



COMPUTERS AND PROGRAMMING

Course Syllabus

Date: 11/29/11

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COURSE NUMBER: CPT 114

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

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices, storage devices, printers, binary and hexadecimal numbering systems, Internet concepts including HTML, programming concepts, operating systems, and future/social issues.

TEXTBOOK(S): Parsons, June Jamrich and Dan Oja, Computer Concepts 2011, Course Technology 2011. **ISBN-13: 978-0-538-74481-2**

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: A computer with Internet access, Internet Explorer 5.0 (or higher) or other current browser, word processing software (must be able to save in a Microsoft Word format), a text editor such as Notepad or Notepad++, an up-to-date copy of an anti-virus software program, and a web cam. Check the Technical Requirements for Blackboard by visiting <http://online.sccsc.edu/techreq.htm>.

Panopto Video Recording Software – see handout under “Additional Handouts” under **Course Content**.

USB drive to back up files.

METHOD OF INSTRUCTION: Chapter Reading, Discussion Questions, Group Projects

GRADING SYSTEM:

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

GRADE CALCULATION METHOD:

Tests (4)	=	40%
Quizzes	=	15%
Discussion Questions & Assignments	=	15%
Research Paper	=	10%
PC Purchase Project	=	10%
Final Exam	=	<u>10%</u>
		100%

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 first week of class. If an e-mail is not received by this time, the Instructor will drop the student from the course.

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 (or in a timely manner) 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.

If additional assistance is needed to complete projects, The Learning Center (TLC) is located in the East Building in room E-2 and E-5. Please check the SCC website at www.sccsc.edu to access the hours of availability. If you are having extreme difficulties, contact your instructor directly.

Discussion Questions:

Discussion questions will be posted on the Discussion Board. Be sure to check the Weekly Schedule and calendar to check availability and due dates. These are included with assignments to comprise 15% of your final grade.

Tests: All tests will be taken on Blackboard. Tests will be released over a 2-day period with a time limit of 40 minutes with 50 multiple choice questions. Please do not wait until the last minute of the second day to take the test. Always plan to take the test the first day in case there is a problem. Be sure to check your Weekly Schedule for test dates/times.

If any test is not taken during the specified time frame, the test grade will be recorded as a zero. ***No makeup tests will be allowed, except in extenuating circumstances as determined by the instructor.*** If the student notifies the Instructor in advance, arrangements may be made to take a test early.

Quizzes: There will be a quiz for each chapter (Chapters 1-12) administered on Blackboard. These quizzes will consist of ten (10) True or False questions over the chapter material. Students have 10 minutes to take the quiz. ***The quizzes cannot be made up;*** however the two lowest quiz grades will be dropped. See your Weekly Schedule for quiz dates/times.

Additional Assignments: Most assignments must be completed and uploaded to the Assignment Drop Box in Blackboard according to the Weekly Schedule. Additional instructions will be included in each assignment handout which will be available under Additional Handouts under Course Content. ***No homework will be accepted late;*** the Assignment Drop Box will not allow late submissions. Please do not email assignments.

Group Project Presentations: There will be two Group Project Presentations. The first project will be due in early October; the second project is due at the end of the semester. Students will be required to use ***Panopto*** to record these project presentations. More information on these projects will become available. Instructions on how to download, install and use Panopto can be found under Additional Handouts.

Research Paper: Choose a career in computers/information technology. Write a 3-5 page research paper about the career including job duties, job requirements (include level of education), and average salaries. Then discuss why you chose that career to research and how you will go about preparing yourself for that career. Papers should be uploaded to the Assignment Drop Box and are due according to the Weekly Schedule.

Final Exam: There will be a cumulative final exam at the end of the semester. The Final Exam counts 10% of your overall grade. Everyone is required to take the Final Exam.

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.

Program Department Chair:

Mrs. Marcia Schenck
592-4839
schenckm@sccsc.edu

Inclement Weather Schedule:

- Check SCC Web Site:** www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an **FM/AM Local radio station**

COURSE OUTCOMES & OBJECTIVES:

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

- I. Explain the importance of computers
 1. Describe different categories of computers
 2. Classify the basic components of computer hardware
 3. Classify computer software
 4. Describe the Internet and Web fundamentals

- II. Identify milestones in the evolution of computers
 1. Explain the computer eras
 2. Describe changes in the IT industry and product development
 3. Identify IT careers
 4. Identify the rules of professional ethics

- III. Categorize Computer Software
 1. Identify the main functions of system software
 2. Become familiar with versions of Microsoft Windows, Linux and the MAC
 3. Identify the role of application software
 4. Describe task-oriented software

- IV. Classify the basic functions of a computer
 - 1. Describe the Central Processing Unit
 - 2. Explain how memory is used
 - 3. Define data representation
 - 4. Define input, output and storage
 - 5. Explain the differences among floppy disks, hard drives, CD-R, CD-RW, USB, ZIP disk and DVD

- V. Define different numbering systems
 - 1. Obtain a basic understanding of the decimal, binary, hexadecimal and octal number systems
 - 2. Exhibit the ability to convert from one numbering system to another

- VI. Understand a Selection of Internet Technologies
 - 1. Describe the Internet infrastructure
 - 2. Explain the various Internet connection options
 - 3. Exhibit basic Web technologies
 - 4. Create and publish a web page
 - 5. Identify E-Commerce basics
 - 6. Work with digital media such as graphics, audio and video

- VII. Demonstrate basic file management techniques
 - 1. Become familiar with file naming conventions
 - 2. Comprehend the concepts of file location and paths

- VIII. Discuss computer security and privacy
 - 1. Research computer crimes
 - 2. Describe computer forensics
 - 3. Classify and define a variety of computer infestations
 - 4. Develop a disaster recovery plan

- IX. Communicate Database Concepts
 - 1. Explain the basics of database structure
 - 2. Identify database management and design
 - 3. Explain SQL

- X. Discuss System Analysis and Design
 - 1. Explain the concept of system analysis and design
 - 2. Describe the phases of the SDLC
 - 3. Identify management information systems, decision support systems, and expert systems.

- XI. Discuss the development of Programming Languages
 - 1. Differentiate between procedural and object-oriented programming
 - 2. Describe the programming process
 - 3. Classify different levels of languages

- XII. Define Large-scale Computing such as Enterprise Systems and High-Performance Systems