques.

9.0 UNIT OBJECTIVES:

9.1 Unit One Objective.

At the end of this unit of instruction, the student will be able to:
9.1.1 Log onto the computer system.

9.1.2 Execute the Program Development Manager.
9.1.3 Create Physical files using the database facility.
9.1.4 Create Logical files using the database facility.
9.1.5 Enter the source code into the editor.
9.1.6 Complete the source code to generate the object code.
9.1.7 Maintain a control language program to execute the program in a batch environment.
9.1.8 Execute the program.
9.1.9 Use the system debugging options to debug the program.
9.1.10 Access the spooler to view and print program listings and output.

9.2 Unit Two Objectives.

At the end of this unit of instruction, the student will be able to:
9.2.1 Demonstrate an understanding of structured programming techniques.
9.2.2 Demonstrate the applications program development process.
9.2.3 Demonstrate the use of logic tools in the process of solving application problems.
9.2.4 Demonstrate an understanding of programming tools such as the If Then Else, Loop, and Sequence structures.
9.2.5 Demonstrate the use of modular design to improve program design.
9.2.6 Demonstrate the use of the Top-Down approach for coding modules.

9.3 Unit Three Objectives.

At the end of this unit of instruction, the student will be able to:
9.3.1 Identify the rules for interpreting instruction formats.
9.3.2 Identify the major areas of a program.
9.3.3 Demonstrate the use of comment statements within a program.
9.3.4 Identify all the types of entries.
9.3.5 Identify margin rules.

9.4 Unit Four Objectives.

At the end of this unit of instruction, the student will be able to:
9.4.1 Identify the problem specifications.
9.4.2 Define the basic logic structure of programming.
9.4.3 Demonstrate the use of a complete and accurate Read process.
9.4.4 Demonstrate the use of a complete and accurate Write process.
9.4.5 Demonstrate the use of proper looping techniques within programs.

9.5 Unit Five Objectives.

At the end of this unit of instruction, the student will be able to:
9.5.1 Demonstrate the processing of numbers with decimal values.
9.52 Demonstrate the use of the editing process to format reports.
9.53 Define insertion and replacement characters.
9.5.4 Demonstrate the use of moving data with a program.
9.5.5 Define truncation associated with moving data.
9.5.6 Define the alignment process with decimal values.
9.5.7 Define the justification process with alphanumeric and numeric data fields.

9.6 Unit Six Objectives.

At the end of this unit of instruction, the student will be able to:

9.6.1 Demonstrate the use of arithmetic operations.
9.6.2 Define the add operation in a program.
9.6.3 Define the subtract operation in a program.
9.6.4 Define the multiplication operation in a program.
9.6.5 Define the divide operation in a program.
9.6.6 Define the remainder operation in a program.
9.6.7 Define the rounding process used with arithmetic operations.
9.6.8 Define the use of other computing operation in a program.
9.6.9 Define the arithmetic operation symbols.
9.6.10 Define the truncation process within arithmetic operations.
9.6.11 Define the order of operations.
9.6.12 Demonstrate the use of the accumulation process.

9.7 Unit Seven Objectives.

At the end of this unit of instruction, the student will be able to:
9.7.1 Define character manipulation.
9.7.2 Define concatenation techniques.
9.7.3 Define techniques for the separation of character data.
9.7.4 Demonstrate the use of the character manipulation verbs.

9.8 Unit Eight Objectives.

At the end of this unit of instruction, the student will be able to:
9.8.1 Demonstrate the use of the If Then Else statement to make decisions in programs.
9.8.2 Demonstrate the use of nested Ifs to improve program efficiency.
9.8.3 Demonstrate the use of the case structure to make decisions in processing.
9.8.4 Demonstrate the use of statements to transfer control to modules within programs.
9.8.5 Define the condition structure used within a program.
9.8.6 Define compound conditions.
9.8.7 Demonstrate the process of defining and using condition names in a program.

9.9 Unit Nine Objectives.

At the end of this unit of instruction, the student will be able to:
9.9.1 Define alternate forms of input and output.
9.9.2 Demonstrate the use of the tools for designing screens.
9.9.3 Identify the qualities of a well-defined screen.
9.9.4 Demonstrate the use of screen design tools.
9.9.5 Demonstrate the use of the designed screens within a program.
9.9.6 Define interactive programming.
9.9.7 Define the differences between batch and interactive processing.
9.9.8 Demonstrate the use of the screens in an interactive program.
9.9.9 Demonstrate the use of the verbs for interactive processing.

9.10 Unit Ten Objectives.

At the end of this unit of instruction, the student will be able to:
9.10.1 Define a control break.
9.10.2 Demonstrate single control break processing.
9.10.3 Demonstrate multiple control break processing.

9.10.4 Define group indicated and group printed reports.
9.10.5 Demonstrate the use of proper report characteristics in the process of generating output from a program.
9.10.6 Demonstrate the use of headings on reports.

