

## **SYLLABUS - CGS 1000 - SECTION 2455 - TERM 470**

### **INSTRUCTOR:**

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Office: BT 102, Clearwater Campus

Office Hours: Office Hours by Appointment

Instructor Course Page: <http://spcollege.edu/instructors/id/2673>

### **ACADEMIC DEPARTMENT:**

Dean: Dr. Sharon R. Setterlind

Office Location: St Petersburg/Gibbs – TE116C

Office Telephone Number: 727-341-4724

### **COURSE INFORMATION:**

#### **Course Description**

This course is an introduction to the concepts of data processing, computers, and development of a logical approach to programming. Topics covered include a brief discussion of the historical development of data processing and computing concepts, basic computer terminology, the architecture of modern computer systems, computer communications, computer data representation and organization, numbering systems used in computers, computer operating systems, flowcharting and/or pseudocode, and program development using an appropriate computer language and Integrated Development Environment (IDE). 47 contact hours.

#### **Major Learning Outcomes**

1. The student will become familiar with and be able to use proper computer terminology.
2. The student will demonstrate an understanding of the capabilities and limitations of various kinds of computer equipment.
3. The student will develop knowledge of the basic architecture of the modern computer.
4. The student will become familiar with the numbering systems used in digital computers.
5. The student will develop an understanding of the principles of program design and development.
6. The student will use flowcharts or pseudocode or other appropriate tools to plan computer programs.
7. The student will understand the purpose and use of assemblers, compilers, and interpreters.
8. The student will recognize and contrast various operating systems.

**REQUIRED TEXTBOOK:**

Our book is from Cengage publishing and the authors are Shelly & Vermaat.

ISBN	FORMAT	TITLE
9781111863586	Access card for eBook	DISCOVERING COMPUTERS,BRIEF-ACCESS CODE

**MEETING INFORMATION:**

This is an 8-week online course. It is expected that students will devote at least 6 hours of personal time to the course in each week. Setting aside the same weekly time periods for study is a good idea.

**IMPORTANT DATES:**

Course Dates: May 13 to July 4, 2013.

Last day to withdraw with a refund: June 12, 2013

Last day to withdraw with a "W" grade: June 21, 2013

**Course Closes at 6:00pm on Thursday, July 4.**

Other Dates: <http://www.spcollege.edu/calendar/>

**COURSE SPECIFIC INFORMATION:**

This is really a **two part course**.

1. The "computer concepts" part:

- This section is about the hardware and software components of a computer and how they work.
- You will use the textbook or eBook for this part of the course.

2. The computer programming part:

- This is a study of computer programming concepts using RAPTOR.
- RAPTOR is a free programming environment based on flow charts.
- Documents, videos, and examples are provided for learning RAPTOR.

**ATTENDANCE:**

While a traditional attendance is not taken, it will be expected that you login to ANGEL at least once a week. Also, you will only be marked as present if you complete the week's assignment by the deadline.

**ACADEMIC HONESTY:**

All students are expected to abide by the SPC Honor Code, viewable at

<http://www.spcollege.edu/AcademicHonesty/>

**GRADING:**

This is a 530 point course, points being awarded as per the table below.

Category	Details	Points
Syllabus Post	Compliance Posting	10
Textbook Quizzes *	8 quizzes @ 25 points	200
Textbook Discussion Postings	8 posts and 8 replies @ 5 points	40
RAPTOR Assignments **	6 @ 25 points	150
RAPTOR Original Program *	1 @ 50 points	50
RAPTOR Tutorials *	6 @ 5 points	30
Numbers Test *	1 test @ 50 points	50
		530 points

\* One attempt only.

\*\* A second submission is allowed for more points.

#### **Grade Point Thresholds**

<b>Grade A</b>	<b>477 – 530 points</b>
<b>Grade B</b>	<b>424 – 476 points</b>
<b>Grade C</b>	<b>371 – 423 points</b>
<b>Grade D</b>	<b>318 – 370 points</b>
<b>Grade F</b>	<b>0 – 317 points</b>

#### **Course Schedule**

Please see the “Assignment Schedule” file in the Lessons folder.

#### **Late Work Policy**

I will not accept work that is late. I do understand that life happens, so please get in touch with me as soon as possible if you are not going to be able to turn in work on time.

#### **STUDENT SURVEY OF INSTRUCTION (SSI):**

The student survey of instruction is administered in courses each semester and is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement. Please complete the SSI so we can improve our offerings.

#### **SYLLABUS ACCEPTANCE POSTING:**

Students must make a posting in Folder 0 to inform the instructor that they have read, understand, and will abide by the rules of the syllabus and any/and all college policies. This posting is valued at 10 grade points.

*Best wishes for an enjoyable, productive course!*  
*Ryan Irving*

#### **SYLLABUS ADDENDUM**

***In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as this information is the most current.***

#### **IMPORTANT COLLEGE POLICY REGARDING COURSE DROP/ ADD PERIOD AND AUDIT INFORMATION**

Students **CANNOT** add a course following the 1st day the class meets prior to the second class meeting. Students **CAN** drop a course through Friday of the first week of classes and be eligible for a refund. Except by appeal to an associate provost, students may not change from credit to audit status after the

end of the first week of classes. Online classes may be added through the standard drop/add period for that course.

