PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

INTRODUCTION TO COMPUTERS AND COMPUTING
CSIT 1000

Class Hours: 3.0                                      Credit Hours: 3.0
Laboratory Hours: 0.0                                 Revised: July 13, 2015

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 6/E, by Lawrence Snyder, Pearson Education Inc. 2015

I. Week/Chapter/Topics:

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

1. Explain how data is represented in a computer. B, F
2. Demonstrate knowledge of computer hardware and software. B, F
3. Demonstrate knowledge of computer networks. B, F
4. Design, implement and execute algorithms. B, F, G
5. Explain social, ethical and legal issues arising from the use of computers. C, D
6. Discuss future uses of computers. A, E
7. Discuss computer usage in interdisciplinary fields. A
8. Demonstrate knowledge of software applications such as electronic spreadsheets and databases. E, F
9. Use a web browser to search the Internet. E
10. Use computer terminology in written documents and oral communication. B, E, G
11. Use computer etiquette in electronic communications. E, F
12. Use communication tools effectively. E

IV. Evaluation:

A. Testing Procedures: 85% of grade

A minimum of 3 exams 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.

B. Laboratory Expectations: N/A

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 expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. For the complete policy, please refer to the Academic Information in the online college catalog at www.pstcc.edu/catalog.

B. Academic Dishonesty:
Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:
   ● 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.
   ● Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
   ● Taking an exam for another student.
   ● Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
   ● Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for Disabilities:
Students that 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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.