

## WOOD TOBÉ-COBURN SCHOOL

8 East 40<sup>th</sup> Street  
New York, NY 10016-0190  
(212) 686-9040 (phone)  
(212) 686-9171 (fax)

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### COURSE SYLLABUS

**COURSE / SECTION NUMBER:** CA 110 Computer Concepts

**SEMESTER:** FALL SEMESTER – TERM I

**DAY(S) / HOURS:** M-F 9:00AM – 9:50AM

**ROOM:**

**INSTRUCTOR:** Professor D. Safonte

Email: [safonte.wtcs@gmail.com](mailto:safonte.wtcs@gmail.com) (Preferred)

Email: [dsafonte@woodtobecoburn.edu](mailto:dsafonte@woodtobecoburn.edu)

Office Phone: (212) 897-0169

**OFFICE HOURS:** Conference Room B

Wednesday 12:00 PM – 12:50 PM

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### COMPUTER CONCEPTS COURSE OUTLINE

**COURSE DESCRIPTION:** This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

**PREREQUISITE(S):** None

**CREDITS:** 2 Semester Credits

**HOURS:** 1 Lecture / Lab

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### INSTRUCTIONAL MATERIALS AND REFERENCES

**Required Text:**

Evans, Martins, Poatsy. Technology In Action: Complete, 10<sup>th</sup> Edition. Pearson, 2014  
ISBN-978-0-13-305622-8

**Additional Requirements:**

- A loose leaf binder or notebook to keep notes.
- A flash drive is suggested to keep your data files and programming projects on, so you can take them with you between class and home.
- -OR- Use of a Google Drive folder where you save your items DAILY!

*There will be assignments that may be started in class, but need to be completed at home. This will be the easiest way for you to do that. If you do not have a flash drive and cannot obtain one, then you are responsible for compressing your files into a single ZIP file and emailing it to yourself daily, so you have access to them at home. You will then have to download the zip file from your email and extract it to your hard drive before you can begin working again. This is why a flash drive is easier, faster and better.*

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### COURSE POLICIES AND GUIDELINES

**COURSE POLICIES:** To successfully complete the course, students are expected to follow these classroom policies:

- A. Bring the textbook to every class session. The book may be needed to complete labs.
  - B. Maintain regular attendance at all class sessions. If you are absent, it is your responsibility to complete all required lessons and assignments. It is also your responsibility to turn in work due on the date of the absence via email to the professor. Late work may only be accepted at the discretion of the instructor with an excused absence (court date with written proof, or doctors' note). No one is guaranteed acceptance of late work.
  - C. Complete your own work. Submission of someone else's work as your own will result in a 0 for that assignment and possible failure of the course.
  - D. Demonstrate professional courtesy in speaking and behavior shown towards the instructor and classmates.
  - E. All cell phones and electronic devices **MUST** be **OFF** during class!
  - F. No Instant Messaging, Tweeting, Facebook Usage, Web Surfing, or anything of the sort in the classroom, whether on the school computers or your own devices.
  - G. No eating or drinking allowed in class.
  - H. You are required to be in dress code to every class session. If you are not, you will be asked to leave and see the Director of Education.
  - I. **Homework and Lab Work count for 40% of your grade!** Homework will be counted as 100% when handed in on time. There will be a 5% deduction for each DAY that assignment is late. If you are absent from class, you are required to get the day assignment from either myself or a classmate.
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### TEACHING STRATEGIES

- A. Lecture and discussion.
- B. Board demonstrations and desk-checking
- C. Lab exercises
- D. Programming Projects

### ATTENDANCE AND LATE ARRIVAL POLICY

- A. All Classes being on the hour.
- B. Attendance will be taken at the beginning of each class (within first 5 minutes).
- C. Arrival after last name is called is LATE!
- D. Three late arrivals will equate to one absence and will be recorded as such in our school attendance records.
- E. Students who arrive 20 minutes or more late to class will be considered absent. Students are encouraged to enter the class at this time as long as they do not disrupt the class, so they can at least benefit from the lesson for the day.
- F. Regular class attendance is essential. Regular and punctual attendance is extremely important while in school and makes it considerably easier to satisfy employers who demand this behavior. Development of professional conduct at Wood Tobé-Coburn School is just as important as the development of skills