9.11 Unit Eleven Objectives.

At the end of this unit of instruction, the student will be able to:
9.11.1 Define data validation.
9.11.2 Demonstrate the use of decision statements to validate data.
9.11.3 Define the importance of data validation in all programs.
9.11.4 Demonstrate the use of error handling techniques.

9.12 Unit Twelve Objectives.

At the end of this unit of instruction, the student will be able to:
9.12.1 Identify the debugging tools and techniques that are available.
9.12.2 Demonstate the use of the debugging tools and techniques.
9.12.3 Demonstrate the identification of problem area and solutions.

10.0 PRIMARY INSTRUCTIONAL METHODOLOGIES:

10.1 Lab Exercises
10.2 Lectures and Readings
10.3 Discussion

11.0 GRADING CRITERIA:

11.1 The instructor will provide the grading criteria to the students at the beginning of the course.
11.2 Course grades will be assigned using the letter grades A-F as identified in the college catalog.

2/02, 2/05, 12/06, 2/09

Project Lead the Way(PLTW) – Computer Science and Software Engineering
Syllabus

Class: CIS 450 -- 81002

Semester: Fall 2017

Classroom and Class Time: L107A – TR @ 9:30 to 11:55 am

Start and End Dates: 8/22/2017 to 12/14/2017

Academic Department: Career and Technical Education -- Peosta

Final: The final examination date and time will be announced generally by the fifth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout their scheduled timeframe including the final exam date.

Instructor Information

Name: Patricia Oberbroeckling

Phone: 563-556-5110 or 800-728-7367, Ext: 235

Email: oberbroecklingp@nicc.edu

NICC email is the official means of communication, you should regularly check your email.

Office Location: Room 135

Office Hours: MW – 12:30 to 3:00pm

Best method to contact instructor: by email

NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.

Course Information

Course Description

CSE implements the College Board's CS Principles framework. Using Python® as a primary tool and incorporating multiple platforms and languages for computation, this course aims to develop computational thinking, generate excitement about career paths that utilize computing, and

introduce professional tools that foster creativity and collaboration. Projects and problems include app development, visualization of data, cybersecurity, and simulation.

Primary Common Learning Outcome Assessed: Think Critically

Unit Objectives
Refer to the course guide in the Brightspace course room under the Syllabus topic in the content area.

Required Materials
No Textbook

Computer storage. Possibilities include your hard-drive, Google Drive or a USB drive.

Methods of Delivery: Face-to-face

Grading Procedures and Scale

Student comprehension and performance will be evaluated by the student's ability to complete all of the assigned coursework and exams. Assignments will be submitted through Dropbox in **Brightspace**. Assignments submitted through email, unless otherwise specified within the assignment instructions, will **not** be graded. Assignments will be graded and scores posted in Brightspace within one week from the due date.

The total earned points will be converted to a percentage, the percentage will be rounded, and applied to the following grading scale to determine the final grade.

Grade	Grading Scale by Percent of Total Points *Ex. (94 - 100%)*	Grading Scale by Points *Ex. (940 - 1000+)*
A	96 – 100%	431 – 449
A-	93 – 95%	418 – 427
B+	90 – 92%	404 – 413
B	87 – 89%	391 – 400
B-	84 – 86%	377 – 386
C+	80 – 83%	359 – 373
C	75 – 79%	337 – 355
C- (or P)	70 -74%	314 – 332
D+	66 – 69%	296 – 310
D	63 – 65%	283 – 292

D-	60 – 62%	269 – 278
F (or NP)	00 – 59%	0 – 265

	# of Assignments	Points
Chapter homework	40	410
Daily Quizzes	5	19
Tests	1	20
Total Points possible	46	449

Course Calendar

Details of the course, deadlines, and organization can be found at the end of the syllabus.

Student Course Feedback

Prior to course completion you will receive an email providing a link to share your feedback. You are **EXPECTED** to complete the feedback form for each class.

Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

Course Policies

Attendance/Academic Engagement

Students are expected to attend every class. The amount of time spent on the course depends on the type of learner you are, the level of proficiency you are at, and your desire to learn. Only you can determine how much time to spend, but the student should expect to spend about 15-18 hours a week on this course, 5 hours in class and 10 to 13 hours outside of class. Before you continue with the course, be sure you can devote the correct amount of time to the subject. Be sure to take into account other course work, your work schedule (including travel), your family life, and any other factors that may influence your study time. You are the most important factor in this formula for your success. To succeed you must put in maximum effort and communicate with me and your fellow students.

As a student in this course you are responsible for reading, studying, asking questions, completing assignments, checking your email, announcements, discussion, grade book at least twice a week and being organized and staying on schedule for the entire semester.

Not having the required materials the first day of class is not a valid excuse for an extension on assignments. It is your responsibility to start the class on the first day with all required materials.

Choosing to not complete all required assignments does not give a valid reason to request extra credit. There is NO extra credit for this class.

Academic Dishonesty

NICC is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the NICC College Catalog (www.nicc.edu/catalog) for a definition of academic dishonesty and potential disciplinary actions associated with it.

