

COMPUTER TECHNOLOGY DEPARTMENT

GREENVILLE TECHNICAL COLLEGE
Greenville, South Carolina

COURSE SYLLABUS

Course Number: CPT 280

Course Title: SCWE in Computer Technology I

Lecture hours per week: 3.0 **Semester credit hours:** 3.0

Prerequisite: Vary depending on sponsoring corporation requirements. Minimum cumulative GPA of 2.0. In addition, a resume and cover letter must be submitted for each internship position.

Catalog Course Description: This course integrates computer technology skills within an approved work site related to the computer industry.

Purpose of the Course:

- 1) To provide the student with real world programming and/or networking experience.
- 2) To assist students with decisions about career direction.
- 3) To give the student an edge on the job market by giving him/her actual work experience.
- 4) To give the student experience with the job application process, including interviewing.
- 5) To give the student self-confidence.

Required Text(s):

All students must access CampusCruiser regarding final course grades/transcripts, information postings, financial records, etc. Students in traditional classes must access CampusCruiser for postings regarding assignments, grades, and e-mail. Students in online classes must access WebCT for specific course information regarding assignments and due dates, test dates, and e-mail correspondence; online courses require weekly participation.

Students for Whom the Course is Intended: Students who are in the second year of the Associate Degree program in CPT and seeking a real-world programming and/or networking experience. This course is also intended as an elective for associate degree seeking CPT students that are already working as programmers or network technicians in industry.

Instructor: _____ Telephone Ext.: _____

Office Location: _____ Office Hours: _____

Approved by: _____

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Date: August 16, 2006

CPT/PROGRAMMING PROGRAM COMPETENCIES

Upon successful completion of the CPT/Programming program, the graduate will be able to:

1. Analyze, design, develop, and document system solutions that will satisfy the information needs of business users using structured design methodologies and established standards.
2. Design, create, test, and document logical programming solutions to prescribed specifications following established standards and using current development environments and languages for application development and database management.
3. Demonstrate the knowledge and ability to evaluate, configure, maintain, and troubleshoot microcomputer hardware and software.
4. Demonstrate the knowledge and skills necessary to install, configure, and maintain network operating systems such as Windows and Unix.
5. Demonstrate the use of a minimum of three business application software packages.
6. Demonstrate fundamental team building, project management, and presentation skills by participating in team projects that include team goals and values, a development methodology for documentation and coding, group presentations, and exposure to topics such as diversity, time management, and goal setting.
7. Demonstrate the ability to take initiative, assume responsibility, and work under pressure with minimum supervision by successfully completing "hands-on" computer lab assignments.

CPT/NETWORK ADMINISTRATION PROGRAM COMPETENCIES

Upon successful completion of the CPT/Network Administration program, the graduate will be able to:

1. Demonstrate the knowledge and ability to evaluate, configure, maintain, and troubleshoot microcomputer hardware and software.
2. Demonstrate an understanding of data communication concepts, network devices, network operating systems, network cabling, and LAN topologies.
3. Demonstrate the knowledge and skills necessary to install, configure, and maintain network operating systems such as Windows and Unix.
4. Demonstrate the knowledge and skills necessary to interconnect various network devices to include routers, switches, hubs, and workstations.
5. Demonstrate the skills needed to effectively administer a Windows local area network to include the set up of users, groups, shares, permissions, and print sharing.
6. Demonstrate an understanding of network security concepts and technologies to include authentication, network security topologies, and devices and encryption methods.
7. Demonstrate the knowledge and skills necessary to secure a network to include configuring software and hardware solutions.
8. Demonstrate the knowledge and skills necessary to implement a wireless network to include an understanding of current standards and technologies.
9. Demonstrate the ability to take initiative, assume responsibility, and work under pressure with minimum supervision by successfully completing "hands-on" lab assignments.
10. Demonstrate the use of a minimum of three business application software packages.
11. Design, create, test, and document the logical programming solution to prescribed specifications following established standards and using programming languages.

CPT 280 TERMINAL OBJECTIVES

Students who successfully complete this course will have demonstrated the skills necessary to accomplish the following objectives with a minimum competency level of 76 percent.

1. Demonstrate the ability to take initiative, assume responsibility, and work under pressure with minimum supervision by successfully completing programming projects.

2. For Programming Internships:

Design, create, test, and document programming solutions to prescribed specifications following established standards and using at least one programming language.

For Networking Internships:

Use technical skills to implement and maintain computer/network systems including software/hardware installation and administration of desktop and network operating systems.

3. Demonstrate the ability to work within a professional setting.

Programming Students: The objectives of the CPT 280 course are intended to meet the CPT/Programming program competencies numbered 1, 2, 5, 6, and 7 on the previous page.