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- G. Absence from class, regardless of reason involves a loss to both the student and to other members of the class. Wood Tobé-Coburn School policy requires students to attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible to attend class, excessive absenteeism may result in a lowered grade or other administrative action. An absence rate in excess of 10% of the classes scheduled may result in dismissal from school. A student who accumulates ten consecutive days of absence is considered to have withdrawn from school
  - H. Attendance is expected and is taken each day. If you will not be able to attend class, email me at [Safonte.wtcs@gmail.com](mailto:Safonte.wtcs@gmail.com) within class hours. Also call a classmate to obtain the homework assignments. You are responsible for the content covered during your absence; this includes all assignments, class work, and work due on the day of your absence
  - I. Please do not ask to leave the class early. If you are late or leave class early, you will not earn credit for attending class that day. If you are late to class, wait until after class to tell me. It is your responsibility to inform me that you were in class and see that it is marked on my attendance sheet
  - J. Professional behavior is expected of all students. You are expected to abide by the Wood Tobé-Coburn School Academic Catalog and the student handbook for conduct, ethical behavior, and other rules/regulations
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**ACADEMIC DISHONESTY POLICY:**

Academic dishonesty includes, but is not limited to, using unauthorized aids to complete an exam or project, submitting another student's work, sharing data via the network or diskette/flash drive, and copying from another student with or without their permission.

The Director of Education will suspend students who are caught cheating from school for a minimum of 24 hours. In addition, the students will not receive any credit for the work in question or any other work missed during the period of suspension.

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**DRESS CODE POLICY:**

Students are required to dress in appropriate professional attire. The Wood Tobé-Coburn School student is expected to maintain the same high standard of appearance and grooming that are expected by the business, design, and health care communities.

Students who are not in compliance with the dress code will be sent home. Faculty members may send students home from class or may elect to send them to the Director of Education to be sent home. Students will not be allowed to make up work missed during the period of suspension.

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### ASSIGNMENTS:

In order to achieve the course objectives, you will use the textbook and other reference sources to complete in-class and homework exercises, as well as a final project. Completing all homework and in-class assignments will help you maximize your achievement on the tests and other writing assignments.

**METHODS OF EVALUATION:** Course grade is determined as follows\*:

**\* Professor Reserves the Right to Eliminate/Recalculate Any Assessment.**

<b>Attendance</b>	<b>5%</b>
<b>Participation</b>	<b>5%</b>
<b>Homework/Labs</b>	<b>40%</b>
<b>Mid Term Exam</b>	<b>15%</b>
<b>Quizzes</b>	<b>10%</b>
<b>Final Exam</b>	<b>5%</b>
<b>Final Project</b>	<b>20%</b>

**GRADING SYSTEM:** A = 95 < 100 A- = 90 < 94 B+ = 87 < 89 B = 84 < 86 B- = 80 < 83 C+ = 76 < 79 C = 72 < 75 C- = 68 < 71 D+ = 64 < 67 D = 60 < 63 F = 0 < 59

### All Assignment Submissions

All Homework and class work assignment submissions **MUST** include Your Name, Course Number and Section, Professor's Name, Assignment Name and Date as comments in the source file. **ALL SUBMISSIONS MUST BE FOR THE ENTIRE PROJECT FOLDER, AND NOT JUST THE SOURCE CODE. SUBMISSIONS ARE TO BE SINGLE ZIP FILE ONLY, NOT SEPARATE FILES, AND MUST BE SUBMITTED VIA Shared Google Drive or email to [Safonte.WTCS@gmail.com](mailto:Safonte.WTCS@gmail.com)**

**No printed submissions.** *(Single Zip File mean in windows zip file format, not .rar or any other compression method. This means all your source code and any supplemental files should be placed into a folder which bears the name of the assignment, and that folder should be zipped up for submission.)*

### Homework/Labs

You may be given various classroom hands-on labs and/or homework assignments to be completed individually throughout the term, in addition to hands-on exercises we complete as a class together during lectures. These assignments are to solidify your programming skills in preparation for the final project and exams. They do need to be handed in, and will be graded. The professor may float the room and inspect progress. **Regular completion of classroom labs and homework also count toward classroom participation.**

**Each missing class work assignment results in 1 point deduction from participation.**

Assignments have **DUE DATES** that need to be met for full credit. Any late assignment, if approved by the instructor, will be subject to a **5% PENALTY PER DAY against the grade of that assignment**, up to 10 days late. Thereafter, the assignment **will not be accepted**. You are responsible for checking the course website daily for new homework assignments, as I may post them at ANY time, whether or not discussed in class.