Generally, scholastic dishonesty is interpreted as cheating on an examination or assignment, which includes giving or receiving information, copying, using unauthorized materials in test, collaboration during examinations, substituting for another person or allowing substitutions during examination; plagiarism, submission of work other than one's own; and collusion with another person or persons in submitting work for credit unless such collaboration is approved in advance by the instructor.

Plagiarism: Webster's Third International Dictionary defines plagiarism as follows:
"Plagiarism—to steal and pass off, as one's own the ideas or words of another; to use without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft."
For a detailed explanation of plagiarism, visit the Lib Guide on plagiarism at
http://nicc.libguides.com/citingsources

The consequences for violating the academic misconduct policy are as follows:
First offense: The student will receive a "0" for the given assignment or exam. The student will not be allowed to redo the assignment or exam. Documentation of the offense will be given to the Dean and placed in the student's academic file. Students are encouraged to speak with the instructor to discuss their actions.
Second offense: If a student commits another act of academic misconduct, the student will receive a "0" for the

given assignment or exam and a final grade of "F" for the course. Documentation of the offense will be given to the Dean and placed in the student's academic file.

Late Work
Any work not submitted by the due date/time will be considered late. Late work will not be accepted without a previous discussion with the instructor and an exception granted by the instructor. I will allow only one assignment to be submitted late throughout the semester.

Missing Assignments
Any missing assignments will be given a zero.

Makeup Testing
No late or make-up exams will be given without prior arrangements made with the instructor.

Use of Technology in the Classroom

Cell Phone/Text Messaging Usage
Prohibited during scheduled class time

Laptop Use
By request, with instructor's permission; recreational use during scheduled class time is prohibited

Recording
By request, with instructor's permission

Classroom Conduct

Students are responsible to know the Student Conduct code in the College Catalog.

Behavior
Appropriate conduct is required at all times in the classroom environment. You need to use professional language and attitudes when addressing all members of the class. You may not use in class or post messages on discussions that use foul language or inappropriate comments. Use of this nature will result in immediately being denied access to the course. We all need to remain respectful of everyone in the class at all times. Any issues you need to discuss that are personal or concerning grades, missed assignments, feelings towards another student or the instructor are to be addressed with face-to-face communication with the instructor or the course email in Brightspace.

Always allow yourself extra time to accommodate any technical difficulties you may experience. Technical difficulties do not give you an excuse to hand in late assignments. Loss of a student's storage media, assignments, equipment failure or loss of ISP will not excuse the student from completing the course requirements on time. You need to have a backup plan in place at the beginning of this class so in case your equipment fails you can still complete and submit your assignments on time.

If you cannot or choose not to complete the course, please contact an advisor to drop or withdraw. Students who remain enrolled but fail to complete the requirements of the course will receive a "F".

Emergency Procedures
In the event of an external or internal disaster, follow the directions the placards in each room. Drills will be held for external and internal emergencies. In the event of a medical emergency call 9-911 from any college telephone.

Additional Information

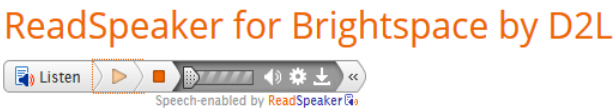
Disclaimer:

The course calendar is a guide and subject to change due to unexpected and unavoidable issues, weather conditions, power outages, etc.. Announcements regarding changes will be made in class and/or via Brightspace Announcements.

Learning Center
The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension. www.nicc.edu/readspeaker



Course Copyright
All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

Netiquette
The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

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Course Calendar

Due Date	Assignment	Lesson	Unit	Point Value	PLO	CLO
8/31/17	Lightbot	Algorithms, Graphics, and Graphical User Interface	Unit 1	10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/5/17	Scratch - Branching and Iteration			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/5/17	Scratch - Objects and Methods			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/7/17	Scratch - Variable Roles I			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/7/17	Scratch - Variable Roles II			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/12/17	Bits and Bytes			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/12/17	Check for Understanding - Binary Representation			2	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/14/17	App Inventor Basics			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/14/17	Modifying a Program			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/19/17	Designing an App			20	Students will be able to understand comprehensively the stages of computer development.	Think Critically
9/26/17	Programs are Data			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life

9/28/17	Python - Variables and Functions			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
9/28/17	Python - Branching and Output			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/3/17	Nested Branching and Input			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/3/17	Strings			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/10/17	Python - Tuples and Lists			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/10/17	Check for Understanding #1 - Variable Types			5	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/10/17	Check for Understanding #2 - Variable Types			5	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/12/17	Python - While Loops			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/12/17	Python - For Loops			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/24/17	Python - Procedural Abstraction			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/24/17	Python - Objects and Methods			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/26/17	Python - Images and Arrays			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/31/17	Python - Imaging Library API			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
10/31/17	Python - Image Algorithms			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
11/2/17	Python - MVC Pattern with Tkinter			10	Students will be able to work effectively in teams to design and implement solutions.	Apply knowledge and skills to life
11/9/17	The Internet and the Web	The Internet	Unit 2	10	Students will be able to analyze the local impact of computing on individuals.	Apply knowledge and skills to life

