

## CISC 105: Computer Concepts - ACCELERATED

Springfield College - Spring 2006 - MWF 1:00-1:50

**Instructor:** Andrew B. Perry, Ph.D.

**Office:** Schoo 118

**Office Hours:**

Mon/Wed/Fri 12:00- 1:00 PM

Thursday 9:30-11:30 AM

Also available by drop-in or appointment

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**Course Description :** This course emphasizes computer literacy and competency and provides a foundation for more specialized areas of computer science. Computer skills are developed through practical experiences with widely used operating systems and software. This accelerated section omits certain basic topics (such as how to use the Windows OS), and includes a deeper treatment of HTML than other sections. JavaScript coding is included.

**Prerequisites:** Basic computer literacy, and willingness to work hard

**Textbooks:**

1. *New Perspectives on HTML and XHTML*, Comprehensive, Patrick Carey, Thomson Course Technology, ISBN 0-619-26747-X. [REQUIRED. BE PREPARED TO BRING THIS BOOK TO CLASS EVERY DAY.]
2. *Fluency*, selected chapters, photocopies available for purchase, details available in class (inexpensive)
3. *Secret Guide to Computers*, Russ Walter, 29th edition (inexpensive)

**Grading Procedures:** Final grades will be computed as follows:

Tests (tentatively, four)- worth a total of ... 50 %  
Class Project (HTML-JavaScript) ... 30 %  
Homework & Minor Assignments ... 20 %  
Attendance ... see below

Students will be guaranteed minimum grades according to the following schedule:  
95 % = A ; 90 % = A- ; 87 % = B+ ; 83 % = B ; 80 % = B- ; 77 % = C+ ; 73 % = C ; 70 % = C- ; 67 % = D+ ; 63 % = D ; 60 % = D-

### **Class Web Sites:**

We will use the **Manhattan** course management system . At the beginning of the semester please go to [www.spfldcol.edu](http://www.spfldcol.edu) , and follow the links to this class (either current students-manhattan online classwork- etc., or through the link on the my sc web page). Make sure you can log into the virtual classroom, and see the professor or ITS as soon as possible if there are any difficulties.

I also have my own web site **[www.professorperry.com](http://www.professorperry.com)** , which has various useful information about myself and this class, as well as useful links.

**Saving Files:** Please, always backup files frequently, and at the end of a session on the computer, save your file in a second place besides your floppy disk. It could be a second disk, or you could email the file to yourself. I would appreciate it if you'd name files descriptively, that is, so that anyone looking at the file name can know what the contents are.

**College Attendance Policy :**

In accordance with the Springfield College Student Handbook: "Students who incur legitimate unavoidable absences because of participation in certain official and approved College activities, or because of illness, should be granted an "excused" absence according to the following guidelines.

- Participation in athletic activities away from campus which are approved by the athletic director and on record at the Office of the Dean of Students.
- Participation in other curricular or co-curricular activities approved by a faculty or staff member and the Dean of Students. This also must be on record at the Office of the Dean of Students.
- An illness confirmed by documentation of the Student Health Center, on record at the Dean of Students.
- Personal emergency reported to the Dean of Students within twenty-four hours of return to class.

If a student misses a class meeting for any reason, he or she is still responsible for the material covered. If a student is aware that circumstances will prevent class attendance on a particular day, she or he should contact the faculty member directly in advance of the absence. If the faculty member is not available, the student should contact the appropriate department and leave a message either through voice mail for the faculty member or with the department chairperson or secretary. Students are responsible for explaining their absences to their professors. In case of absences for circumstances other than illness or unforeseen emergency, the student is required to make arrangements for make up of assignments (or exams) with the professor in advance of the absence."

**Specific Attendance Policy For This Course:** In addition, the course in which you are enrolled is subject to the following attendance guidelines.

- Students must be prompt. Once the lecture has started, students who enter must do so quietly without disrupting the class. Repetitive tardiness for class will be reported to the Dean of Students.
- Tardiness of 10 minutes or more will count as an absence
- Make-up exams will be given only to those students who can provide written documentation that justifies the student's absence at the scheduled time for the exam. If the student is unable to supply written documentation for his/her absence at a scheduled exam, then the student will receive a zero for that exam.

Penalties for excessive absences are as follows.