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**Attendance/Participation**

EACH STUDENT STARTS WITH 5 POINTS EACH FOR ATTENDANCE/PARTICIPATION ON DAY ONE!

It's up to you to work hard to keep them. Your participation encompasses a lot of work. Labs, Reading Assignments, Homework Assignments, Classroom Discussions, Quizzes, Attendance, Punctuality and Classroom Etiquette all fall under this part of your grade. Your participation is graded on completion, as well as attendance and punctuality. If you do ALL the work, including quizzes, respect the policies and classroom etiquette, and you are never absent or late, then you will keep the full 10 points. Miss any work and points may be deducted as discussed earlier. One Point may also be deducted for each absence, and ½ point for lateness. If you are more than 20 minutes late, a full point will be deducted as if you were absent. Make no mistake; participation heavily affects your grade! A loss of all participation points means you will likely NOT earn better than a "B+" in this class!

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**Quizzes**

There will be 6 quizzes throughout the term. Quizzes will generally be every week, except on the week of the Midterm Exam and Final Exam. They may be given on different days during the week. Quizzes cannot be made up if you are absent, regardless of reason or note.

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**Midterm Exam**

There WILL be a multi-chapter, cumulative written exam at the Midterm Point. This assessment will be graded on a 100% scale and will include True/False and Multiple Choice questions. There will also be critical thinking questions in the form of desk-checking, debugging and writing of code.

**The date of this exam will be: Thursday, September 26<sup>th</sup>, 2013**

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**Final Exam and Final Project**

There WILL be a multi-chapter, cumulative written exam at the Final Point. This assessment will be graded on a 100% scale and will include include True/False and Multiple Choice questions. There will also be critical thinking questions in the form of desk-checking, debugging and writing of code.

**The date of this exam will be: Thursday, October 24<sup>th</sup>, 2013**

There will be a Final Project in this class. Students will be responsible for working individually to create a comprehensive working application based on the skills learned throughout the term. Students will be permitted to choose from two projects from the text book.

Students will have to choose their project by 09/30/2013. Once chosen, a notification MUST be sent by email to the professor.

**The due date will be Wednesday October 23<sup>rd</sup>, 2013.**

**TOPICAL OUTLINE: This is a tentative Outline/Schedule. Some chapters may need more than**

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**one week. That will be determined as we progress through the semester.**

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<b>Week</b>	<b>Topics</b>	<b>Chapter Readings</b>	<b>Exams/Labs/HW</b>
<b>Wk. 1</b> <b>09/04 - 09/06</b>	1. Technology on Worlds Stage <input type="checkbox"/>		<b>Quiz #1 - TBA</b>
	2. Technology & Society <input type="checkbox"/>	Chapter 1	Classwork: Lab #1 – Ch. 1
	3. Technology at Home <input type="checkbox"/>		Team Exercise
	4. Technology & Social Media <input type="checkbox"/>	Chapter 2	Lab #2 – Ch1. Ethics Project
	5. Technology & Your Career <input type="checkbox"/>		Lab #3 – Ch. 2
	6. Understanding Your Computer <input type="checkbox"/>		Team Exercise
	7. Input / Output Devices <input type="checkbox"/>		Lab #4 – Ch. 2 Ethics Project
	8. Memory and Motherboards <input type="checkbox"/>		Homework:
	9. How to Store Data <input type="checkbox"/>		Chapter 1: Check Your Understanding Exercises
	10. Peripherals <input type="checkbox"/>		Due: Wednesday
	11. Powering it up <input type="checkbox"/>		Chapter 2: Check Your Understanding Exercises
			Due: Friday
<b>Wk. 2</b> <b>09/19 – 09/13</b>	1. Internet & How it works <input type="checkbox"/>	Chapter 3	<b>Quiz #2 - TBA</b>
	2. Life On The Web <input type="checkbox"/>		Classwork:
	3. Web Entertainment <input type="checkbox"/>	Chapter 4	Lab #1 – Ch. 3
	4. E-Commerce <input type="checkbox"/>		Team Exercise
	5. Navigating the Web <input type="checkbox"/>		Lab #2 – Ch 3. Ethics Project
	6. History of the Personal Computer <input type="checkbox"/>		Lab #3 – Ch. 4
	7. In's & Out's of Software <input type="checkbox"/>		Team Exercise
	8. Multimedia Software <input type="checkbox"/>		Lab #4 – Ch. 4 Ethics Project
	9. Entertainment Software <input type="checkbox"/>		Homework:
	10. Software Licensing <input type="checkbox"/>		Chapter 3: Check Your Understanding Exercises
			Due: Wednesday
			Chapter 4: Check Your Understanding Exercises
			Due: Friday