11/14/17	Favorite Websites, Browsers, and Search Engines			10	Students will be able to analyze the local impact of computing on individuals.	Apply knowledge and skills to life
11/14/17	Protocols and Bandwidth			10	Students will be able to analyze the local impact of computing on individuals.	Apply knowledge and skills to life
11/14/17	Check for Understanding - Internet Protocols			2	Students will be able to analyze the local impact of computing on individuals.	Apply knowledge and skills to life
11/16/17	HTML and CSS			10	Students will be able to understand comprehensively the stages of computer development.	Apply knowledge and skills to life
11/16/17	Secure Protocols			10	Students will be able to analyze the local impact of computing on individuals.	Apply knowledge and skills to life
11/16/17	HTML Quiz			5	Students will be able to understand comprehensively the stages of computer development.	Apply knowledge and skills to life
11/21/17	HTML5 and Javascript			10	Students will be able to understand comprehensively the stages of computer development.	Apply knowledge and skills to life
11/28/17	The Vulnerable User			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
11/28/17	Security by Encryption			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
11/30/17	Time Series and Trends	Raining Reigning Data	Unit 3	10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
11/30/17	Privacy Issues with Data			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
12/5/17	Data Innovations and Parallel Algorithms			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life

12/5/17	Pie Charts and Bar Graphs			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
12/5/17	Histograms and Distributions			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
12/7/17	Inferential Statistics			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
12/7/17	Linked Data			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
12/12/17	Geographic Data			10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life
12/12/17	Simulations	Intelligent Behavior	Unit 4	10	Students will be able to identify the importance of maintaining the integrity of data.	Apply knowledge and skills to life

Structured Systems Analysis
Syllabus

Class: CIS 505 -- 81001

Semester: Fall 2017

Classroom and Class Time: 1:00PM – 4:05PM TR

Start and End Dates: 8/22/2017 to 12/14/2017

Academic Department: Career and Technical Education -- Peosta

Final: The final examination date and time will be announced generally by the fifth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout their scheduled timeframe including the final exam date.

Instructor Information

Name: Joanie McDonough

Phone: 563-556-5110 extension 310

Email: mcdonoughj@nicc.edu

NICC email is the official means of communication; you should regularly check your email.

Office Location: 128

Office Hours: 9:30-10:30AM MW; 4:00-5:00PM TR

Best method to contact instructor: EMAIL

NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.

Course Information

Course Description

This course the student with the information needed for effective participation in a business environment dependent upon computers and their applications. This course emphasizes the application of a structured, top-down process for the development of computer-based information systems, the concept of a system development life cycle, and methods for managing the complex

tasks associated with the various systems development life cycle phases..

Primary Common Learning Outcome Assessed: Think Critically

Unit Objectives

By the end of this course, students will be able to do the following:

- Apply various methods to a successful systems development team project.
- Develop questions for and carry out an interview for the purpose of system development.
- Identify a variety of tools that are commonly used in system analysis.
- List and describe the phases of System Development.
- Work with a team to analyze a client's system.
- Prepare and present recommendations to the client.

Required Materials: A flash drive is recommended.

Methods of Delivery: *Face-to-face*

Grading Procedures and Scale

Final Presentation	60%
Documentation	20%
Worksheets	10%
Chapter Quizzes	10%

Grades will be posted into Brightspace.

Grading Scale	
percentage	grade
93% - 100%	A
86% - 92%	B
78% - 85%	C
70% - 77%	D
0% - 69%	F

Course Calendar

Details of the course, deadlines, and organization can be found at the end of the syllabus.

Student Course Feedback

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Assessment

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Course Policies

Attendance/Academic Engagement
Students are expected to be present each for lecture and lab activities. Missed labs have to be made up in order to make up the points. The instructor will report students with excessive absences for financial aid accountability.

Academic Dishonesty
Be prepared to defend your assignments orally. Discussion of labs is encouraged, but copying of labs is forbidden. Students turning in other's work as their own will receive a grade of F for the course. Written assignments may be submitted to Turnitin.com for evaluation of potential plagiarized material.

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Laptop Use
Student discretion

Recording
Student discretion

Classroom Conduct

Behavior
Students are responsible to know college Conduct Policies/ Procedures in the Student Handbook.

Emergency Procedures
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Additional Information

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This syllabus and its course calendar are subject to change at any time.

