

GREENVILLE TECHNICAL COLLEGE

School of Business and Computer Technology
Computer Technology
Course Syllabus
Information Systems CPT 113
Spring 2021

[Credit/Contact Hours](#)

[Prerequisite](#)

[Co-requisite](#)

[Course Description](#)

[Purpose of Course](#)

[Required Texts](#)

[Additional Materials, Supplies, Equipment, and Technology \(i.e. Webcams\)](#)

[Instructional Agreement](#)

[Grading Scale](#)

[Pass/Non-Pass Grade Option](#)

[Instructional Continuity](#)

[Verification of Students in Online Courses](#)

[Honorlock](#)

[Course Outcomes](#)

[Assessment of Student Learning](#)

[Administrative Withdrawals](#)

[Course Policies](#)

[Students with Disabilities](#)

[Technology Statement](#)

[FERPA Policy](#)

[Academic Integrity Policy](#)

[Dropping, Adding, and Withdrawing from Classes](#)

[Credit from Prior Learning Assessment \(PLA\)](#)

[Military Service, Duty, Training, or Disaster Relief](#)

[Incomplete Policy](#)

[Non-discrimination Policy](#)

[Title IX Policy](#)

[Assistance with Food and Housing](#)

Credit/Contact Hours:

3.0

Prerequisite:

Placement into MAT032 or higher and placement into RDG 100 or higher

Co-requisite:

None

GREENVILLE TECHNICAL COLLEGE

Course Description:

This course is an introduction to the principles and technologies used in modern management information systems.

Purpose of Course:

To present a core of IS principles with which every student should be familiar. Provide a survey of the IS career that will enable all students to understand the relationship of advanced courses to the curriculum as a whole. To teach the changing role of the IS professional and show the value of the career as an attractive field of specialization.

Required Texts:

1. Alice 3 to Java; Wanda Dann, Don Slater, Laura Paoletti, Dave Culyba; Pearson; ISBN: 9780136156741
2. MIS10; 10th Edition; Hossein Bidgoli; Cengage Learning; Via a Cengage Unlimited subscription. The ISBN for this item is: 9780357700044 at the Greenville Tech Book Store. Note that a single purchase of a Cengage Unlimited one year subscription will give you access to the Cengage materials for this course and other courses for a whole year. You only need to purchase one copy of it every twelve months during any given time in which you need access to Cengage course materials.

NOTE: Students will access course content through Blackboard and Cengage. You must have a Cengage Unlimited subscription to complete some of the assignments in the course. A physical copy of MIS9 does not suffice, you must have a Cengage Unlimited subscription.

Additional Materials, Supplies, Equipment, and Technology (i.e. Webcams):

1. A fully functional computer running the Microsoft Windows 10 operating system (Caution: a Chromebook does not meet this requirement).
2. Alice 3 software will be used in the course (free software obtained from www.alice.org)
3. Microsoft Office (Word) - Students can access <http://portal.office.com>, log in with their <username>@my.gvltec.edu email address and Blackboard/GTC4me password, then follow the prompts to install Microsoft Office free of charge.
4. A working WebCam is required for test taking in this course. Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your own home. You DO NOT need to create an account, download software, or schedule an appointment in advance. Honorlock

GREENVILLE TECHNICAL COLLEGE

is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need Google Chrome and the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to test, log into Blackboard, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam, as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device

5. A USB portable storage device such as a flash drive is recommended for coursework storage. Google Drive or One Drive Cloud storage may also be used. Students should not save classwork or homework on classroom computers as all user documents will be deleted periodically by the school.
6. Headphones are required for quiet listening to audiovisual videos in GTC public labs, classrooms, and the Technical Resource Center.
7. Flowgorithm software will be used in the course (free software that only runs on a Windows Computer that you can download for free at flowgorithm.org)

Instructional Agreement:

This syllabus is an agreement between the student and instructor concerning course objectives, course content, grading, and other policies and procedures particular to the course as well as any posted program, departmental, and divisional policies. It is also the student's responsibility to become familiar with the Student Handbook/College Catalog found in the Student Resources area of Blackboard.