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**Wk. 3**

**09/16 – 09/20**

- 1. Operating Systems  Chapter 5
- 2. BIOS
- 3. Windows vs. Open Source  Chapter 6
- 4. File Management
- 5. Utility Applications
- 6. CPU's & Subsystems
- 7. E-Waste

**Quiz #3 – TBA**

Classwork:

Lab #1 – Ch. 5

Team Exercise

Lab #2 – Ch 5. Ethics Project

Lab #3 – Ch. 6

Team Exercise

Lab #4 – Ch. 6 Ethics Project

Homework:

Chapter 5: Check Your Understanding Exercises

Due: Wednesday

Chapter 6: Check Your Understanding Exercises

Due: Friday

**Wk. 4**

**09/23 – 09/27**

- 1. Networking Fundamentals  Chapter 7
- 2. Network Components
- 3. Network Architecture
- 4. Home Networks
- 5. Wireless Networks  MIDTERM
- 6. Midterm Exam  Exam: Chapters 1 – 7

**MIDTERM 09/26**

Classwork:

Lab #1 – Ch. 7

Team Exercise

Lab #2 – Ch 7. Ethics Project

Homework:

Chapter 7: Check Your Understanding Exercises

Due: Wednesday

**Wk. 5**

**09/30 – 10/04**

- 1. Mobile Devices  Chapter 8
- 2. Digital Media
- 3. Identity Theft  Chapter 9
- 4. Viruses & Hackers
- 5. Firewalls & Passwords
- 6. Adware & Spyware
- 7. Protecting Data
- 8. Physical Threats
- 9. Phishing and Pharming

**Quiz #4 – TBA**

Classwork:

Lab #1 – Ch. 8

Team Exercise

Lab #2 – Ch. 8 Ethics Project

Lab #3 – Ch. 9

Team Exercise

Lab #4 – Ch. 9 Ethics Project

Homework:

Chapter 8: Check Your Understanding Exercises

Due: Wednesday

Chapter 9: Check Your Understanding Exercises

Due: Friday

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**Wk. 6**

**10/07 – 10/11**

- 1. Programming  Chapter 10
- 2. SDLC – Information System
- 3. Programming Languages  Chapter 11
- 4. Database Building Blocks
- 5. Database Types
- 6. Database Functions
- 7. Business Systems
- 8. Data Warehousing

**Quiz #5 – TBA**

Classwork:

Lab #1 – Ch. 10

Team Exercise

Lab #2 – Ch. 10 Ethics Project

Lab #3 – Ch. 11

Team Exercise

Lab #4 – Ch. 11 Ethics Project

Homework:

Chapter 10: Check Your

Understanding Exercises

Due: Wednesday

Chapter 11: Check Your

Understanding Exercises

Due: Friday

**Wk. 7**

**10/14 – 10/18**

- 1. Client / Server Basics  Chapter 12
- 2. Server
- 3. Network Topologies  Chapter 13
- 4. Cables
- 5. Network Adapters
- 6. Network Security
- 7. Internet Networking
- 8. Data Transmission & Protocols
- 9. Web Languages
- 10. Internet Identity

**Quiz #6 – TBA**

Classwork:

Lab #1 – Ch. 13

Team Exercise

Lab #2 – Ch. 13 Ethics Project

Homework:

Chapter 13: Check Your

Understanding Exercises

Due: Wednesday

**Wk. 8**

**10/21 – 10/25**

- 1. Final Exam Review
- 2. Final Project
- 3. Final Exam  Exam:  
Ch. 8-13

Classwork:

