Course Plan (Syllabus)

ITE 105 -- Mr. Faigle -- Spring 2010

Course Number and Title: ITE 105 - IT Careers & CyberEthics
Instructor: Mr. Tom Faigle
Prepared by: Mrs. Carlotta Eaton (signature on file)
Approved by: Division Chairman (signature on file)

I. Course Description

Career paths in Information Technology will be explored to help the student determine the appropriate degree plan. Career paths will include but not be limited to software development, computer science, database, networking, system administration and operations, end user support, web design, and management. The student will learn ethical concerns in business and information technology including the ACM Code of Ethics. Lecture 2 hours per week. 2 credits. Lecture 2 hours per week. 2 credits.

II Instructional Materials


- **Important Note**: Buy only a new copy of this book. It contains a one-time use code.


- **Flash drive** at least 256KB or portable hard drive.

- **Notebook** to take notes, **Folder** with pockets to organize handouts and assignments.

- **Course Web page** [www.nr.edu/ite105](http://www.nr.edu/ite105)

- **Blackboard site** will only be used for discussion board items unless indicated otherwise by your instructor.

- **Computer** with an Internet connection, browser such as Internet Explorer, and Word. Computers are available in the Mall Lab 109, Mall hallways, Library, Rooker 253, and Rooker 254 labs for your use while on campus. Please check the lab schedules on the
lab doors to determine availability.

High School Level Pre-Requisite Knowledge

- Computer key boarding with at least 30 wpm with 2 errors.
- Windows operating system basics such as booting up the system, starting an application, exiting an application and using the Windows help system.
- Windows management basics such as maximizing, minimizing, resizing, tiling and closing windows on the screen.
- File and folder basics such as creating, copying, deleting and moving folders, and creating, copying, deleting, moving and finding files in the appropriate folder.
- Word processing basics such as opening, editing, saving changing and printing existing documents and creating new documents with Word.
- Web browser basics such as using a browser to search and find specific web sites or topics.

III. Evaluation

The course grade will be determined on class and team participation, attendance, written assignments, and computer assignments. Grades will be earned according to the following point schedule. Assignments must be submitted on time to avoid a 0 grade.

**Grading**: Assignments = 300; Class Participation=100

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>360-400</td>
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<tr>
<td>B</td>
<td>320-359</td>
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<tr>
<td>C</td>
<td>280-319</td>
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<tr>
<td>D</td>
<td>240-279</td>
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<tr>
<td>F</td>
<td>0 - 239</td>
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IV. Professor Location

Mr. Tom Faigle
Office: Mall 125
Phone: (540) 674-3600 x4145
Email: tfaigle@nr.edu or tfaigle@vt.edu

V. Attendance Requirements

No-Show Policy
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

Attendance
Students are expected to maintain regular, consistent attendance. Attendance will be taken at the beginning of each class.

If you miss a class, you are responsible for getting the missed material. Let your instructor know in advance if possible any day that you will miss a class. Read the text material, check the course web pages, or contact a classmate for notes before contacting the professor if you miss a class meeting.

Excessive absences (twice the number of weekly meetings) will result in **Faculty Initiated Withdrawal** during the first 60% of the course, and an F in the last weeks of the course. No refund will be applicable.

**Inclement Weather Policy**

If NRCC cancels classes due to inclement weather, any quizzes or exams scheduled for that day will be taken at the next class meeting. Any assignments are also due at the next class meeting.

If NRCC is open, but the roads are bad at your home please stay home. Don't risk your life to come to school. Call or email your instructor. We will view the high school closings to grant leniency for any assignments due.

