



INTRODUCTION TO COMPUTERS

Course Syllabus

3-0-3.0

Date: 01/03/12

COURSE NUMBER: CPT 101

PREREQUISITE(S): ENG 032*, MAT 032*, and RDG 032*

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, presentation graphics, and the operating system.

TEXTBOOK(S): Shelly/Vermaat. Discovering Computers and Microsoft Office 2010: A Fundamental Combined Approach. Course Technology: Boston, MA 2012. ISBN: 978-1133-22302-3

REFERENCE(S): Resources available at SCC:

Advising Center – E1
Open Computer Lab – E5
Tutorial Learning Center – E2
Testing Lab – E3

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

Computer with Internet access, Internet Explorer 7.0 or higher or other current browser, Java, word processing software (must be able to save Microsoft Word format), and anti-virus software.

SAM 2010 Assessment, Projects, and Training (Version 2.5)
MS Office 2010 Professional Edition (Word, Excel, Access, PowerPoint)

Storage Medium
Access to the school's portal

METHOD OF INSTRUCTION:

This course will be taught via the Internet using online lecture notes, discussion board, electronic messaging, and computer simulations. You are expected to read each assigned project. Students will produce files using the computer. **NO LATE WORK WILL BE ACCEPTED! ALL tests must be completed within the specified time period in SAM 2010.**

GRADING SYSTEM:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below - 60 = F

GRADE CALCULATION METHOD:

Tests (maximum of 7)	=	40%
Projects/Assignments	=	35%
Discussion Postings	=	10%
Final Exam	=	15%
	=	<u>100%</u>

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR:

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"

- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

ATTENDANCE POLICY:

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. **This e-mail must be received by the second day of class for the student to not be dropped for Never Attending.** At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

This class is a combination of computer theory and applications. The textbooks are learning resources. It is the responsibility of the student to read and follow each assigned chapter, reference the material available on the

web site, post answers to the discussion topics, utilize any online reference materials available, submit required assignments and contact the instructor with any questions or concerns.

There is a possibility of minor adjustments being made in this schedule during the semester. Be sure to check the calendar, e-mail, and the Discussion Board **every** day for important information. (** There is a folder on the Discussion Board called **Important Information from the Instructor**. This folder is for what it says!)

If additional assistance is needed to complete projects, the Open Computer Lab is located in the East Building in E-5. Please check the link from the SCC home page or from the online class to access the hours of availability for the OCL. Keep in mind that the OCL is **NOT** a tutorial center. If you are having continuing difficulties, contact your instructor directly for assistance.

All assignments and lab projects must be completed and turned in for grading as scheduled. **No** project or posting will be accepted after its due date.

Discussion Challenges:

Every 2-3 weeks (on Monday), there will be a discussion challenge question posed. You are to compose a posting that meets all the noted requirements and post for the class to read. You will have 1-2 weeks in which to develop and post your response to receive credit. That posting must be placed in the public discussion area for that specific topic by the due date. Due dates will be provided when the challenge is opened by the instructor.

Every student is then required during the final week of availability to respond to a minimum of 2 other responses in the folder. (Be sure to also post your responses in the appropriate public discussion area of the course.) They should be meaningful and offer suggestions/opinions/ideas to receive credit. (Just responding with "Jay, I agree with you on that" will not be considered a meaningful response☺)

Each student will receive a grade for the challenges based on the following criteria:

100= Posted initial thoughtful and creative response to the question posed and responded to a minimum of 2 other

postings with meaningful feedback

75= Posted initial thoughtful and creative response to the question posed and responded to 1 other posting with meaningful feedback

50=Posted initial thoughtful and creative response to the question posed, but did not respond to other postings

50=Responded to 2 postings in the discussion challenge folder, but did not post initial response

25=Responded to 1 posting in the discussion challenge folder, but did not post initial response

0= Did not participate in any discussions

Testing:

All tests will be taken online using the SAM 2007 software purchased in the Book Inn with your textbooks.

If any test is not taken during the specified timeframe, the test grade will be recorded as a zero. One 0 on a test may be replaced with the final exam grade.

All students will take a comprehensive final exam.

