COURSE SYLLABUS

ITSC 1401/COSC 1401
Introduction to Computers/Microcomputer Applications

Catalog Description
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area.

This course is listed under two headings - COSC 1401 and ITSC 1401. COSC 1401 is recommended for computer science transfer students.

Credit
Four (4) semester hours

Prerequisite
Course may be taken as a co-requisite with ENGL 0305 or 0316 and ENGL 0307 or 0326 or 0356

Course Outcomes
- Identify the components of a computer system.
- Use common applications.
- Explain the impact of computers on society.
- Identify computer careers.
- Identify fundamental programming structures.
- Identify ethical use of computers.
- Use basic operating system functions.
- Discuss current issues associated with security, ethics, and legal issues.
- Describe uses of the Internet and design a simplistic web page using HTML coding.
- Demonstrate proficiency in the use of word processing, spreadsheet, database, and presentation applications.
- Demonstrate proficiency in the use of email.
- Discuss current issues such as viruses and other related topics.
- Demonstrate basic understanding of network topology and connections.
Dean (contact information):
Becky Gustamante (Dana Morales - interim)
936.273.7321 (936.273.7391)

Semester and Year:
Spring 2009

Instructor:
Gordon D. Carruth

Office:
Building F, Room 344

Phone/email:
Direct line 936.273.7356
Metro line 936.321.5161 ext. 7356
Email gordon.carruth@lonestar.edu
Fax 936.273.7342
Cell 713.303.4522

Semester/Location/Time:
Spring 2009 / Bldg. F
ITSC/COSC 1401 41001 MW 7:30am - 9:50am Room: 316 or 317
ITSC/COSC 1401 41008 MW 10:30am - 12:50pm Room: 317
ITSC/COSC 1401 41002 MW 3:00pm - 5:20pm Room: 317
ITSC 1425 41001 TTh 10:00am - 12:20am Room: 315
ITSC 1405 41009 TTh 12:30pm - 2:50pm Room: 315

Office Hours:
MW 7:00am - 7:30am, 9:50am - 10:30am, 5:20pm - 5:45pm
TTh 9:00am - 10:00am, 12:20pm - 12:30pm
(Office Hours subject to change based upon meetings)

Scans Documentation:
LSCS website at: http://research lonestar.edu/cat/0809/crsdet.asp?su=ITSC&crs=1401

Required Materials:


Jump/Flash/USB drive, at least 64MB capacity (preferably without U3 technology)
Grading Criteria:
Your final grade is based on the total of all points received. The letter grade is based upon:

900 - 1000 .......... A
800 < 900 .......... B
700 < 800 .......... C
600 < 700 .......... D
Below 600 .......... F

Test 1 ........170
Test 2 ........170
Test 3 ........170
Syllabus Quiz ..........10
Quiz #1 ..........10
Quiz #2 ..........10
Quiz #3 ..........10
Quiz #4 ..........10
Quiz #5 ..........10
Quiz #6 ..........10
Quiz #7 ..........10
Quiz #8 ..........10
Quiz #9 ..........10
Quiz #10 ..........10
Quiz #11 ..........10
Quiz #12 ..........10
Quiz #13 ..........10

Group Project - Instructor ..........140
Group Project - Peer ..........20
Group Project - Presentation ..........40
Class Attendance ..........28
Class Participation ..........22
Final Exam (Comprehensive) ..........100

Total ..........1000
**Syllabus Change:**
While every attempt has been made to prepare this syllabus and class schedule in final form, it will be the instructor’s prerogative to make any changes as may be deemed necessary in order to meet the learning outcomes of the course. Students will be notified in writing of any change.

**ADA Statement**
Lone Star College System is dedicated to providing access and services in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability, it is your responsibility to apply for services and to provide your college with appropriate documentation in support of a disability claim. We encourage you to meet with your college’s designated counselor. For more information or assistance, call:
Lone Star College - Montgomery
936.273.7239 voice and TDD

**Equal Opportunity Statement:**
The Lone Star College System is committed to the principle of equal opportunity in education and employment. The district does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, national origin, sexual orientation, or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other district or college administered programs and activities. Additional information may be found at http://lonestar.edu/6810.

