Piedmont Technical College Course Syllabus

COURSE INFORMATION

Course Prefix/Number: CPT 114

Title: Computers and Programming

Responsible Division: Business, Information Technologies and Public Service

Last Day to Withdraw from this Course: For the last date to withdraw from this course, consult the current *Student Calendar*.

Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: www.ptc.edu/courses/CPT114.

Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the college bookstore (www.ptc.edu/bookstore).

Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the Course Policies page (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

GRADE POLICY

Detailed grading policy information can be found on the Grading Policy webpage (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the *Academic Catalog* (http://www.ptc.edu/catalog/).

ACCOMMODATIONS

Accommodations for ADA:

Information is available on the Student Disability Services webpage (http://www.ptc.edu/ada).

RATIONALE

Why do I need this course?

CPT 114 introduces student to a variety of computer concepts and technology. Students will learn about computer systems and how they operate along with programming languages and applications software.

PROGRAM INFORMATION

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to Academics (http://www.ptc.edu/academics), select your program, and then select Credentials Offered.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course and/or clinical, each student will be able to:

- Explain the functions of a computer and explore the development of computers in the last few centuries.

- Describe some categories of application software and explain the benefits of using such software.

- Explain how system software and application software differ and describe some categories of system software.

- Use system utilities to perform file management functions such as creating, copying, deleting, moving, and compressing files and folders.

- Identify the major components of a computer and peripheral devices.

- Demonstrate an understanding of how computers store and manipulate information. Identify the storage media appropriate for specific tasks.

- Apply networking and telecommunication knowledge to specific applications and situations, such as the Internet, intranet, and e-commerce.

GENERAL EDUCATION COMPETENCIES

Piedmont Technical College General Education Competencies for All Graduates:

This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):

Communicate effectively.

Assessment:

Students will discuss basic computer functions.

Apply mathematical skills appropriate to an occupation.

Assessment:

N/A

Employ effective processes for resolving problems and making decisions.

Assessment:

Students will examine computer systems.

Demonstrate the basic computer skills necessary to function in a technological world.

Assessment:

Students will use Microsoft Office for several assessments to complete assignments.

To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.