TECHNICAL SKILLS

It is your responsibility to ensure that you have basic computer usage skills and that your hardware/software remains in operating condition in order for you to complete the course. Personal computer problems are **NOT** a valid reason for failure to meet course requirements. Computer labs are available on the SCC campus and should be used as needed.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the

website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

Academic Director

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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Understand what a computer is, the different types of computers, and their uses
 1. Explain why computer literacy is vital to success in today's world
 2. Define the term computer and identify its components
 3. Describe the five components of a computer
 4. Explain the difference between data and information
 5. Discuss the advantages and disadvantages that users experience when working with computers
 6. Distinguish between system software and application software
 7. Differentiate among types, sizes, and functions of computers in each category
 8. Determine how the elements of an information system interact
 9. Identify the types of computer users
 10. Discuss various computer applications in society
 11. Name some technology trailblazers and some of the companies on the cutting edge of technology

II. Gain a basic understanding of the Internet and world wide web

1. Discuss the history of the Internet
2. Demonstrate how to access and connect to the Internet
3. Demonstrate appropriate use of the school's portal
4. Identify the components of a Web address
5. Explain the purpose of a web browser
6. Search for information on the Web
7. Identify and use the rules of netiquette
8. Compose and send a business-style e-mail message
9. Download/Upload files from the Internet
10. Discuss the uses of the Internet and World Wide Web
11. Demonstrate how to use a search engine to search for information on the Web
12. Recognize how Web pages use graphics, animation, audio, video, virtual reality, and plug-ins
13. Explain how e-mail, FTP, newsgroups and message boards, mailing lists, chat rooms, wikis, instant messaging, blogs, and VOIP work
14. Understand anti-virus software and spyware remover software

III. Understand and use application software

1. Identify the categories of application software
2. Describe characteristics of a user interface
3. Demonstrate how to start and interact with application software
4. Identify the key features of widely used business programs
5. Identify the key features of widely used graphics and multimedia programs
6. Identify the key features of widely used home, personal, and educational programs
7. Identify the types of application software used in communications
8. Discuss the advantages of using application software on the Web
9. Describe the learning aids available for application software

10. Identify the types of application software used in communications

IV. Understand the components of the system unit

1. Differentiate among various styles of system units
2. Identify chips, adapter cards, and other components of a motherboard
3. Describe the components of a processor and how they complete a machine cycle
4. Identify characteristics of various personal computer processors on the market today
5. Define a bit and describe how a series of bits represents data
6. Explain how programs transfer in and out of memory
7. Differentiate among the various types of memory
8. Describe the purpose and types of expansion slots and adapter cards
9. Explain the differences between a port and a connector, and explain the differences among USB port and other ports
10. Identify components in mobile computers and mobile devices

V. Understand input and output

1. Define input
2. List the characteristics of a keyboard
3. Describe different mouse types and how they work
4. Describe various types of pen input
5. Explain the characteristics of LCD monitors, LCD screens, and CRT monitors
6. Describe various input devices for PDAs, Tablet PCs, and smart phones
7. Explain how a digital camera works
8. Describe the uses of PC, video cameras, Web cams, and video conferencing
9. Discuss various scanners and reading devices and how they work
10. Summarize the various types of printers
11. Summarize the various biometric devices
12. Identify alternative input devices for physically challenged users

13. Identify the purpose and features of speakers, headphones, data projectors, and interactive whiteboards

VI. Use application software

1. Create and edit a WORD document
2. Create a research paper in WORD
3. Develop a resume and cover letter in WORD
4. Create a worksheet in Excel with a chart
5. Enter formulas and functions in a worksheet
6. Format a worksheet
7. Create a PowerPoint presentation
8. Insert clip art into and animate a presentation
9. Create a Access database
10. Update an Access database
11. Create and participate in a blog
12. Create a OneNote notebook

VII. Understand the different types of storage media

1. Describe the characteristics of an internal hard disk
2. Discuss the purpose of network attached storage devices, external and removable hard disks, and hard disk controllers
3. Describe the various types of flash memory storage
4. Describe cloud storage and explain its advantages
5. Describe the characteristics of optical discs
6. Differentiate among various types of optical discs
7. Identify the uses of tape, magnetic stripe cards, smart cards, enterprise storage, microfilm and microfiche

VIII. Understand the operating systems and utility programs

1. Define system software and identify the two types of system software
2. Describe each of the functions of an operating system
3. Summarize the features of several stand-alone operating systems: Windows, MAC OS, UNIX, and Lynux

4. Identify various server operating systems
 5. Briefly describe several embedded operating systems
 6. Explain the purpose of several utility programs
- IX. Understand the components of a communications system; and differentiate among the types of networks
- X. Understand which measure to take to protect computers and data from loss, damage, and misuse