**Withdrawal Policy:**
Please see the following website concerning schedule changes and withdrawals:
http://montgomery.lonestar.edu/134973.

With the passage of SB1231, an institution of higher education may not permit a student to drop more than six (6) courses, including any course a transfer student has dropped at another public institution of higher education. This applies only to a first-time in college student (FTIC) enrolled in Texas public higher education, beginning Fall 2007. Additional information may be found at http://www.lonestar.edu/130277.

**Behavior:**
Students are subject to disciplinary action according to the provisions of the Code of Student Conduct, described in the Lone Star College System catalog. Additional information may be found at http://www.lonestar.edu/3807.

**Software Piracy:**
Law strictly prohibits unauthorized copying of software purchased by LSC - Montgomery for use in laboratories. LSC - Montgomery administration will take appropriate disciplinary action against anyone violating copyright laws.
**Academic Integrity:**
The Lone Star College System upholds the academic core values of learning: honesty, respect, fairness, and accountability. It promotes the importance of personal and academic honesty. It embraces the belief that all learners - students, faculty, staff and administrators - will produce their own work, and must give appropriate credit to the work of others. No fabrication of sources, cheating or unauthorized collaboration is permitted on any work submitted within the System. Academic dishonesty includes, but is not limited to, plagiarism and cheating. Additional information may be found at http://www.lonestar.edu/145954.

The Lone Star College System is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action will be taken including but not limited to: requiring retaking or resubmitting an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

**Computer Virus Protection:**
Computer viruses are, unfortunately, a fact of life. Using diskettes or other storage media on more than one computer creates the possibility of infecting computers and storage media with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each storage media you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.
Cell Phones, Pagers, and Beepers:
Please turn off cell phones, pagers, and beepers during class. If you have legitimate need to be in constant contact with someone (pregnancy, sick child or other family member, you carry the launch codes to the President’s Black Box “aka the Nuclear Football,” etc.), turn your device to a silent mode; then, if you need to answer a call, please quietly excuse yourself.

Food and Drinks:
Food and drinks are not allowed near any of the computers. You are not allowed to put on the desk/table or on the floor near you any food or drink. This includes all drink containers whether or not they have a lid, twist top, or other means of sealing the container. You may put these items either in a purse or backpack or on a table on the side of the room.

Internet and Email:
The Lone Star College System provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (email) for educational or Lone Star College System-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the system computer services are and remain the property of the Lone Star College System. Use of the equipment and networks is to comply with the policies and procedures of the Lone Star College System and access may be denied to any student who fails to comply with the Lone Star College System's policies and procedures regarding its use.

Access to the Lone Star College System’s email and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Special Notes - Grades and Grading:
Keep all Project, Exam, and Quiz grades throughout the term to compare against instructors’ recorded grades at the end of the term. It is possible that a score was recorded incorrectly. If a score is recorded incorrectly, then it is the student's responsibility to prove the correct score by producing the document showing the correct score.
All Projects, Exams, etc. will be graded not only on their content but also on their ability to communicate in the written language. So that there is no misunderstanding, we shall be using the American English language. Spelling does count.

Reading:
The student should have read all information assigned for reading by class time on the day that information will be discussed. Students should also bring their textbook(s) to class to be used as a reference or when needed for in-class assignments.
**Equipment**
Abuse of the equipment shall be reported to the College and the appropriate individuals will determine any required action by the College. Copying copyrighted software and/or installing or running unauthorized software shall be dealt with in the same manner as abusing the equipment.

A student is not allowed to use the computers for something other than the topic currently being discussed in class. If a student wishes to use class time for working on such items, then that student shall be asked to relinquish the computer.

**Free Time:**
There will be very little "free time" in the class. At no time during the scheduled class time will any student be allowed to "surf" the web, check email, play games, etc. Any student bringing in a personal computer will be limited to only using the computer for note taking. The same rules apply to using their personal computer as they do for using the computers provided by the College in the classroom.