- The first four (4) physical absences of each individual student will have no direct effect on the calculation of a student's grade. Students are not required to explain or justify these absences. I will assume that you would not miss class without a good reason.
- **Any absence beyond the first four (4) physical absences must be excused, or otherwise a 2 % grade penalty will be deducted from the final average for each absence. In order to be counted as an excused absence, the excused absence must be requested at the earliest possible (reasonable) date. This penalty applies regardless of the circumstances surrounding the first four physical absences. .**
- Example: Suppose you miss class October 1,3,5,15,17, and 19. Suppose the October 1,3,5,15, and 17 absences were for approved athletic events, and the October 19 absence was due to sleeping late. No documentation is required for the October 1,3,5, and 15 absences. The October 17 absence is excused as long as documentation is provided. The October 19 absence is unexcused and results in a penalty applied to the semester grade, even though it is the first unexcused absence.

Perfect or nearly perfect attendance will be considered when final grades are assigned, especially in the case of borderline grades.

**Late Submission of Homework Assignments:** Students may submit up to three (3) homework assignments late during the semester for full credit, but **only** if these assignments are received by the **beginning of the next class meeting** after the due date. If more than three assignments are submitted (no more than one class period late), they may be subject to a small penalty at the discretion of the instructor, depending on extenuating circumstances.

Any work submitted more than one class period late will receive a grade of ZERO PERCENT (0 %) unless prior arrangements had been made with the instructor in advance of the due date.

**Approximate Examination Dates:** Tests will be approximately once every three to four weeks. The final presentation will be given during the regularly scheduled final exam period: Thursday, May 4, 12 :30-2:30 PM

(Exact examination dates will be announced in class.)

**Classroom Format:** Lecture, Lab Exercises

**Course Outcomes:**

1. Students will understand and be able to explain the basic functions of computer hardware and software.
2. Students will be able to design and write code for a web page using HTML.
3. Students will be able to write simple programs in the JavaScript scripting language to enhance their web pages.

**Assessment of Outcomes:** Homework, Exams

### **Course Outline:**

1. Computer Concepts - various topics including IP addressing, URL's, file formats (for example:.gif,.jpg,.mp3), file compression, the binary system, data representation techniques, memory (RAM,ROM,cache), ports (USB,FireWire,serial,parallel), monitor types (CRT,LCD),printers, magnetic and optical storage media (CD,DVD,tape,hard drive),operating systems (Windows,MacOS,Linux,Unix), security
2. HTML
  - (a) HTML Basics
  - (b) Internal, External Hyperlinks
  - (c) Fonts, Colors, Graphics
  - (d) Tables
  - (e) Frames
  - (f) Forms
  - (g) Sound, Video Files
  - (h) JavaScript Programming
  - (i) Java Applets
3. Information Literacy
4. Possible Topics, If Time Permits
  - (a) Brief Overview/Review of PowerPoint
  - (b) Brief Overview/Review of Excel Spreadsheet
  - (c) Introduction to PC-TeX Typesetting Software

**Statement on Academic Honesty :** Academic dishonesty of any sort will not be tolerated. Students cheating on exams or engaged in any other improper behavior will be reported to the Dean of Students for appropriate disciplinary action, and at the instructor's discretion, will normally receive a grade of F for the course.

**Statement on Classroom Decorum :** Students are expected to behave in an adult manner during class time. No eating or drinking is permitted in computer labs. If students must talk to one another during a lecture, it should be very quiet. Students creating a disturbance will be asked to leave class.

**Class cancellation due to inclement weather:** IF THERE IS INCLEMENT WEATHER ON A DAY THAT AN EXAM HAS BEEN SCHEDULED, THEN THE EXAM WILL BE ADMINISTERED AT THE NEXT CLASS MEETING. Check for class cancellations by calling the school closing information line at 748-5999, or by referring to the SC Cable TV station, or by checking announcements aired on radio stations WHYN, WAQY, WTTT, WNNZ, WHMP, and WMAS or television stations Channel 22 and Channel 40, or WWLP.com. You may possibly also be able to find class cancellation information on our Manhattan web site.

**Statement on Special Needs:** If you have a documented physical, learning, or psychological disability on record with the Director of Student Support Services (748-3768), you may be eligible for reasonable academic accommodations to help you succeed in this course. It is your responsibility to request such accommodations in advance and to provide appropriate documentation to the Director of Student Support Services. Please let me know of your request as soon as possible, so that I can work with you and the director to arrange for reasonable accommodations.

**College Policies on Attendance and Academic Honesty:** See the *College Catalog* or the *Student Handbook* for the complete text of these policies.