



**Instructor**

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**Required Text(s)**

Parsons, A., Oja, D. (2014) [Computer Concepts 2014](#). Introductory. 16<sup>th</sup> Ed. Cengage Publishing. ISBN 978-1-285-09768-8

**Supplementary Material**

<http://www.cengagebrain.com> (Additional Book & Study Resources)

**Course Description**

This three (3) credit hour Technology Foundations course (CRN# 2646) is intended to introduce the student to the common technology and hardware used by knowledge workers and how such technology pervades society as a whole. Topics include PC's, operating systems, file systems/data storage, networks, the internet, web sites, security, mobile technology, GIS, etc.

**Prerequisites**

None

**Communication & Computer Requirements**

Due to the nature of the course, the student will be required to complete assignments using software that may only be available in the laboratory environment. In order to accommodate for this, the department has set aside open laboratory hours in ML119, ML122, ML 121, and PH200 at various times throughout the week (please see posted calendar in Morrow Commons for open lab hours).

In addition, the IST department maintains agreements with various software publishers to provide software for its computer labs as well as for its faculty, staff, and students. Students enrolled in IST department courses are eligible to receive a variety of software applications at no cost for use in their academic endeavors. This includes many of the same applications used in this course (e.g. VMware). You can find this information and more on the IST Web site at <http://www.marshall.edu/isat/software/>. Students enrolled in this course will receive an email sent to their Marshall accounts containing information on accessing the store. Students will need to complete their account registration – which involves entering their name and setting a password – in order to browse and download the software. Once completed, students can use their individual accounts to “purchase” the applications. Purchasing an application will provide a license key and a link to download an installer.

Students will receive emails via Marshall email (Please setup your Marshall account(s) if you have not done so). E-mail will be used to make any general announcements, last minute changes, etc. It is highly recommended that you monitor your email at least once a day. PLEASE ONLY USE MY MARSHALL EMAIL ADDRESS FOR QUICK CORRESPONDENCE. Messages left on MUOnline or any other contact method may result in a delayed and/or no response.

**Course Objectives/Outcomes**

Course Student Learning Outcome	How Practiced in This Class	How Assessed in This Course
Students will demonstrate proficiency in the utilization of contemporary technologies or tools to solve real-world problems	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Midterm Exam, Final Exam
Demonstrate a fundamental	In-class lecture & hands on	Classroom Discussion,



understanding of the common technology used by knowledge workers as well as the significant people and companies that produce them.	laboratory exercises. Maintenance of laboratory journal	Laboratory Journal Exercises, In-Class Laboratory Exercises, Midterm Exam, Final Exam
Explain the core concepts of how these technologies and hardware components function.	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Midterm Exam, Final Exam
Describe how the technologies presented in this course impact and affect our society, our professions, and our daily lives.	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Out of Class Laboratory Exercises, Midterm Exam, Final Exam
Demonstrate the skills necessary to continue learning about these technologies, people, and companies.	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Out of Class Laboratory Exercises, Midterm Exam, Final Exam
Recognize the importance of lifelong learning as it relates to the technologies covered in this course	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class, Out of Class Laboratory Exercises, Midterm Exam, Final Exam
<p>This Technology Foundations course will meet every Monday, Wednesday, and Friday from 10:00-10:50AM in Morrow Classroom 119. There will be 3 contact hours of classroom instruction per week. Coursework will include classroom lectures, a laboratory journal, and exams along with a variety of hands-on and out-of-class assignments. Evaluation of student's performance will be based on the quality of your performance on projects and assignments, student participation, and exams. Evaluation criteria for writing assignments will be distributed in advance in the form of rubrics. A comprehensive study guide will be provided before each exam.</p> <p>Lectures and course materials will be available from MUOnline as they become available. You can log into the course website using your 901 student number at the following address:  <a href="http://www.marshall.edu/muonline">www.marshall.edu/muonline</a></p>		
<b>University Policies</b>		
<p>By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on "Marshall University Policies." Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/?page_id=802">http://www.marshall.edu/academic-affairs/?page_id=802</a></p> <p><i>Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment</i></p>		
<b>Professionalism/Attendance Policy</b>		
<p>This class is considered a hands-on involved course, with some of our time devoted to exploring different types of technology. With that said, any missed classes will result in lost points (1 pt. per class), put the student behind, and make it difficult to pick up with the next class lessons. However, in the event that you MUST miss class, it is the student's responsibility to meet with the instructor to discuss absences due to illness or other reasons. I understand that there are circumstances that may arise throughout the semester that prevent a student from attending class. Documentation of an excused absence can be obtained from the Dean of Student Affairs, MSC 2W38. Excused absences include: death or illness of an</p>		