### **GRADING AND REPEAT COURSE POLICIES**

State policy specifies that students may not repeat courses for which a grade of "C" or higher has been earned except by appeal to an associate provost. Students may repeat a course one time without penalty. On the third attempt, students will pay the full cost of instruction. In addition to any required lab or special fees, the full cost of instruction rate for 2011-2012 is \$352.29 per credit hour. In addition, on the third attempt students may NOT receive a grade of "I," "W," or "X," but must receive the letter grade earned. The grade on the final last attempt with the exception of a "W" grade will be the grade that will be calculated into the overall grade point average. (Developmental courses do not average into the grade point average).

### **ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES**

Faculty will publish their own participation/attendance policies in their syllabi. Instructors will verify that students are in attendance during the first two weeks of class. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn from any class which they are not attending. The student's financial aid will be adjusted based on their updated enrollment status. If a student is administratively withdrawn from a class because they were a "No-Show" during the first two weeks of class, financial aid will not pay for the class and the student will be responsible for paying for that class.

Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the last date to withdraw with a "W" (as posted in the academic calendar on the college's web site). A grade of "WF" will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.

Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a "W" (see academic calendar) will result in a "WF." Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

Withdrawing after the "Last Date to Withdraw with a Grade of 'W'" can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of 'WF,' which has the same impact on the student's GPA as a final grade of "F." A "WF" grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

### **FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE**

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG--to repay a portion of their financial aid.

**Students considering a withdrawal from all classes before the published withdrawal date** should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at:

[www.spcollege.edu/getfunds](http://www.spcollege.edu/getfunds)

## **COLLEGE LEVEL ACADEMIC SKILLS (CLAS) GRADUATION REQUIREMENTS**

### [College Level Academic Skills](#)

#### **DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS**

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6000 (SE).

[www.spcollege.edu/central/de/index.htm](http://www.spcollege.edu/central/de/index.htm)

#### **ACADEMIC HONESTY**

It is your responsibility to be familiar with St. Petersburg College's Academic Honesty policies and the consequences of violations. There is no tolerance for any form of academic dishonesty. Discipline can range from a zero on a specific assignment to expulsion from the class with a grade of "F" and the possibility of expulsion from the college. Note that copying/pasting published information without citing your sources, whether the information is from your textbook or the Internet is plagiarism and violates this policy. Even if you slightly change the words from an outside source, the ideas are someone else's so you still have to cite your sources. Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in Board Rule 6Hx23-4.461.

Student Affairs: Academic Honesty Guidelines, Classroom Behavior.

[www.spcollege.edu/webcentral/catalog/current/stu\\_affairs\\_honesty.htm](http://www.spcollege.edu/webcentral/catalog/current/stu_affairs_honesty.htm)

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#### **STUDENT EXPECTATIONS**

All electronic devices including computers, cell phones, beepers, pagers, and related devices are to be silenced and/or turned off unless they are required for academic purposes. Any use of these devices (including texting) for non-academic purposes is a violation of College Policy and subject to disciplinary action.

Students may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates via chat rooms and other mechanisms. Due to the potential piracy of students' materials, the College is not responsible for student work posted on the Internet (outside of the college's Learning Management System, currently ANGEL).

Each student's behavior in the classroom or online is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web page sites.

The instructor has the authority to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues.

#### **ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES**

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

#### **EMERGENCY PREPAREDNESS**

The college website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll free number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee.

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college Web site for an announcement of the College's plan to resume operations.

Students should familiarize themselves with the emergency procedures and evacuation routes located in the buildings they use frequently.

Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. Students should be prepared to assess situations quickly and use good judgment in determining a course of action. Students should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency services personnel. Students may access additional emergency information by going to [www.spcollege.edu/security](http://www.spcollege.edu/security). In face to face courses your instructor will review the specific campus plans for emergency events.

#### **CAMPUS SAFETY AND SECURITY**

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. [www.spcollege.edu/tsc/security.htm](http://www.spcollege.edu/tsc/security.htm)

#### **SEXUAL PREDATOR INFORMATION**

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at <http://offender.fdle.state.fl.us/offender/homepage.do>

#### **DISABILITY RESOURCES**

Disability Resources at SPC wants to help you succeed. If you have a documented disability or think that you may have learning or other disability and would like to request accommodations, please make an appointment with the Learning Specialist on your campus. If you will need assistance during an emergency classroom evacuation, please contact your campus learning specialist immediately about arrangements for your safety. Disability Resources staff can be reached at 791-2628 or 791-2710 (CL and EPI), 341-4316 (SP/G), 394-6289 (SE), 712-5789 (TS), 341-3721 (HEC), 341-4532 (AC), or 341-7965 (DT). If you would like more information, you can learn more about Disability

Resources on our website: [www.spcollege.edu/central/ossed](http://www.spcollege.edu/central/ossed)

**COLLEGE CALENDAR**

[www.spcollege.edu/calendar/](http://www.spcollege.edu/calendar/)

**M.M. BENNETT LIBRARIES**

[www.spcollege.edu/central/libonline/](http://www.spcollege.edu/central/libonline/)

**CAREER DEVELOPMENT SERVICES**

[www.spcollege.edu/Central/Career/OCDS/index.shtm](http://www.spcollege.edu/Central/Career/OCDS/index.shtm)

**INTERNATIONAL STUDENT SERVICES**

[www.spcollege.edu/central/international/](http://www.spcollege.edu/central/international/)

**LEARNING SUPPORT COMMONS (Tutorial Services)**

[www.spcollege.edu/tutoring/](http://www.spcollege.edu/tutoring/)

**SPC VETERAN AFFAIRS**

[www.spcollege.edu/veterans/](http://www.spcollege.edu/veterans/)