**Electronic Devices:**
Students are not allowed to: wear headphones in class, unless required as an accommodation under an ADA agreement; allow cell phones to ring during class, except for emergencies; use personal electronic devices during class, such as MP3 players, iPods, Blackberries, etc.; read material not related to the course during class; do work for another course during class; or disrupt the education of others. Use of a personal laptop/notebook for any purpose other than note taking is prohibited. Students found violating this policy shall be asked to turn off and put away their personal laptop/notebook.

**Attendance Expectations:**
The instructor will take attendance every class and will report excessive absences. Any material, instructions, quotes, and other information missed due to a student’s absence is the responsibility of the student to acquire from another student and then visit with the instructor to try to fill in the blanks. The instructor cannot give a lecture over again to a student that has missed a class. Attendance to all classes is expected and strongly encouraged. An excessive number of absences will prohibit the successful completion of this course.

The instructor will **NOT** drop a student from class for failure to attend. The student will receive a grade based upon work completed and not completed. Work that is not completed will receive a grade of zero.

**Class Attendance (grade):**
This grade is based upon your attendance in class. You will receive one point per day that you are in class. A sign-in sheet will be provided for both the beginning (within first 15 minutes) and end of each class (within last 15 minutes). You will receive one half-point for each of the beginning and ending sign-in sheets. All absences are counted no matter what the excuse.
Class Participation (grade):
This grade is based upon your participation in the class. This would include, but is not limited to; paying attention during class, showing up on time, staying for the full class period, being courteous to others, being prepared for each class, and asking appropriate questions.

Quiz Procedures:
Quizzes must be taken on the date given. All Quizzes must be taken in blue or black ink. Quizzes will consist of fill-in-the-blank questions and/or short answer questions.

No Makeup Quizzes will be given. Quizzes are NOT graded on a curve. If you miss a Quiz, that Quiz will receive a grade of zero.

Questions for Quiz #1 - #13 will be derived from the reading material and information disseminated in class. The time allotted for all Quizzes will be 10 minutes. If you are late, you will not receive the full 10 minutes, but just what is remaining from the original 10 minutes. If you do not finish the Quiz in the time allotted, then all questions not answered will be considered incorrect. Quizzes will be given during the beginning of the class period.

During any Quiz you are not allowed to wear sunglasses, any type of hat or cap, or answer a cell phone or any other communication device. Calculators, dictionaries, notes, the textbook, or any other helpful item is not allowed during a Quiz.

All quizzes are scheduled for a particular day.

Test 1 through 3 Procedures:
Exams must be taken on the date given. All Exams must be taken in blue or black ink. Exams will consist of fill-in-the-blank questions and/or short answer questions. No Makeup Exams will be given except for official emergencies and arrangements must be made prior to the particular examination.

All Makeup Exams must be taken within one scheduled class day of the missed Exam and must be taken in the Testing Center. If you miss an Exam, that Exam will receive a grade of zero.

All Exams are taken in two parts. The first part will be a written part. When you decide to stop working on the written part, turn it in, and the computer part will be given to you. If you finish the computer part and still have time left over, you may not get back the written part to complete, correct, or anything else. The total time allotted for all Exams, inclusive of both parts, will be 80 minutes. If you are late, you will not receive the full 80 minutes, but just what is remaining from the original 80 minutes. If you do not finish the Exam in the time allotted, then all questions not answered will be considered incorrect. All Exams will be given starting within the first 15 minutes of the class. If you are late and another student has already finished and turned-in their Exam (Test 1-3) then you will NOT be allowed to take the Exam and shall receive a grade of zero for that Exam.
During any Exam you are not allowed to wear sunglasses, any type of hat or cap, or answer a cell phone or any other communication device. Calculators, dictionaries, notes, the textbook, or any other helpful item is not allowed during an Exam. Other than the pen(s) used to take the Exam the only other item allowed will be a highlighter(s).

