

Pellissippi State Community College
Master Syllabus

INTRODUCTION TO COMPUTERS AND COMPUTING
CSIT 1000

Class Hours: 3.0

Laboratory Hours: 0.0

Credit Hours: 3.0

Revised: January 3, 2012

Instructor:

Office:

Phone:

Email:

Catalog Course Description:

This course is a broad introduction to the use of computers as tools for creativity, communications, organizing information, and problem-solving. The basic concepts of computer hardware, software, networking, and the Internet are covered. This course is intended for University transfer students not majoring in computer science.

Entry-Level Standards:

The student must have writing, verbal and English language skills at the college entry level.

Pre-requisite(s): None

Textbooks and Other Related Materials Basic to the Course:

1. Fluency with Information Technology 4/E, by Lawrence Snyder, Pearson 2011 ISBN - 10: 0136091822

I. WEEK/CHAPTER(S)/TOPICS COVERED

Week	Topic(s)
1	Defining Information Technology
2	Exploring the Human- Computer Interface
3	The Basics of Networking
4	A Hypertext Markup Language Primer
5	Locating Information on the WWW
6	A Case Study in Online Research
7	An Introduction to Debugging, A Case Study
8	Representing Information Digitally
9	Principles of Computer Operations
10	Algorithmic Thinking
11	Representing Multimedia Digitally
12	Social Implications of IT
13	Privacy and Digital Security
14	The Basics of Spreadsheets
15	Final Exam

II. Course Goals*:

- A. Enhance the student's knowledge of fundamental concepts of computer science. I, III,
- B. Enhance the student's knowledge of basic computer architecture terminology. I, III
- C. Increase students' understanding of elements of the work ethic such as punctuality, professionalism, dependability, cooperation, and contribution. III, V, VI
- D. Enhance students' understanding of social, legal and ethical issues as they pertain to computer usage. III
- E. Provide students with hands-on experience using Internet to do research. I, III
- F. Extend student's knowledge of computer-related vocabulary. I, III
- G. Expand the student's understanding of problem-solving skills to design, implement and execute algorithms. III, V

III. Expected Student Learning Outcomes*:

Students will be able to:

- A. Explain how data is represented in a computer. B, F
- B. Demonstrate knowledge of computer hardware and software. B, F
- C. Demonstrate knowledge of computer networks. B, F
- D. Design, implement and execute algorithms. B, F, G
- E. Explain social, ethical and legal issues arising from the use of computers. C, D
- F. Discuss future uses of computers. A, E
- G. Discuss computer usage in interdisciplinary fields. A
- H. Demonstrate knowledge of software applications such as electronic spreadsheets and databases. E, F
- I. Use a web browser to search the Internet. E
- J. Use computer terminology in written documents and oral communication. B, E, G
- K. Use computer etiquette in electronic communications. E, F
- L. Use communication tools effectively. E

IV. EVALUATION:

- A. **Testing Procedures:** at least **85%** of grade
At least 3 exam(s) will be given and the last exam will be comprehensive. Exams may only be made up for excused absences. An excused absence is one that can be verified by supporting documentation. Failure to make a passing test average will result in a grade of F for the course.
There will be several quizzes/homework given during the course of the semester.
- B. **Laboratory Expectations:** None
- C. **Field Work:** N/A
- D. **Other Evaluation Methods:** 15% of grade

Several homework/quizzes will be given throughout the semester.

E. Grading Scale:

93 – 100	A
88 – 92	B+
83 – 87	B
78 – 82	C+
73 – 78	C
65 – 72	D
0 – 64	F

V. POLICIES:

A. Attendance Policy:

Pellissippi State Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. (*Pellissippi State Online Catalog*)

B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

Prohibited activities include but are not limited to:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor
- Taking an exam for another student

C. Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)

D. Accommodation for Disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member

in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at www.pstcc.edu/departments/swd/

E. Other:

In the event that you have an emergency beyond your control, you must notify the instructor as soon as possible.