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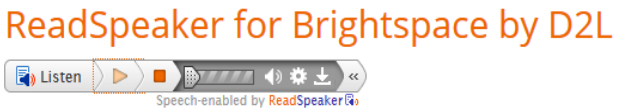

Course Copyright
All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

Netiquette
The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

Accommodation Policy:
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Statement of Non-Discrimination

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society. Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Course Calendar

Due Date	Assignment	Lesson	Point Value	Program Learning Outcome	Common Learning Outcome
8/31/2017	Worksheets, Labs	Systems Planning	20%	Participants will gain knowledge of the system development life cycle.	Apply knowledge and skills to life
9/21/2017	Worksheets, Labs	Systems Analysis	20%	Participants will gain knowledge of the system development life cycle.	Apply knowledge and skills to life
10/12/2017	Worksheets, Labs	Systems Design	20%	Participants will gain knowledge of the system development life cycle.	Apply knowledge and skills to life
11/2/2017	Worksheets, Labs	Systems Implementation	20%	Participants will gain knowledge of the system development life cycle.	Apply knowledge and skills to life
11/30/2017	Worksheets, Labs	Systems Support and Security	20%	Participants will gain knowledge of the system development life cycle.	Apply knowledge and skills to life
12/12/2017	Final Presentation		60%	Participants will gain knowledge of the system development life cycle.	Apply knowledge and skills to life

NORTHEAST IOWA COMMUNITY COLLEGE
Calmar/Peosta

Course Guide for: **PROGRAMMING SUPPORT**

1.0 COURSE TITLE: Programming Support

2.0 CATALOG NUMBER: CIS:732

3.0 SEMESTER HOUR CREDIT: 3

4.0 LECTURE HOURS: 32

5.0 LAB HOURS: 32

6.0 COURSE DESCRIPTION:

This course is designed to provide students with an understanding of programming support issues faced within the computer industry. The role of the programmer and decisions which affect the success of application systems are discussed. Emphasis is placed on how people, processes, technology, and information affect the typical program.

6.1 All of the following prerequisite courses need to be passed with a minimum of a C- to progress in the Computer Analyst major: Prerequisite: CIS:207. Corequisite CIS:161.

7.0 GENERAL COURSE GOAL(S):

To provide students with conceptual as well as practical knowledge of program related documentation and support. The course will provide practical exercises to develop skills in quality control for applications and the support of programs through their life. The course will also focus on the use of hands-on experience utilizing grammatically concise language to produce useful software documentation. The student will be responsible for creating both paper based and electronic, on-line documentation. This course will explore other related areas of program support.

8.0 MAJOR UNITS OF INSTRUCTION:

8.1 Structured Walkthrough.
8.2 Programming Standards.
8.3 Documentation.
8.4 Check Out Procedures.
8.5 Live Environment.
8.6 Customer Support.

9.0 UNIT OBJECTIVES:

9.1 Unit One Objectives.

At the end of this unit, the student will be able to:
9.1.1 Define the purpose of a structured walkthrough.
9.1.2 Explore the techniques used to improve the quality of computer programs.

9.2 Unit Two Objectives.

At the end of this unit, the student will be able to:

9.2.1 Define programming standards for data.
9.2.2 Define programming standards for source code.

9.3 Unit Three Objectives.

At the end of this unit, the student will be able to:
9.3.1 List the components of good, accurate program documentation.
9.3.2 Develop a data dictionary for a sample program.
9.3.3 Internally document a given program.
9.3.4 Develop complete external documentation for a sample program.

9.4 Unit Four Objectives.

At the end of this unit, the student will be able to:
9.4.1 Define procedures for software checkout for updating.
9.4.2 Practice the process of software checkout using applications.

9.5 Unit Five Objectives.

At the end of this unit, the student will be able to:
9.5.1 Define live environment versus test environment.
9.5.2 Discuss the methods for moving applications into live environment.

9.6 Unit Six Objectives.

At the end of this unit, the student will be able to:
9.6.1 List the steps of the incident management process.
9.6.2 Exhibit problem solving skills within help desk simulated exercises.
9.6.3 Discuss the various layers of technical support and ancillary support tools.
9.6.4 Discuss the concept of proactive support.
9.6.5 Discuss the challenges of support during system conversions and upgrades.
9.6.6 Discuss methods of dealing with the difficult customer.

10.0 INSTRUCTIONAL METHODOLOGIES:

10.1 Lab exercises.
10.2 Lectures and readings.
10.3 Discussion.

11.0 GRADING CRITERIA:

11.1 The instructor will provide the grading criteria to students at the beginning of the course.
11.2 Grades will be assigned for work completed using the letter grades A-F as identified in the college catalog.

NORTHEAST IOWA COMMUNITY COLLEGE
Calmar/Peosta

Course Guide for: **COMPUTER PROJECT SEMINAR**

1.0 COURSE TITLE: Computer Project Seminar

2.0 CATALOG NUMBER: CIS:800

3.0 SEMESTER HOUR CREDIT: 3

4.0 LECTURE HOURS: 16

5.0 LAB HOURS: 64

6.0 COURSE DESCRIPTION:

Students will develop a computerized solution to a simulated or real business problem. The system will be developed in a team environment with emphasis placed on the knowledge and skills developed in previous computer courses. The students will assess system needs, to determine the most appropriate solution to the specifications. The course also explores emerging trends and new topics in information technology.