All Exams, except the Final Exam and Makeup Exams, will be graded on a curve. The average of all grades, given for each Exam from all sections taught by this instructor will be computed, after discarding the highest and lowest score from each section. This average will then be compared to an average grade: namely the number 127.5, a middle C. If the average falls below this number, then the difference between this number and the average will be added to each student's Exam score up to a maximum score of 170. If the average computed is 127.5 or greater, then nothing will be done to the student’s original Exam score. Partial credit will be considered when grading Exam questions.

Exams will be returned within 2 class days barring any unforeseen circumstances.

The questions for the written part of the three Exams are taken from the textbooks Go! Technology in Action, Fifth Edition, Alan Evans, Kendall Martin, and Mary Anne Poatsy, Pearson Education, 2009 and Go! With Microsoft Office 2007, Introductory, Gaskin, Ferrett, Vargas, and Marks, Pearson Education, 2008. The only exception to this is that up to 25% of the questions may be derived from information disseminated in class.

Final Exam Procedures:
The Final Exam must be taken. The Final Exam will NOT be graded on a curve. The Final Exam will be comprehensive. The Final Exam consists of a random picking of questions from the written questions of all previous Exams. Each question will be worth one point, no matter what the point value was for that question on a previous Exam and no partial credit shall be given. If the Final Exam is not taken then the student will receive a grade of F for the course, not just the Exam.

During the Final Exam you are not allowed to wear sunglasses, any type of hat or cap, or answer a cell phone or any other communication device. Calculators, dictionaries, notes, the textbook, or any other helpful item is not allowed during the Final Exam. Other than the pen(s) used to take the Final Exam the only other item allowed will be a highlighter(s).

If you are late and another student has already finished and turned-in their Final Exam then you will NOT be allowed to take the Final Exam and shall receive a grade of zero for the Final Exam.
**Studying Techniques:**
The following is a list of helpful techniques that may be utilized in reading the material, studying for exams, and taking exams:

1. Read the chapter/section without highlighting or re-reading any parts. Some of this material you will not comprehend at first.

2. Next, read the material again. This time for comprehension, by highlighting the parts that you find important.

3. Write down all italicized/boldfaced terms/words on one side of a note card and the definition on the other side.

4. Write down all acronyms/abbreviations on one side of a note card and its meaning on the other side.

5. Study all note cards in a random fashion so that you are not learning/memorizing the information in a sequential order. Remember, the test may not cover the material in the same sequential order as it was given in the text.

6. Try not to study any new material just prior to being tested. Give yourself at least a thirty-minute break prior to taking an exam.

7. When you receive the exam, turn it over and write down all information that you are trying to remember and are worried about forgetting. Such items may be acronyms, abbreviations, lists, and words for fill-in-the-blank questions. When you are thirty minutes into an exam, you may forget some items that you were trying to remember.

8. Do not spend any prolonged period when trying to answer a question the first time through the exam. Just mark those questions with a highlighter and come back to them only after you have finished answering all questions in which you immediately know the answer.

**Advising:**
For additional assistance or more information on degree plans or future courses that LSC - Montgomery may offer, please contact one of the following:

Student Services Offices - First Floor of Bldg. E
936.273.7236

Matthew Samford - Business and Social Sciences Counselor
Office: F338
936.273.7341

Erma Walker - Business and Social Sciences Counselor
Office: F361
936.271.6168
Certificate/Degree Plan:
Degree plans for programs offered at LSC - Montgomery can be located in the Lone Star College catalog or on the LSC - Montgomery web site at: http://montgomery.lonestar.edu/8700.