Wednesday 10/23:

Review for Final

**Final Exam – Thursday 10/24**

**EXTRA CREDIT**



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**EXTRA CREDIT 1: Research Report - "Googling Yourself"**

Complete the Googling Yourself Exercise # 3 (a-d) on Page 581

This report can be anywhere from 2-5 pages, typed in Arial or Times New Roman font, no larger than size 12, double-spaced. However, do not double-space the code, should you include any. Use the current MLA guidelines for any references. Make sure to include a cover page with your name, the course code, the name of the course, your professor's name, the date, and the title "Extra Credit #1 – Charles Babbage" in your file on the first page. You also need to have a "Works Cited" or "Bibliography" page.

This extra credit assignment will be worth up to 5% of your overall course grade. If you elect to do this assignment, it MUST be turned in by Friday September 27<sup>th</sup>, 2013. The extra credit research report file should be named "Extra Credit 1 – Googling Yourself". You will submit your assignment by email to [Safonte.WTCS@gmail.com](mailto:Safonte.WTCS@gmail.com).

**EXTRA CREDIT 2: Research Report – "Influential Women in Computing"**

Start out by researching Grace Hopper. Find out about where and when she was born, when she died, what contributions she made to technology, etc. Find out why she is considered one of the most influential women in computing. While you are at it, continue researching and see if you can find some other women who were influential in computing and why? What were their contributions to technology. You should research a woman by the name of Dr. Susan Merritt. Find out what she has to do with computing, and why she is and was such an important woman in the future of technology education for women in computing.

This report can be anywhere from 2-5 pages, typed in Arial or Times New Roman font, no larger than size 12, double-spaced. Use the current MLA guidelines for any references. Make sure to include a cover page with your name, the course code, the name of the course, your professor's name, the date, and the title "Extra Credit #2 – Influential Women in Computing" in your file on the first page. You also need to have a "Works Cited" or "Bibliography" page.

This extra credit assignment will be worth up to 5% of your overall course grade. If you elect to do this assignment, it MUST be turned in by Friday October 25<sup>th</sup>, 2013. You will submit your assignment by email to [Safonte.WTCS@gmail.com](mailto:Safonte.WTCS@gmail.com).

**BONUS CREDIT**

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**Bonus credit will be treated as separate from Extra Credit.** Students will be given a one-time opportunity to earn back lost participation points due solely to missing homework assignments, labs, quizzes and/or exams, and absenteeism/tardiness. This will not be to improve upon grades of completed assignments. This will only improve the total participation points, if there are any deductions to the participation points.

Since participation points are lost because of a lack of dedication to your responsibilities as a student, you will have to earn back my belief in your dedication to these responsibilities by completing the Final Project ahead of schedule by two weeks or more. Students who do so will prove that they acknowledge responsibility for their own actions, and take necessary steps to improve their actions in the future. This is an invaluable commodity in the business world. Saying you are dedicated only goes so far, but proving it earns back belief. So, students who wish to earn this one-time bonus credit must turn in their **Final Project NOT LATER than Wednesday October 9<sup>th</sup>, 2013 for special consideration of up to 5 points in earned back participation, not to exceed the original 10 total participation points.**

**NO OPPORTUNITIES WILL BE GIVEN TO EARN BACK LOST PARTICIPATION!**

**References**

Evans, Alan, Kendall Martin and Mary Anne Poatsy. Technology in Action, 9<sup>th</sup> Edition. Pearson Education, 2013. ISBN-13: 9780132838733

or

Evans, Alan, Kendall Martin and Mary Anne Poatsy. Technology in Action, 8<sup>th</sup> Edition. Pearson Education, 2012. ISBN-13: 9780131391574

Pinard, Katherine T. and Robin M. Romer. CMPTR, 1<sup>st</sup> Edition. Course Technology, 2012. ISBN-13: 9781111527990

**DATA PROTECTION:**

*Make sure you save **ALL** your data frequently **ON YOUR OWN FLASH DRIVE**. You also should **back up** the entire contents of your flash drive to your home computer frequently (**at least once a week**). Any loss of data or failure of your computer is your own responsibility. **Loss of data files is not an acceptable excuse for late assignments.***

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