6.1 Prerequisite(s): All of the following prerequisite courses need to be passed with a minimum of a C- to progress in the Computer Analyst major. Prerequisites: CIS:303, CIS:505, and one of the following programming languages: CIS:161, CIS:207, or CIS:400

7.0 GENERAL COURSE GOAL(S):

This course allows the student to synthesize knowledge learned and skills developed in previous computer courses by applying this knowledge and skill set to a hands-on project based on user needs, either simulated or real business. The student will work in team environments with a common goal of planning and developing a solution to the specifications. The student will also explore emerging trends and new topics in information technology.

8.0 MAJOR UNITS OF INSTRUCTION:

8.1 The Project Guidelines.
8.2 Development of the Project Solution.
8.3 Emerging Trends and New Topics.

9.0 UNIT OBJECTIVES:

9.1 Unit One Objectives.

At the end of this unit, the student will be able to:
9.1.1 Explain the guidelines of the computerized project.

9.2 Unit Two Objectives.

At the end of this unit, the student will be able to:
9.2.1 Break the project into a series of task lists.

9.2.2 List and allocate resources (both physical and non-physical) needed to complete the project tasks.
9.2.3 Demonstrate knowledge and skills obtained in previous computer courses by producing a completed project solution.
9.2.4 Formally present the project solution to the client.

9.3 Unit Three Objectives.

At the end of this unit, the student will be able to:
9.3.1 Discuss emerging trends and new topics in information technology.

10.0 INSTRUCTIONAL METHODOLOGIES:

10.1 Lab Exercises.
10.2 Lectures and Readings.
10.3 Discussion.

11.0 GRADING CRITERIA:

11.1 The instructor will provide the grading criteria to students at the beginning of the course.
11.2 Grades will be assigned for work completed using the letter grades A-F as identified in the college catalog.

Revised 2/02, 12/04, 2/05, 12/06, 10/09, 2/10, 12/12

Troubleshooting
Syllabus

Class: NET 103 -- 81001

Semester: Fall 2017

Classroom and Class Time: 10:00AM – 11:55AM TTH

Start and End Dates: 8/21/2017 to 12/15/2017

Academic Department: Career and Technical Education -- Peosta

Final: The final examination date and time will be announced generally by the fifth week of classes. I will announce the final examination date and time for this course on Brightspace once it is known. Do not plan your end of the semester travel plans until the final exam schedule is made public. It is your responsibility to know the date, time, and place of the final exam. Every class must have a final meeting during the established time frame. All classes are required to meet throughout their scheduled timeframe including the final exam date.

Instructor Information

Name: Patrice Caux

Phone: 563-556-5110 extension 218

Email: cauxp@nicc.edu

NICC email is the official means of communication, you should regularly check your email.

Office Location: 128

Office Hours: 3-4:30PM MW; 3-4PM TTH

Best method to contact instructor: EMAIL

NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.

Course Information

Course Description

The course is designed to provide students with the knowledge of basic troubleshooting skills. These skills apply to the troubleshooting of microcomputer hardware and software.

Primary Common Learning Outcome Assessed: Apply knowledge and skills to life

Unit Objectives

Upon completion of this course, the student will be able to perform tasks related to:

- Troubleshooting Strategies.
- Power Supply Problems.
- Monitor Problems.
- Disk Drive Problems.
- Printer Problems.
- Keyboard Problems.
- Network Problems.
- Common Software Problems.

Required Materials: ***A+ Guide to Hardware, Andrews, Dark, and West***

Methods of Delivery: *Face-to-face*

Grading Procedures and Scale	**Hands-On Final**	**20%**
	Written Final Exam	**20%**
	Project	**20%**
	Labs	**20%**
	Quizzes	**20%**

Grades for assignments will be posted into Brightspace within 48 hours of submission.

Grade	Grading Scale by Percent of Total Points *Ex. (94 - 100%)*	Grading Scale by Points *Ex. (940 - 1000+)*
A	**93 – 100%**	
A-	**90 – 92%**	
B+	**88 – 89%**	
B	**83 – 87%**	
B-	**80 – 82%**	
C+	**78 – 79%**	
C	**73 – 78%**	
C- (or P)	**70 – 72%**	
D+	**68 – 69%**	
D	**63 – 67%**	
D-	**60 – 63%**	

Course Calendar

Details of the course, deadlines, and organization can be found at the end of the syllabus.

Student Course Feedback

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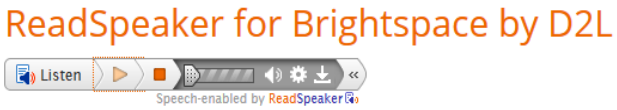

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Course Calendar

Due Date	Assignment	Lesson	Point Value	Program Learning Outcome	Common Learning Outcome
9/12/2017	Test, Notes, Labs	Chapters 1 and 2	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
9/19/2017	Test, Notes, Labs	Chapter 3	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
10/3/2017	Test, Notes, Labs	Chapter 4	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
10/17/2017	Test, Notes, Labs	Chapter 5	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
11/07/2017	Test, Notes, Labs	Chapter 6	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
11/14/2017	Test, Notes, Labs	Chapter 7	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
11/28/2017	Test, Notes, Labs	Chapter 8	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
12/52017	Test, Notes, Labs	Chapters 9	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
12/7/2017	Test, Notes, Labs	Chapter 10	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life
12/12/1/2017	Hands-On Final	Comprehensive	20%	Students will be able to repair, update and upgrade desktop computers and servers.	Apply knowledge and skills to life