Grading Scale:

Emphasis will be placed on tests, assignments, group projects, and a cumulative final exam with the following weights:

GREENVILLE TECHNICAL COLLEGE

Grades for this course will be calculated as follows:

Assignments	20 percent
Laboratories	20 percent
Group Projects	10 percent
Tests	40 percent
Final Exam	10 percent
Total	100 percent

Final letter grades will be issued as follows:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	0 - 59

Pass/Non-Pass Course Grade Option:

This course may be eligible for the Pass/Non-Pass Course Grade Option. A student must request this option prior to the withdrawal date of this course. If approved for this option, a grade of P will be assigned if the student earns a grade of C or higher. A grade of NP will be assigned for earning a D or F. Students are encouraged to talk with their instructor and meet with an advisor prior to requesting this option. Additional information may be found in the college catalog. Click on this link or additional information:

[Pass/Non-Pass](#)

Instructional Continuity:

In the event of a disruption to the normal class schedule or planned activities for this course, alternate learning activities that may include other methods of instruction or locations may be implemented. If disruption occurs, your instructor will communicate through your GTC email (Gmail) account. Additionally, please make sure your contact information is accurate in GTC's emergency alert system (accessible in GTC4Me/Quick Access/GTC2me – Emergency Messaging).

GREENVILLE TECHNICAL COLLEGE

Verification of Student in Online Classes:

Greenville Technical College is committed to student learning and the academic integrity of all courses. All GTC online courses are required to have at least one proctored learning activity that constitutes a significant percentage of the course grade, which may include a test, midterm, final exam, presentation or other assignment. Proctored is defined as an experience where an approved person ensures the identity of the student and monitors the learning activity. The proctored learning activity will be determined by the course instructor. The method of proctoring and any additional requirements, such as costs for students and/or trips to campus or approved testing center, will be explained in the course schedule/plan of instruction.

Honorlock:

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. For additional information on using Honorlock, click [here](#).

Course Outcomes:

Students who successfully complete this course will have demonstrated the skills required to accomplish the following objectives with a minimum competence level of 70 percent.

1. Demonstrated an understanding of the “language” (key terms and concepts) of information systems with respect to computer software, computer programming, and emerging IS trends.
2. Coded an Alice program that includes logical structures including selection (branching) and repetition (looping).
3. Demonstrated an understanding of Management Information Systems as it relates to business principles and the role of the IS professional.
4. Demonstrated an understanding of the theories and practices of MIS systems and their impact on business operations.
5. Completed a team presentation project.

GREENVILLE TECHNICAL COLLEGE

The objectives of the CPT 113 course are intended to meet the CPT program level student learning outcomes.

Assessment of Student Learning:

Greenville Technical College is committed to continuous improvement of teaching and learning. Tests, assignments, and/or projects required in this course may be shared with college faculty and used for assessment purposes. Also, student input is necessary for improving instruction and is requested through course evaluations. Students will be notified when evaluations are available.

Administrative Withdrawals:

Students may be administratively withdrawn from this course for the following reasons:

- **NIC (Never in Class)** Not attending a course during the drop/add period including failure to meet the attendance criteria in an online course. In this case, a grade of WA will be assigned. This WA will not count as an attempt and will not affect GPA.
- **14-Day Rule:** At any time during the semester and regardless of a student's use of financial aid benefits, the college will withdraw a student who is not in attendance for 14 consecutive calendar days including weekends, holidays, college breaks, and cancelled class sessions.
 - **Prior to the course withdrawal date**, the college policy is to assign a grade of W (Withdrawal). The student will earn no credits or grade points, and the W will not affect GPA. For students receiving financial aid, the course will count as an attempt and may affect future aid.
 - **After the course withdrawal date**, the college will assign a grade of WF for the course which will negatively affect GPA calculation. The student will be responsible for course payment and will not be eligible for a refund. The college will notify the student of the administrative withdrawal via official college email address. For students receiving financial aid, the course will be recorded as an attempt and may affect future financial aid awards.

Students may request a reinstatement. Reinstatements must be approved by the course instructor.