**VI. Course Content - Tentative schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
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</table>
| 1    | - Syllabus  
- IT web site and IT degrees at NRCC  
- ITE 105 web site  
- Dispelling the myths of the IT profession  
- Introduction to IT Career Builder's Toolkit |
| 2    | - **Career Builder Toolkit textbook**  
- Chapter 1 The Toolkit Approach to Career Development  
- Chapter 2 Career Building Defined  
- Chapter 3 Information Technology: A Great Career  
- Chapter 4 Defining Yourself: Aptitudes and Desires  
- Learning more about yourself - Learning Styles, Personality, Multiple Intelligence |
| 3    | - **Strengths Quest textbook**  
- Strengths Quest Assessment tool  
- Chapter 1 The Nature of Strengths  
- Chapter 2 Gaining Direction for your Quest  
- Chapter 3 Affirming and Celebrating Your Talents |
<table>
<thead>
<tr>
<th>4</th>
<th>● Explore IT Career Pathways</th>
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<tbody>
<tr>
<td>5</td>
<td>● <strong>Ethics in IT Book</strong></td>
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<tr>
<td></td>
<td>● Chapter 1 An Overview of Ethics</td>
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<td>● Chapter 2 Ethics for IT Professionals and IT Users</td>
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<tr>
<td>6</td>
<td>● <strong>Career Builder Toolkit textbook</strong></td>
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<td>● Chapter 5 Self-Assessment</td>
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<td>● Chapter 6 Attitude</td>
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<td>● Chapter 7 Communication Skills</td>
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<td>7</td>
<td>● Job Search Techniques</td>
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<td></td>
<td>● <strong>Career Builder Toolkit textbook</strong></td>
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<td></td>
<td>● Chapter 9 The Cover Letter</td>
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<td>● Chapter 10 The Resume</td>
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<td>8</td>
<td>● <strong>Strengths Quest textbook</strong></td>
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<td>● Chapter 4 Relationships from the Strengths Perspective</td>
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<td>● Chapter 5 Insights into Strengths Development</td>
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<td>● Chapter 6 Considering Strengths when Planning your Education</td>
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<td>9</td>
<td>● <strong>Ethics in IT Book</strong></td>
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<td></td>
<td>● Chapter 3 Computer and Internet Crime</td>
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<td>● Chapter 4 Privacy</td>
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<td>● Chapter 5 Freedom of Expression</td>
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<td>10</td>
<td>● <strong>Career Builder Toolkit textbook</strong></td>
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<td>● Chapter 11 Breaking into IT</td>
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<td>● Chapter 12 Building an Active Contact List</td>
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<td>● Chapter 13 The Job Search</td>
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<td>● Chapter 14 The Interview</td>
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<td>11</td>
<td>● <strong>Strengths Quest textbook</strong></td>
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<td>● Chapter 7 Developing Academic Strengths in College</td>
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<td></td>
<td>● Chapter 8 Developing Leadership Strengths in College</td>
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<td></td>
<td>● Chapter 9 Becoming Your Own Best Educator and Learner</td>
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<td></td>
<td>● Chapter 10 Strengths and Career Planning</td>
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<tr>
<td>12</td>
<td>● <strong>Ethics in IT Book</strong></td>
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<td></td>
<td>● Chapter 6 Intellectual Property</td>
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<td>● Chapter 7 Software Development</td>
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<td>● Chapter 8 Employer/Employee Issues</td>
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<td>● Chapter 9 The Impact of IT on the Quality of Life</td>
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VII. Learning Objectives

Students will be provided the opportunity to develop knowledge and skills in the following areas:

**Computer Careers**

1. Describe the Information Technology career field and job pathways in the field.
2. Find a job opening in IT in Virginia and in the US.
3. Understand the expectations of the profession of IT.
4. Understand learning styles, personality traits, and multiple intelligences and how they apply to different jobs in IT.
5. Job supply and demand and its affect on IT salaries.
6. Create a personal career building toolkit.
7. Understand your personal strengths to use them to help your future career.

**Computer Ethics**

ACM/IEEE-CS Joint Task Force on Computing Curricula 2001 recommends the inclusion of the following 10 units of instruction on social, ethical, and professional topics:

1. History of computing
2. Social context of computing
3. Methods and tools of analysis
4. Professional and ethical responsibilities
5. Risks and liabilities of computer based systems
6. Intellectual property
7. Privacy and civil liberties
8. Computer crime
9. Economic issues in computing
10. Philosophical frameworks
VIII. Instructional Procedures

The course will consist of lectures, discussions, demonstrations, quizzes, and hands-on assignments.

IX. Withdrawal Policy

Student Initiated Withdrawal

A student may drop or withdrawal from a class without academic penalty during the first 60% of a session. For purposes of enrollment reporting, the following procedures apply.

1. After the add/drop period, but prior to a completion of 60% of a session, a student who withdrawals from a class will be assigned a grade of "W".
2. After that time, if a student withdraws from a class, a grade of "F" will be assigned.

See the current NRCC Catalog for more details.

Instructor Initiated Withdrawal

- A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class.
- Students who have not attended class by the last day to drop the class and receive a refund must be deleted by the instructor during the following week. No refund will be applicable.
- When a student's absences equal twice the number of weekly meetings of a class (within the first 60% of classes), the student may be dropped for unsatisfactory attendance in the class by the instructor. The student will be notified of the withdrawal by the Admissions and Records Office.
- See the current NRCC Catalog for more details. Note: A student will be awarded an F for excessive absences with in the last 40% of classes.

Withdrawal From College

A student who wishes to withdrawal form college should contact a counselor to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in doubt and prejudice the student's return to this or another college.

X. Academic Honesty

The NRCC Code of Conduct states:
As a member of the New River Community College Student Body, I will act in a responsible manner with the utmost integrity at all times. I will obey all college rules and regulations. I will respect the rights and privileges of others.

Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action. Penalties include but are not limited to disciplinary probation, withholding of transcript or degree, denial of degree, suspension or expulsion. See the current NRCC Student handbook for more information and details.

**Sexually Explicit Material:** Warning! Despite the wealth of great material on the web, there are also objects in poor taste. Do not download them or view them on any NRCC computer. It goes without saying to not include any of these images on your web pages. Display of sexually explicate images may result in suspension or permanent expulsion from the class at the discretion of the professor. These images are very clearly marked and cannot be downloaded by "accident". Displaying these images on any screen in the computer lab, at any time, would cause embarrassment, would be in extremely poor taste and could be seen as sexually harassment.

**Disability Statement**

If you are a student with a documented disability who will require accommodations in this course, please register with the Disability Services Office located in the Counseling Center in Rooker Hall for assistance in developing a plan to address your academic needs.

**Diversity Statement**

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

**NRCC Learning Links**

Additional resource materials for some New River Community College classes can be found on the NRCC Web-based learning site at nr.edu/learninglinks