NORTHEAST IOWA COMMUNITY COLLEGE

Course Syllabus

Course Number and Name: Operating Systems (NET 156)

Semester: Spring 2017

Classroom & Class Time: TTH 11 am – 12:55 pm, Lab 107A

TTH 1-2:55 PM, Lab 107A

Instructor Information

Name: Barry Eichelberger

Phone: (563) 556-5110, ext. 251

Email Address: eichelbergerb@nicc.edu

Office Location: Peosta campus, Room 127

Office Hours: Mondays and Wednesdays 10AM to 12PM,

Communication: Please use Instructor's email address for all communications. Expect a response within 24 hours, except on weekends, when replies are not guaranteed.

Course Information

Course Description: This course introduces the student to the concepts and techniques needed to effectively control the operation and resource allocation of a computer system. It emphasizes effective internal resource management and how these principles apply to the mainframe, mid-range, and micro computing environments.

Primary Student Learning Outcome Assessed: Apply knowledge and skills to life.

Course Objectives: By the end of this course, students will be able to do the following:

- Identify the basic elements of an operating system.
- Explain the instruction cycle.
- Describe cache memory principles and design.
- Discuss I/O communication techniques, management, and scheduling.
- List operating system objectives and functions.
- Explain the evolution of operating systems.
- Identify processes, threads, and multiprocessing environments.
- Differentiate process states.
- Describe memory and virtual memory management.
- Compare single processor, multiprocessor, and real-time scheduling.
- Discuss file organization and access.
- Compare network protocols.
- Discuss network security.

NORTHEAST IOWA COMMUNITY COLLEGE

Required Materials: Understanding Operating Systems, Seventh Edition, by Ann McIver McHoes and Ida M. Flynn and a flash drive are required.

Methods of Assessment: There will be a midterm and a final evaluation.

Grading Scale and Procedures: Students will be graded on preparation and participation, assignments and tests. At the end of the term, the scores will be converted to a percent and applied to the following grading scale:

92-100%	A	72-77%	C
90-92%	A-	70-71%	C-
88-89%	B+	68-69%	D+
82-87%	B	62-67%	D
80-81%	B-	60-61%	D-
78-79%	C+	Below 60%	F

Grades are posted within a week of submission.

Methods of Delivery: Lab exercises, lectures, and discussions will be used most frequently. There will be occasional worksheets and handouts.

Course Calendar:

01/09-01/22 Chapter 1

01/23-01/29 Chapter 2

01/03-02/05 Chapter 3

02/06-02/12 Chapter 4

02/13-02/19 Chapter 5

02/20-02/26 Chapter 6

02/27-03/12 Chapter 7

03/13-03/19 Chapter 8

03/20-03/26 Chapter 9

03/27-04/02 Chapter 10

04/03 -04/09 Chapter 11

04/10-04/23 Chapter 12

04/24-05/07 Hands-on Labs

05/09 (TTh) Final Exam

Course Policies

Attendance/Participation: Students are expected to attend and participate in class.

NORTHEAST IOWA COMMUNITY COLLEGE

Academic Dishonesty: Academic honesty is a c ce that comes from knowing you have mastered the targeted skills and knowledge.
All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

1. *Plagiarism* - presenting someone else's words, ideas, or data as your own work.

2. *Fabrication* - using invented information or falsifying research or other findings.

3. *Cheating* - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to: Copying from another learner's work; Allowing another learner to copy from your work; Using resource materials or information to complete an assessment without permission from your instructor; Collaborating on an assessment (graded assignment or test) without permission from the instructor; Taking a test for someone else or permitting someone else to take a test for you.

4. *Academic Misconduct* - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes.

Any student found to be involved in any of the above behaviors will be subject to the following disciplinary action:

1. First offense: All students involved will receive zero credit for the assignment in question.
2. Additional offenses:
    a. All students involved will receive zero credit for the course.

A notice of Academic Misconduct will be submitted to the Department Dean for inclusion in the students' permanent record.

Late Work: Late assignments will be accepted for a period of one week after the due date.

Missing Assignments: Missing assignments will receive a grade of 0.

Makeup Testing: Exams that are missed without an excused absence will receive a grade of zero unless prior arrangements have been made.

Classroom Conduct

Cell Phone/Text Messaging Usage: Please set your phones to silent or vibrate.

Laptop Use: Students are allowed to use laptops in class.

Tape Recording: You may record the lectures.

Behavior: Students are expected to know and abide by the Conduct Code outlined in the College Catalog.

NORTHEAST IOWA COMMUNITY COLLEGE

Emergency Procedures: In the event of an emergency, please follow the procedure posted in each classroom for emergency exits and/or safe locations, or follow the instructions of your instructor.