Course Policies:

PLAN OF INSTRUCTION:

<u>TEXT</u>	<u>CHAPTER</u>	<u>MAJOR TOPICS</u>
MIS 10	Chapter 1	Information Systems Overview
ALICE 3	Chapter 1	Problem Solving & Intro to Classes & Objects

GREENVILLE TECHNICAL COLLEGE

ALICE 3	Chapter 2	Design Techniques & Saving a Project World
MIS 10	Chapter 2	Computers-The Machines behind Computing
ALICE 3	Chapter 3	Writing Code Statements
MIS 10	Chapter 3	Database Systems
ALICE 3	Chapter 4	Comments, Bugs and Debugging
MIS 10	Chapter 4	Organizational Issues of Information Systems
MIS 10	Chapter 5	Protecting Information Resources
ALICE 3	Chapter 5	Custom Procedures & Count Loops
MIS 10	Chapter 6	Data Communication
MIS 10	Chapter 7	The Internet, Intranets, and Extranets
ALICE 3	Chapter 6	Stepwise Refinement & Inheritance
MIS 10	Chapter 8	E-Commerce
MIS 10	Chapter 9	Global Information Systems
MIS 10	Chapter 10	Building an Information Systems
ALICE 3	Chapter 9	Variables & Procedures
MIS 10	Chapter 11	Enterprise Systems
ALICE 3	Chapter 11	If/Else
MIS 10	Chapter 12	Management Support Systems
ALICE 3	Chapter 12	While Loops
MIS 10	Chapter 13	Intelligent Information Systems
ALICE 3	Chapter 16	Text String Output for Feedback
MIS 10	Chapter 14	Emerging Trends

NOTE: Hands-on lab assignments and other student projects will be scheduled throughout the semester.

The instructor reserves the right to modify the Plan of Instruction by changing the sequence of text material or testing content.

GREENVILLE TECHNICAL COLLEGE

Students with Disabilities:

Students with disabilities, including those who were served in Special Education (resource or tutorial), should contact Student Disability Services (SDS) to discuss their need for services and accommodations. ***This must be done each term.*** The main SDS office is located on the Barton Campus in the Student Center Building 105, office 113.

Students may reach staff by phone at (864) 250-8202 or via email to DisabilityServices@gvltec.edu. Appointments are available at all satellite campus locations. Please check the GTC website for more information concerning Student Disability Services. Visit <http://gvltec.edu/disability-services> for more information.

The college is committed to providing materials that are accessible to all students. However, if you experience any difficulty accessing materials, please notify your instructor immediately so that we can provide a solution. You may also contact Student Disability Services directly at (864) 250-8202 or by email at DisabilityServices@gvltec.edu.

Students who need a PDF reader to access course documents presented in PDF formats may download Adobe Reader from <https://get.adobe.com/reader>.

Blackboard Ally

Blackboard Ally is a tool to improve students' experiences within online courses. It enables students to convert files in a course to more accessible formats such as HTML, electronic braille, audio and more. For more information, refer to [Blackboard Ally for Students](#) located in Student Resources in the course menu.

Technology Statement:

Greenville Technical College is not responsible for personal technology or internet access. Problems with computers, devices, or internet access are not acceptable for late work. When completing gradable coursework online, be sure to access a secure, reliable internet connection (preferably hardwired).

All technical questions should be directed to technical support. For details, visit https://www.gvltec.edu/about_greenvilletech/tech_support.

Students can access due dates for all assignments and quizzes/tests on the Course Schedule/Plan of Instruction. All graded work is time-stamped when submitted, so your instructor can check the time of submission. In addition, you will receive a confirmation email message when you submit assignments via Blackboard. You must provide this confirmation information in case of any dispute regarding the submission.

Computer labs are available at multiple campus locations and offer various hours as well as staff who are available for assistance. For more information, please visit https://www.gvltec.edu/student_resources/computer_labs.

GREENVILLE TECHNICAL COLLEGE

Student should use Microsoft Office programs or PDF format for submitting assignments in Blackboard. Students can access <http://portal.office.com>, log in with their <username>@my.gvltec.edu email address and Blackboard/GTC4me password, then follow the prompts to install Microsoft Office free of charge.

FERPA Policy:

Because Greenville Technical College abides by FERPA privacy guidelines, personal email accounts may not be used for any College-related communication. Faculty and students must use the college Gmail system only.

Start, Stay, Succeed!