Background:
Brief instructor profile:
1981 - 1985 ..... BBA in MIS within Business Analysis and Research, Texas A&M University
1987 - 1990 ..... Lecturer, in Europe, for University of Maryland, European Division
1991 - 1995 ..... Instructor for Blinn College, Campus Computer Coordinator
1995 - 1998 ..... Associate Professor of Computer Technologies, Montgomery College
1998 - 1999 ..... Lecturer, in Asia, for University of Maryland, Asian Division
1999 - 2004 ..... Associate Professor, University of Maryland, Asian Division
1999 - 2007 ..... Professor of Computer Technologies, Montgomery College
2007 - ............ Professor of Computer Information Technologies, Lone Star College - Montgomery
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan. 12</td>
<td>Monday</td>
<td>a) Introduction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Terminology</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>a) Terminology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Windows XP</td>
</tr>
<tr>
<td>Jan. 19</td>
<td>Monday</td>
<td>Holiday (M.L. King Jr. Day)</td>
</tr>
<tr>
<td>3</td>
<td>21</td>
<td>a) Syllabus Quiz</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Windows XP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Databases</td>
</tr>
<tr>
<td>4</td>
<td>26</td>
<td>a) Quiz #1 (Chapter 11)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Windows XP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Databases</td>
</tr>
<tr>
<td>5</td>
<td>28</td>
<td>a) Quiz #2 (Chapter 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Databases</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Pick Project Topics and Group Decision Time</td>
</tr>
<tr>
<td>6</td>
<td>Feb. 2</td>
<td>a) Quiz #3 (Chapter 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Databases</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
<td>a) Quiz #4 (Chapter 3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Databases</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>a) Quiz #5 (Chapter 8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Databases</td>
</tr>
<tr>
<td>9</td>
<td>11</td>
<td>a) Test #1 (Ch. 11, 1, 2, 3, 8, Windows XP, Databases)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Word Processing</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>a) Word Processing</td>
</tr>
<tr>
<td>11</td>
<td>18</td>
<td>a) Chapter 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Word Processing</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Schedule</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>23</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <strong>Quiz #6</strong> (Chapter 4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Word Processing</td>
</tr>
<tr>
<td>13</td>
<td>25</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <strong>Quiz #7</strong> (Chapter 5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Spreadsheets</td>
</tr>
<tr>
<td>14</td>
<td>March 2</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Spreadsheets</td>
</tr>
<tr>
<td>15</td>
<td>4</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Chapter 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Spreadsheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) <strong>Group Project - Firing Day</strong></td>
</tr>
<tr>
<td><strong>March 9-15</strong></td>
<td><strong>Holiday (Mid-semester break)</strong></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <strong>Quiz #8</strong> (Chapter 10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Spreadsheets</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <strong>Quiz #9</strong> (Chapter 13)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Spreadsheets</td>
</tr>
<tr>
<td>18</td>
<td>23</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Spreadsheets</td>
</tr>
<tr>
<td>19</td>
<td>25</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <strong>Test #2</strong> (Ch. 4, 5, 10, 13, Word Processing, Spreadsheets)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Review Group Projects</td>
</tr>
<tr>
<td>20</td>
<td>30</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Outlook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Presentation Software</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) <strong>Group Project</strong> due</td>
</tr>
<tr>
<td>21</td>
<td>Apr. 1</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Chapter 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Last day to drop and receive a &quot;W&quot; is Nov. 7</td>
</tr>
<tr>
<td>22</td>
<td>6</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) <strong>Quiz #10</strong> (Chapter 6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Chapter 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Presentation Software</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Integrating Word, Excel, and Access</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Schedule</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 23   | 8   | Wednesday a) **Quiz #11** (Chapter 7)  
    |     |          b) Chapter 9  
    |     |          c) Web Pages |
| 24   | 13  | Monday   a) **Quiz #12** (Chapter 9)  
    |     |          b) Chapter 12  
    |     |          c) Integrating Word, Excel, Access, and PowerPoint |
| 25   | 15  | Wednesday a) **Quiz #13** (Chapter 12)  
    |     |          b) Work on Presentations |
| 26   | 20  | Monday   a) **Project Presentations** |
| 27   | 22  | Wednesday a) **Test #3** (Ch. 6, 7, 9, 12, Presentation Software, Web  
    |     |          Pages, Integrating Word/Excel/Access/PowerPoint)  
    |     |          b) **Project Presentation** |
| 28   | 27  | Monday   a) **Project Presentations** |
| 29   | 29  | Wednesday a) Review for Final Exam |
| 30   | May 4 | Monday a) **Final Exam:** 10:00 - 11:50am (41008, 10:30 class)  
    | 6   | Wednesday b) **Final Exam:** 7:00 - 8:50am (41001, 7:30 class)  
    |     |          3:00 - 4:50pm (41002, 3:00 class) |
**Group Project - Procedures:**
The project is a group project and shall consist of four members unless class size dictates otherwise. You will still be required to meet the group minimums and maximums for both the paper and the presentation if one or more members of the group drop the class, does not do their share, or any other excuse. This applies to whenever this takes place during the semester.