Disclaimer: The schedule is a guide for activities and subject to change.

Learning Center: The NICC Learning Centers provide tutoring assistance free of charge to any student Monday through Friday. Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Accommodation Policy: The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for qualified students with disabilities. Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs instructional accommodation is encouraged to contact the Coordinator of Disability Services, Peosta Campus, at 563-556-5110 or 1-800-728-7367, ext. 280 or Calmar Campus, at 563-562-3263 or 1-800-728-2256, ext. 258.

Statement of Non-Discrimination:

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

NORTHEAST IOWA COMMUNITY COLLEGE

Course Syllabus

Course Number and Name: *NET: 727 – Networking Essentials*

Semester: Spring 2016

Classroom & Class Time: M-W 13:30 - 15-30 Room 111

Instructor Information

Name: Patrice Caux

Phone: 563-566-5110 x 218

Email Address: cauxp@nicc.edu

Office Location: Peosta – L128

Office Hours: Tuesday and Thursday 10-11AM or by appointment

Communication: Students should communicate with the Instructor via e-mail (see above for address). Students should expect a response within 24 hours during the school week. E-mails are generally not returned during the week-end.

Course Information

Course Description: This course will cover basic networking concepts, technologies, and procedures. Students will apply these concepts in various hands-on activities, including building, monitoring, and troubleshooting a simple home/small business network.

Primary Student Learning Outcome Assessed: Acquire and **a**pply knowledge in the realm of networking technology

Course Objectives: Analyze current networking lexicons and network types; Manage local shared network directories; Demonstrate basic knowledge of IP addressing concepts; Analyze tangible and intangible network media; Analyze basic network interface concepts; Analyze current standard network topologies; Analyze currently used network architectures; Analyze both simple and complex network operations; Analyze both Enterprise and Distributed networks; Analyze wide-area and large-scale networks; Analyze the OSI networking model; Analyze the 802 networking model;Configure operating system's protocol properties;Configure a network client;Configure remote access and dial-up networking service;Analyze network administration; Analyze network Internet resources;Demonstrate the use of Internet, FTP, and Gopher resources; Demonstrate the use of network monitoring applications; Analyze network packet, protocol, and access method communications; Analyze common network problems.

Required Materials :

- *Guide to Neworking Essentials 7th Edition by Greg Tomsho*

NORTHEAST IOWA COMMUNITY COLLEGE

Methods of Assessment:

- Assignments: 20%
- Journals: 10%
- Tests 20%
- Hands-on Final: 25%
- Final: 25%

(Note: Students may take tests a maximum of two times, and the last score will be used for NICC grading. A grade of 70% is required for the following: online final, skills-based final and case study. Labs must be completed prior to chapter tests.)

Grading Scale and Procedures

92-100%	A	72-77%	C
90-93%	A-	70-71%	C-
88-89%	B+	68-69%	D+
82-87%	B	62-67%	D
80-81%	B-	60-61%	D-
78-79%	C+	Below 60%	F

Methods of Delivery

1. Online study
2. Lectures, discussions, and brainstorming
3. Lab exercises
4. Handouts, Internet and periodical research

Course Calendar

Please see Brightspace for all due dates and activities for this class.

Student Course Evaluation: Prior to course completion you will receive an email providing a link to share your feedback

NORTHEAST IOWA COMMUNITY COLLEGE

Course Policies

Attendance/Participation
Students are expected to attend class regularly and to come prepared to fully participate in all class activities. Attendance will be taken at the beginning of each class session. Students arriving late will be marked absent,

Academic Honesty

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

1. ***Plagiarism*** - presenting someone else's words, ideas, or data as your own work.

2. ***Fabrication*** - using invented information or falsifying research or other findings.

3***. Cheating*** - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to: Copying from another learner's work; Allowing another learner to copy from your work; Using resource materials or information to complete an assessment without permission from your instructor; Collaborating on an assessment (graded assignment or test) without permission from the instructor; Taking a test for someone else or permitting someone else to take a test for you.

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2. Additional offenses:
    a. All students involved will receive zero credit for the course.
    b. An notice of Academic Misconduct will be submitted to the Department Dean for inclusion in the students' permanent record.

Late Work: May **ONLY** be submitted for credit with the instructors permission.

Missing Assignments: May **ONLY** be submitted for credit with the instructors permission.

Makeup Testing: Only by arrangement with the instructor.

NORTHEAST IOWA COMMUNITY COLLEGE

Classroom Conduct

Cell Phone/Text Messaging Usage: Phones should be silenced. All phone conversations should be conducted outside of the classroom.

Laptop Use: Permitted

Tape Recording: Permitted with the instructor's permission.

Behavior: Students are responsible to know the Student Conduct code in the College Catalog)

Emergency Procedures: Are clearly posted on a placard next to the classroom door. Students should familiarize themselves with these procedures**.**

Disclaimer: The course calendar, as indicated in Xpress, is a guide for activities and subject to change. The instructor reserves the right to modify any part of this syllabus at any time deemed necessar***y***

Learning Center:

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