



TEXT: *Information Technology in Business*

**ACADEMIC COURSE REQUIREMENTS:**

All exams are weighted equally. All assignments together count as one exam grade and each class project count as an exam grade. Missed tests will be made up on the final exam date.

**GRADING SCALE:**

A.....	90 – 100
B+.....	88 – 89
B.....	80 – 87
C+.....	78 – 79
C.....	70 – 77
D+.....	68 – 69
D.....	60 – 67
F.....	BELOW 60

# COURSE OUTLINE

<u>Class</u>	<u>Topic</u>
1	Introduction
2	Introduction to Data Processing
3	Data Processing Applications
4	System Analysis and Design
5	Punched-card Data Processing
6	Machines and Systems
7	Machines and Systems
8	Exam One
9	Return of Exam and Discussion
10	Computer Systems
11	Computer Concepts
12	Computer Concepts
13	Input and Output Devices
14	Magnetic Tape
15	Mass Storage Devices
16	Special I/O Devices
17	Computer Systems
18	Flowcharting
19	Exam Two
20	Programming Cycle
21	Programming Languages
22	Programming Languages
23	Programming Languages
24	Exam Three
25	Operating Systems
26	Operating Systems
27	Data Communication
28	Data Processing Department
29	The Computer Industry
30	Review

# TERMINOLOGY

central processing unit

input/output device

continuous forms

direct-access system

hardware

software

analog

browser

field in a record

master file

transaction file

flowchart

cable modem

cache

compile

digital

debugging

documentation

coaxial cable

supervisor program

magnetic core

JAVA

disk pack

track

sequential file

direct file

RAM

ROM

assembler

compiler

COBOL

RPG

barcode

DBMS

e-commerce

virtual storage

real storage

management science

linear programming

time-sharing system

cookie

EBCDIC

# TERMINOLOGY

digit punch

zone punch

special character

Hollerith code

interrecord gap

bit

parity bit

blocking records

interblock gap

byte

density

disk

modem

pagejacking

hexadecimal

arithmetic unit

ethernet

MICR character ( r symbol,  
ABA, #, amt)

optical mark

OCR character

fiber-optic cable

cathode-ray tube

megabyte

megahertz

pixel

WWW

SPAM

spider

## **University of South Carolina at Lancaster**

### **General Education Goals**

General education is the set of fundamental skills (reading, writing, reasoning, and oral communication), the knowledge, and the capacity for thought needed to pursue further learning, to succeed in chosen career fields, and to assume the responsibilities of informed and enlightened citizenship.

#### **Communication Skills**

USC Lancaster helps its students read effectively and attain a basic familiarity with the basic tenets of Western and other cultures. In the area of writing skills, USC Lancaster students work to develop the ability to write effectively for both academic and professional audiences. In addition, USC Lancaster helps its students learn to listen critically and speak effectively before a group.

#### **Critical Thinking**

USC Lancaster helps its students acquire analytical reasoning abilities and exercise informed value judgments. USC Lancaster students also work to develop mathematical and/or computational skills.

#### **Cultural Literacy**

USC Lancaster supports the intellectual, personal, physical, and social development of students, in recognition of the critical interdependency of all these areas. By providing opportunities for productive interaction with students, faculty, and staff, USC Lancaster helps students develop a spirit of curiosity, integrity, and confidence in planning and pursuing academic, career, and personal goals.

# USC LANCASTER

## FALL 2008 Academic Calendar

	<b>Fall</b>	<b>Fall I</b>	<b>Fall II</b>
Registration	August 18 & 19	August 18 & 19	October 14 & 15
Classes Begin	August 21	August 21	October 21
Last day to apply for December graduation BAIS or BLS	August 22		
Last day to register, change schedule, or drop a class without a grade of "W"	August 27	August 25	October 22
Labor Day Holiday (no classes)	September 1	September 1	NA
Last day to apply for December graduation – not BAIS or BLS	September 11	September 11	NA
Last day to drop a course or withdraw without a grade of "WF"	October 3	September 12	November 11
Fall Break (no classes)	October 9 & 10	October 9 & 10	NA
Election day (no classes)	November 4		November 4
Thanksgiving Holiday (no classes)	November 26 – 28	NA	November 26 – 28
Last day of classes	December 5	October 13	December 11
Reading Day	December 6	NA	December 12

Final Exams	December 8 – 16	October 14 & 15	December 15 & 16
Grades Due	December 19	October 20	December 19