The project is due within 15 minutes of the beginning of class, not later, on the assigned date. If you are going to be late or miss the class, get the project in by another means (give it to a friend to bring, turn it in the day before, etc.). This is one project per group. Each member of the group does not hand in a separate project.

All students within a group will receive the same instructor grade for the project. Late projects will be accepted, but 25% of the starting total will be deducted for being late. Late projects must be turned in within the first 15 minutes of the next scheduled class date. Projects not turned in receive a zero.

The project should discuss in detail the topic chosen. The project should contain:
1. Be a minimum of 7 pages in length and a maximum of 10 pages in length, not including supporting material, pictures, graphs, tables, etc.
2. MLA format for the body of the paper; do not use footnotes or inline/end-of-paragraph citing except in cases or quotes
3. 8.5” X 11” white paper
4. Single spacing within a paragraph and no spacing before or after a paragraph (this is a change from the MLA format)
5. Arial 12 point type
6. A paragraph needs not only a topic sentence but must contain two or more sentences
7. It should have a Cover Page with Class Information, Topic Number, Topic Title, and all group member’s names (not counted in the 7-10 pages, this is a change from the MLA format)
8. An Abstract on a page by itself, after the Cover Page (not counted in the 7-10 pages)
9. A Table of Contents, after the Abstract, with page numbers using dot leaders on a page by itself (not counted in the 7-10 pages). Skip a blank line between main topics.
10. At the end of the paper should be a Works Cited page, include dates for URLs (not counted in the 7-10 pages) with at least 12 references cited. Use the MLA Citation style except for line spacing. The line spacing is single spacing.
11. The paper shall be divided into sections with each section of the paper containing a heading that is boldfaced, but still Arial 12 point. Main sections will have their headings centered between the margins and minor sections will have their headings
left aligned between the margins. Each section should have its own opening paragraph

12. You can have only one blank line before a heading, except at the top of a page in which case there is no blank line

13. You can have one blank line after the heading: Abstract, Table of Contents, and Works Cited

14. The Cover Page can use different point sizes

15. Place page numbers using the MLA format, starting with the number i on the Abstract page and then with 1 on the first page after the Table of Contents. Watch out, page numbers usually default to a serif font and you may need to change it to Arial. Also, use the last name from one member of the group with the page number.

16. Do not allow any widows or orphans

17. A printed copy shall be turned in, stapled once in the top left-hand corner

18. Submit an electronic version as 1 file named, Project Paper - Last Name First Name, where Last Name First Name is replaced with your last name and first name. For example, Gordon Carruth would name the file Project Paper - Carruth Gordon. The name used must match the name from the page numbering. This file must be a Word 2007 compatible file and will contain all the proper formatting required.

19. You are also required to turn in your research for this paper. That is to say that you must turn in printed copies of all material from your Works Cited. You will need to use a highlighter to mark the parts of the research that was used to create/write your paper. This research must be arranged in the same order as the Works Cited, bound together somehow, and placed at the end of the paper after the Works Cited.

**Group Project - Peer Grade:**
After you Group Project has been turned in, you will assign the other members of your group a Peer Grade. Not only will you be assigning a numeric score for each of the other members in your group but you will also be justifying the grade that you are assigning. Not only does your justification need to support the assigned grade, it needs to explain what that team member contributed towards the Group Project. If you are alone on a project, not by getting fired, then you will receive all of the Peer Grade.