Network Administration Students: The objectives of the CPT 280 course are intended to meet the CPT/Networking Administration program competencies numbered 1, 3, 4, 5, and 9 on the previous page.

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GRADING POLICY

Interns will be evaluated based on:

1. Supervisor evaluations that rate the interns' work (completed mid-semester and at the end of the internship).
Copy attached.
2. Completion of 180 hours of work related experience.
3. At the end of the semester, during finals week, each intern will submit:
 - 2-3 page paper that contains their reflections on the internship experience.
 - work log that they have maintained weekly throughout the semester identifying hours worked and tasked accomplished.

Final letter grades will be issued as follows:

A	=	93 - 100	points
B	=	86 - 92	points
C	=	76 - 85	points
D	=	70 - 75	points
F	=	0 - 69	points

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Contract

I, _____, agree to the following on _____.

- I understand that I will be representing not only myself but also the CPT department and Greenville Tech during this internship, and I will put forth my best effort and represent all of the aforementioned in a professional manner.
- I am willing to work by the rules and regulations of the sponsoring company.
- I will attend work regularly.
- I will not withdraw from this course except under extremely serious, unanticipated circumstances.
- If I have concerns during the internship, I will work with my supervisor. If these concerns are not resolved, I will then contact the CPT Internship Director and ask for advice.
- I am aware that I will only have one opportunity to successfully complete the internship course.

Student Performance Evaluation – CPT 280 Internship

PLEASE PRINT

Student Name: _____

Company Name _____

Date of Student Internship _____ Date of Final Evaluation _____

Instructions: Carefully evaluate the intern’s work performance in relation to the essential functions of the job. Check rating box to indicate the intern’s performance. Indicate N/A if not applicable.

Definitions of Performance Ratings:

V – Very Good – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

I – Improvement Needed – Performance is deficient in certain areas. Improvement is necessary.

G – Good – Competent and dependable level of performance. Meets performance standards of the job.

U – Unsatisfactory – Results are generally unacceptable and require immediate improvement.

N/A – Not Applicable or too soon to rate.

General Factors	Rating	Scale	Supportive Details or Comments
1. Quality - The extent to which a student’s work is accurate, thorough, and neat.	V	___ 100-93	_____
	G	___ 92-86	_____
	I	___ 85-76	_____
	U	___ Below 76	_____
2. Productivity - The extent to which a student produces a significant volume of work efficiently in a specified period of time.	V	___ 100-93	_____
	G	___ 92-86	_____
	I	___ 85-76	_____
	U	___ Below 76	_____
3. Job Knowledge - The extent to which a student possesses the practical/technical knowledge required on the job.	V	___ 100-93	_____
	G	___ 92-86	_____
	I	___ 85-76	_____
	U	___ Below 76	_____
4. Reliability - The extent to which a student can be relied upon regarding task completion and follow-up.	V	___ 100-93	_____
	G	___ 92-86	_____
	I	___ 85-76	_____
	U	___ Below 76	_____
5. Attendance - The extent to which a student is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record.	V	___ 100-93	_____
	G	___ 92-86	_____
	I	___ 85-76	_____
	U	___ Below 76	_____
6. Independence - The extent to which a student performs work with little or no supervision.	V	___ 100-93	_____
	G	___ 92-86	_____
	I	___ 85-76	_____
	U	___ Below 76	_____

General Factors	Rating	Scale	Supportive Details or Comments
7. Initiative - The extent to which a student seeks out new assignments and assumes additional duties when necessary	V	100-93	_____
	G	92-86	_____
	I	85-76	_____
	U	Below 76	_____
8. Adherence to Policy - The extent to which a student follows safety and conduct rules, other regulations, and adheres to company policies.	V	100-93	_____
	G	92-86	_____
	I	85-76	_____
	U	Below 76	_____
9. Interpersonal Relationships - The extent to which a student is willing and demonstrates the ability to cooperate, work, and communicate with co-workers.	V	100-93	_____
	G	92-86	_____
	I	85-76	_____
	U	Below 76	_____
10. Judgment - The extent to which a student demonstrates proper judgment and decision-making skills when necessary.	V	100-93	_____
	G	92-86	_____
	I	85-76	_____
	U	Below 76	_____

Rate intern's overall performance in comparison to position duties and responsibilities.

___	Very Good	100-93
___	Good	92-86
___	Improvement Needed	85-76
___	Unsatisfactory	Below 76

Complete all of the following sections:

1. Accomplishments or new abilities demonstrated. _____

2. Specific areas where improvement is needed. _____

3. Recommendations for professional development (seminars, training, schooling, etc.) _____

4. Absences: Number of incidents _____ Number of days _____

Evaluator's Signature _____ Date _____