immediate family member, pre-approved university sponsored activity, athletics, academic activities, short-term military obligation, jury duty/court appointment, and/or religious holiday (see MU Undergraduate Catalog). Nonetheless, if you miss class it is your responsibility as a student to obtain any lecture notes or assignments that you missed on that day.

#### Social Networking Policy

I often receive friend requests from students via Facebook. It is my policy however, not to accept these requests from current students. This is absolutely nothing personal, so please do not take it as such. You are welcome to follow me on Twitter (@joshbrunty) and/or join my network on LinkedIn. You can also follow our department through our MU ISAT or MU Digital Forensics/Information Assurance Facebook.

#### Inclement Weather Policy

Students can find information concerning Marshall's policy regarding inclement weather regarding inclement weather online via <http://www.marshall.edu/ucomm/weather.html>. Please note that a two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 8:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

#### Makeup Policy

In-class exams and online quizzes must be taken during the periods designated in the syllabus. If the exam or quiz is administered in class, it is imperative that you arrive on time. If a student arrives after another student has completed the quiz or exam, the student who was late will not be allowed to take the examination, because the exam has been compromised. In other words, the student who arrived late cannot take the quiz/exam or make up the exam; the student will receive a grade of zero.

Deviations from this policy are possible if the student makes provisions with the instructor before the test date. If I am not contacted prior to the exam or if you do not show up to take the exam, you will receive a failing grade for the exam. For those students who contact me at least 24 hours in advance and have a legitimate excuse from the Dean of Student Affairs (see Attendance Policy), an alternative time to take the exam will be determined. The format of the make-up exam will be left to my discretion.

#### Academic Dishonesty Policy

Academic Dishonesty includes cheating, fabrication and falsification of data or information, plagiarism, bribes/favors/threats, and complicity (i.e., helping or attempting someone commit an act of dishonesty). As stated in the policy, "A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process. For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practica and creative work of any kind" (MU Undergraduate Catalog). If you are found cheating on projects or plagiarizing answers from the Internet or other sources there will be no second chance. In this course, STUDENTS ARE NOT TO "COPY & PASTE" MATERIAL FROM A SOURCE INTO ANY ASSIGNMENT UNLESS SPECIFICALLY AUTHORIZED BY THE INSTRUCTOR. Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

#### Assignment Guidelines

The course includes a number of hands-on projects and assignments. All projects & assignments are due on their specified due date and must be submitted through via MUOnline (unless otherwise noted by the instructor). NO LATE ASSIGNMENTS WILL BE ACCEPTED. Please do not procrastinate in working on your assignments or trying to submit through MUOnline as many others have done in the past. If you wait until the last night to start on the project or the last minute to submit, chances are, you will fail.



All electronic submissions **MUST** follow this file naming convention:  
*ist264\_LastName\_FirstInitial\_Assignment Name.doc* ("ist264\_brunty\_j\_assignmentname.doc")

Assignments must be submitted in the format specified by the instructor for a given assignment. I **WILL NOT** accept projects submitted in non-approved formats or naming conventions.

Assignments & projects must convey information in a clear, concise, and technical matter; hence obvious grammatical mistakes will be deducted. Projects will be available for download & submitted via MUOnline unless otherwise noted by the instructor.

All course assignments will:

- 1) Be completed on time
- 2) Meet guidelines and scoring rubrics for the assignments

**Grading Policy**

Student materials and grades will be returned as soon as graded to the student and can be viewed via MUOnline. Should you wish to appeal a grade, test question, etc, you need to follow this procedure. You should send an email to me. The title of the email must read "GRADE APPEAL – Assignment Name" (i.e. Storage Quiz, Mid-Term, etc). The body of the email must include the question, question number, your answer, and why you think you deserve credit. For tests and quizzes in MUOnline, this should be done immediately after completion, before you leave class. You can copy and paste this information to make things simple. I will get back to you as soon as possible.

