

CISC 105: Computer Concepts - ACCELERATED

Springfield College - Fall 2004 - MWF 1:00-1:50

Instructor: Andrew B. Perry, Ph.D.

Office: Schoo 118

Office Hours:

Mon/Wed/Fri 9:00-10:00 AM

Tues/Thurs 9:30-10:30 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

Required Materials:

1. *New Perspectives on Creating Web Pages with HTML-* Third Edition - Comprehensive -Patrick Carey ISBN: 0-619-10114-8, 712 pages . [REQUIRED. BE PREPARED TO BRING THIS BOOK TO CLASS EVERY DAY. There may be other books for sale, possibly at the SC bookstore, which are similar to this, but won't do for this class. Make sure you buy the correct book. Check the ISBN number which is printed above the bar code on the back cover of the book. If it isn't the correct ISBN, then don't buy the book.]
2. 16 MB or more of data storage- there are several choices
 - (a) A Zip disk is the safest and least expensive choice. Most or all Springfield College PC's have Zip drives. You can buy a 100 MB or 250 MB Zip disk for about \$ 10. The 100 MB disk can be used in any Zip drive.
 - (b) A USB flash drive (which goes by many names: a thumb drive, memory key, or other names)is very convenient and versatile. You can probably find a 256 MB drive for \$ 60 or less, if you want, and this might be a good long term investment. A 64 MB drive can be purchased for around \$ 30 and provides more than enough storage for this course. Warning: you may find that some or all college computer labs will not automatically recognize these drives.
 - (c) A portable USB hard drive would give you vast amounts of storage. For example, a semi-portable 80 GB drive, enough to hold about 16,000 mp3 songs, costs about \$ 120. Warning: as with thumb drives, you may find that some or all college computer labs will not automatically recognize these drives.
3. *Shelley-Cashman Discovering Computers 2005 Brief* [Required to have access to this book. However, you won't have to bring this book to class, and you may be able to get by sharing a copy of this book with another student to save money. Don't buy *Discovering Computers 2004*, which may be for sale at the bookstore.]

Grading Procedures: Final grades will be computed as follows:

Five (5) Tests - 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 , and follow the links to this class (current students-manhattan online classwork- etc.) . Log in, using the first letter of your first name and first seven letters of your last name as your login name (for example, Tom Brady would use tbrady). The last 4 digits of your student ID are your password. During the first week of classes, please go to the Post Office module and send me (Andrew Perry) an email for practice.

I also have my own web site **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, including your own name, as in termproject-jones.html if your last name is Jones.

Attendance: Attendance at all classes is required, unless you have arranged an excused absence BEFORE the class in question. See the *Student Handbook* for examples of excusable absences. Generally I will be quite flexible and lenient IF YOU INFORM ME IN ADVANCE that you will have to miss class. At the end of the day you missed class, if I still haven't heard from you, you may be marked as absent-unexcused. Of course, under certain circumstances (such as accidents), it may be difficult to request an excused absence in advance; in such cases, try to contact me as soon as possible after the class.

Lateness may count as $\frac{1}{2}$ of an absence, at the instructor's discretion.

Attendance will affect your final grade as follows:

Zero (0) unexcused absences: special positive consideration in case of borderline grades
Over 3 unexc. abs.: decrease final grade by 2 % for each unexc. abs. after the first 3

Late Submission of Assignments: Students may submit up to three (3) 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 last one will be given during the regularly scheduled final exam period: Wednesday December 22, 12:30 p.m.

(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

Information Literacy Statement: This course is part of the Springfield College Information Literacy Pilot Project, which has been designed to provide students with instruction in the area of information literacy. By integrating information literacy instruction into the standard curriculum for this course, students are provided the opportunity to develop the essential research skills needed to succeed academically and professionally.

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. 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.

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.