**Firing Day Procedures:**
Since projects are a team effort, there are occasions, hopefully rare, that a team member will not "pull their weight." This is a burden on the rest of the team but the team does have the ability to fire from the team the "non-weight pulling" individual. Now, before you get all excited about this there are procedures that must be met before an individual can be fired.

An individual can only be fired on Firing Day. All other team members must document in writing three reasons for firing an individual, turn this documentation into the instructor on Firing Day, and inform the fired person prior to Firing Day. It will be up to the instructor to decide if there is sufficient documentation and reasons to uphold the firing.
If an individual is fired from a team, then that individual must complete the assigned project on their own, on time, and will receive a 25% deduction off the starting total for being fired. If the fired student turns in a "late project" under the terms listed above, then another 25% will be deducted from the starting total. The fired student shall receive zero points for the Peer Grade. A fired student will also have to meet all the presentation requirements set out below.

**Project - Presentation Procedures:**
The presentation material should be derived from the project report turned in. The project report will not be returned until after your presentation. Students are encouraged to use their imagination when creating their presentation. Presentations cannot be late or re-scheduled.

Although the presentations are a group effort, each member of the group shall receive their own grade. That is to say, each member of the group is graded separately based upon their presentation effort and quality. The only way that other members of a group may affect an individual’s grade is by not meeting the time requirements.

The presentations must last at least 15 minutes but not more than 24 minutes. Points will be deducted for not meeting the time requirements; two points for each minute, either over or under.

The presentation should begin with an introduction of the group, then should proceed into the "detail" of the presentation, and finally should wrap-up with a Question and Answer session with the audience. The Question and Answer session is not included in the timed portion of the presentation but is counted in the graded portion of the presentation.

The "detail" portion of the presentation must consist of a PowerPoint presentation at a minimum, and may include a lecture, a homemade video, a game, or some combination of these.

If you wish to add a video clip found in a movie, on the Internet, or some other location you will be allowed to use up to 4 minutes of your allotted time for this video. If your video stretches beyond 4 minutes, then your allotted time will be increased by that amount. All video clips must first be approved by your instructor.

Do not rely on the Internet being up on the day of your presentation or even that your video or other digital data is available on a website due to both our inability to guarantee an Internet connection and the fact that websites will change their content from time to time.

It is imperative that student’s are present for all presentations including those on their presentation date. If a student is not present for any/some of the presentations then 2 points will be deducted from the absent student's presentation grade, for each presentation a student misses. Only excused absences are exempt.
**Project Topics:**

1. How has technology affected privacy:
   a. Is there a perceived notion of privacy when using a computer assigned to you at a business
   b. What are the rules governing the privacy of your own information stored and/or transmitted on a business’ computer
   c. What technology is in place to protect a person's privacy
   d. What technology is in place to uncover a person's privacy
   e. What laws are in place to protect a person's privacy when technology is involved
   f. Will people have more or less privacy in the future because of technology
   g. What must people do to protect their privacy
   h. What is identity theft and how has technology helped or hindered its proliferation
   i. How does a person reduce the risk of identity theft
   j. When is a person required to give factual information about themselves and when can a person provide false information about themselves

