



INTRODUCTION TO COMPUTERS

Course Syllabus

Date 01/03/12

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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)

Windows Live ID
Access to the school's portal

METHOD OF INSTRUCTION:

This course will be taught by lecture, demonstration, online activities, and lab 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	=	40%
Class Participation	=	10%
Projects/Assignments	=	30%
Final Exam	=	<u>20%</u>
	=	100%

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

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.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
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.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

This class is a combination of theory and hands-on application. This course will also measure oral communication, problem solving, and team building. There is a possibility of minor adjustments being made in this schedule.

Lab Information: You will need to purchase a USB flash drive (storage medium) for saving all lab work. Some lab work will be done during class each week. In addition, you will need to plan to spend some time outside of class to complete your projects.

Lab assignments and projects must be completed and submitted to your instructor for grading as scheduled. No projects will be accepted after the due date. Sometimes, it may be necessary for your instructor to communicate with you via e-mail. It is your responsibility to keep your instructor informed of your current e-mail address.

No smoking, drinking or eating is permitted in the classroom or lab.

No make-up tests will be given. If you have an excused absence (**this means you see the instructor PRIOR to the absence**) and miss a test, this test grade will be replaced with the grade you receive on your final exam. **If you do not see the instructor PRIOR to the test date, the instructor reserves the right to record a grade of zero for the test missed.** This is a one-time occurrence. **This does NOT apply to take-home tests!!**

Everyone will take a comprehensive final exam. No exemptions!

TECHNICAL SKILLS

It is your responsibility to insure 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.

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.

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.

Academic Director

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Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to Channel-7 local TV station
- Tune to an FM/AM local radio station

**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/to 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