**Grading**

Final letter grades will be based on the following scale:

90-100	<b>A</b>
80-89	<b>B</b>
70-79	<b>C</b>
60-69	<b>D</b>
0-59	<b>F</b>

<b>Example:</b>	
Midterm Exam (92%)	x .25 = 23
Final Exam (86%)	x .25 = 21.5
Laboratory Journal (80%)	x .25 = 20
Attendance/Assignments/Quizzes (80%)	x.25 = 20
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	84.5 (85% B)

Percentage of grades will be distributed as follows:

Laboratory Journal	25%
Midterm Exam	25%
Final Exam	25%
Assignments/Quizzes/Attendance	25%

CLASS SCHEDULE	Marshall University Dates/ Important Dates	WEEK
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**NOTE:** When projects are assigned for a week, the due date will be reflected within the posted assignment via MUOnline. It is expected of the student to submit the project to MUOnline prior to the due date/cutoff time (which is usually the beginning of class). Failure to do so **WILL** result in a ZERO for the project. Please see the instructor if extenuating circumstances exist that may merit an extension or modification of the assignment. Late, incomplete or poorly organized assignments will result in point deductions. The following outline delineates the tentative class schedule with topics to be addressed during the course. Please note this is a **TENTATIVE** schedule and it may change upon class progress:

<b>Week 1</b> Chapter 0- Course Introduction Chapter 1- Computers & Digital Basics	August 28, Friday Last day to add a class	Aug 24-28
<b>Week 2</b> Chapter 1-Computers & Digital Basics (Cont.)	August 31, Monday "W" Withdrawal period begins	Aug 31- Sept 4
<b>Week 3</b> Chapter 1-Computers & Digital Basics	September 7, Monday Labor Day Holiday- University Closed	Sept 7-11



(Cont.) Chapter 2- Computer Hardware		
<b>Week 4</b> Chapter 2- Computer Hardware (Cont.)	No Class Friday, September 18 (WV Probation Development Conference)	Sept 14-18
<b>Week 5</b> Chapter 3- Software		Sept 21-25
<b>Week 6</b> Chapter 4- Operating Systems & File Management		Sept 28- Oct 2
<b>Week 7</b> Chapter 4- Operating Systems & File Management (Cont.) Midterm Exam Review	Midterm Journals due via MUOnline by 11:59PM (Midnight) on Friday October 9.	Oct 5-9
<b>Week 8</b> Midterm Exam Chapter 5- Local Area Networks	Midterm Exam (Monday October 12) Covering Chapters 1-4	Oct 12-16
<b>Week 9</b> Chapter 5- Local Area Networks (Cont.)		Oct 19-23
<b>Week 10</b> Chapter 6-The Internet	October 30, Friday Last day to drop a full semester individual course	Oct 26-30
<b>Week 11</b> Chapter 6- The Internet (Cont.) Chapter 7- The Web & Email	November 2, Monday - December 6, Friday Complete withdrawals only	Nov 2-6
<b>Week 12</b> Chapter 7- The Web & Email (Cont.)		Nov 9-13
<b>Week 13</b> Chapter 8- Digital Media		Nov 16-20
<b>Week 14</b> No Class (Thanksgiving Break)	November 23, Monday - November 28, Saturday Thanksgiving Break Classes dismissed	Nov 23-27
<b>Week 15</b> "Dead Week" Chapter 8- Digital Media (Cont.) Final Exam Review	Final Journals due via MUOnline by 11:59PM (Midnight) on Friday, December 4 November 30, Monday -- December 4, Friday "Dead week"	Nov 30- Dec 4
<b>Week 16</b> Final Exam	Final Exam- Monday December 7 (10:15AM-12:15PM)	Dec 7-11

*"If we continue to develop our technology without wisdom or prudence, our servant may prove to be our executioner."*

**-General Omar N. Bradley**

*\*Syllabus meets requirements set forth by MUBOG Policy AA-14*