2. Discuss current issues associated with the ethical use of computers in a business environment:
   a. Does the ethical use of computers conflict with an individual's right in using the computer (surfing the net, emailing jokes, playing games, etc.)
   b. Do individual employees and the company tend to view the use of the computer in the same manner
      i. Employee: what I do with it on my own time is my business; who am I hurting, its just email; they are only jokes; it is just an Internet radio station; no one can see what I am doing so what does it matter
      ii. Company: we paid for the computer so we can decide what you can and cannot do with the computer; we own the computer/network/Internet connection so we have the right to monitor what happens on our equipment, etc.
   Do the preceding statements change based upon a person's position in the company (clerk, assistant, manager, vice-president, etc.)
   c. What costs are associated with ensuring the ethical use of computers
   d. What steps must companies take to ensure the ethical use of their computers (ethical use statements, training, policing, enforcement, etc.)
   e. How has the enforcement of the ethical use of computers changed the environment of a company
   f. What laws define the ethical use of computers
   g. What company policies define the ethical use of computers
   h. What are the moral issues in relation to the ethical use of computers and does this ever contradict laws or company policies
   i. For a business, what will allow for the deterrence to unethical behavior
3. Critical Infrastructure Protection of the United States (2)
   a. Presidential Decision Directive #63
   b. What were the critical infrastructures as defined originally
   c. What are the critical infrastructures as they are defined now (why the change)
   d. What is missing from the list of critical infrastructures; what do you think should be on the list; what do you think should not be on the list
   e. What Houston metropolitan area based infrastructures could be and/or have been targeted
   f. Deadlines: what are they, have they been met, will they be changed, what are the consequences of not meeting them
   g. Has the DHS changed any deadlines, previous work towards achieving these goals
   h. Whose in charge of ensuring protection of these critical infrastructures
   i. Who owns most of the critical infrastructures
   j. After identifying these critical infrastructures, how do you protect them
   k. Red Teams
   l. Infragard; what is it, what do they do, how are they organized

4. Artificial Intelligence (AI)
   a. What is Intelligence
   b. What makes AI artificial
   c. How long will it be before we have AI working
   d. How long will it be before we have AI perfected
   e. What is involved in developing AI (hardware, software, knowledge, money)
   f. What is the Turing test
   g. What role will AI play in the future development of viruses
   h. What role will AI play in the future of cyber defense
   i. What role will AI play in the future of cyber offense
   j. Should we care about any of this

5. Hack-proofing your computer/information and Identity Theft
   a. Methods used by hackers to get into your computer
   b. Software to keep hackers out
   c. Hardware to keep hackers out
   d. Procedures users should employ to keep out hackers
   e. What are the costs involved with protecting your computer/information
   f. How do you protect your wireless transmissions
   g. What laws protect you from hackers
   h. What should you do if you believe someone has broken into your computer
   i. How do you protect your information from identity thieves
   j. What methods have credit card companies employed to protect your identity
   k. What methods have banks employed to protect your identity
   l. What should you do if your identity has been stolen
   m. Packet Sniffers
   n. Steganography
   o. Honey Pots
   p. Encryption
   q. Biometrics
Abstract

XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXX XXXXXX. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXX XXXXXXXX XXXXXX. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXX XXXXXXXX XXXXXX. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXX XXXXXXXX XXXXXX. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXX XXXXXXXX XXXXXX. XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
XXX XXXXXXXX XXXXXX.
# Table of Contents

Abstract ................................................................................................................................. i

Table of Contents ................................................................................................................ ii

Introduction .......................................................................................................................... 1

Main Heading #1 ................................................................................................................... 1
  Sub-Heading #1.................................................................................................................. 1
  Sub-Heading #2.................................................................................................................. 1

Main Heading #2 ................................................................................................................... 1
  Sub-Heading #1.................................................................................................................. 1
  Sub-Heading #2.................................................................................................................. 2
  Sub-Heading #3.................................................................................................................. 3

Main Heading #3 ................................................................................................................... 4
  Sub-Heading #1.................................................................................................................. 6
  Sub-Heading #2.................................................................................................................. 8

Works Cited ........................................................................................................................... 9
Introduction

Xxxxxxxxx xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx
xxx xxx. Xxxxxxxxx xxxxxxxx xxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx
xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx
xxx xxxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx
xxx xxxxxx.

Main Heading #1

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxx
xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxx xxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxx xxxxxxxxxx xxx xxxxx.

Sub-Heading #1

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx.

Sub-Heading #2

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx.

Main Heading #2

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxx xxxxxxxxxx xxx xxxxx.

Sub-Heading #1

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx.

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx.

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx. Xxxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx.

Xxxxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxx xxxxxxxx xxxxx xxxxx xxxxxxxxxxxxxxx xxx xxxxx.