Course Syllabus Spring 2009
Classes held on Tuesdays & Thursdays @ 8:00 - 10:20 am, Classroom F316

BASS Division

Since Learning is not a spectator sport – that makes learning YOUR responsibility!

I am here to help you do that – call me anytime!

We remember:
10% of what we read
20% of what we hear
30% of what we see and hear
50% of what we see someone else do while explaining it, and
90% of what we do ourselves.

You will be “doing” ....

<table>
<thead>
<tr>
<th>Course Title</th>
<th>INTRO TO COMPUTERS</th>
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</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>ITSC.1401.41003</td>
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<tr>
<td>Course Description</td>
<td>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 recommended for computer science transfer students</td>
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<tr>
<td>Credit Hours</td>
<td>4 Credit Hours</td>
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<tr>
<td>Prerequisites</td>
<td>Prerequisite: Exception course - Course may be taken as a co-requisite with ENGL 0305 or 0316 and ENGL 0307 or 0326.</td>
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<tr>
<td>Semester and Year</td>
<td>Spring 2009</td>
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<tr>
<td>Instructor Information:</td>
<td>Nancy Crosby, B.S.C.S., M.S.A.M.</td>
</tr>
<tr>
<td>Telephone #</td>
<td>832-813-6650, Extension 65851</td>
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</tbody>
</table>
Office Hours: Tuesday & Thursday—12:30 to 1:30 Adjunct Office, 3rd Floor, Bldg F, Suite 347
Phone: 936.273.7301, Box 65851
E-mail: Nancy.Crosby@lonestar.edu. PLEASE NOTE: Preferred method of communication is Blackboard Vista E-mail. See E-mail for procedure

There are several options for contacting me. I will reply to you as indicated.

- **Course Discussion Forum** — For any general questions regarding the coursework. If you have questions that fall under the HELP category, please post the questions in the Discussion Forum under I NEED HELP rather than sending an e-mail to the instructor for an individual answer. Anyone in the class can help or offer to help. I will monitor the Discussion Forum and direct you to it if you ask something that has already been answered. Your may post anonymously if you like.
- **Course Email** — For any confidential matters, such as your grades. **Blackboard Vista Email will be the best method of communication with your instructor.** You can usually expect a reply within 72 hours. **A note about Blackboard Vista e-mail:** Sending e-mail through Blackboard Vista you do not have to worry that a spam blocker or e-mail settings on my computer will reject your e-mail. Therefore any communications you have with me should go through Blackboard Vista e-mail; I will know what class you are in and what lab we need to be talking about.
- Students are responsible for checking their Blackboard Vista e-mail on a **frequent basis** for any announcements or pertinent information regarding the course
- Alternative email: nancy.crosby@lonestar.edu — For emergency situations where you cannot contact me via the course discussion area or the course email.
- **Course Chat** — Times will be arranged based on student input.
- **Instructor Phone Number**— This is my school phone number; Phone: 936.273.7301, Box 65851. You can leave a voicemail.

**Learning Outcomes**

- Basic mastery in word processing, spreadsheets, databases, presentation graphics, and operating system commands
- Basic HTML/Web design and multimedia skills
- Appreciation for the impact of computers on everyday life
- Knowledge of computer hardware and software
- Understanding of computer use in communication
- Awareness of ergonomic, ethical, legal, and security issues related to computer use
- Comprehension of electronic commerce (e-commerce)
- Knowledge of program development and design
- Understanding of careers in the computer industry and how to prepare for them

**SCANS MATRIX**

The U.S. Department of Education Secretary’s Commission on Achieving Necessary Skills (SCANS) has researched and listed the skills and competencies that make up the know-how that employees will need for success in the workplace. Those skills that are included in this course’s objectives can be found on our website at http://research.nhmccd.edu/cat/0708/ics4b.asp?su=ITSC&crs=1401&ct=INTRODUCTION+TO+COMPUTERS
Bundled ISBN: 0558130399, includes required three items: 2 texts and an access code card for this course which can be purchased at the MC campus bookstore or at In Out Textbook (3091 College Park Dr.) across from our campus. Do not purchase code on-line.

Required Materials

- Technology in Action, Complete 5th Edition - Complete, w/Student CD, Evans/Martin/Poatsy, Prentice Hall Publisher
- GO! Office 2007 Intro – 1st Edition, Gaskin/Ferrett/Vargas/Marks, Prentice Hall Publisher
- Active Lonestar.edu E-mail account
- Internet Access or use ELC computers
- Adobe Acrobat Reader

Please Note: You CANNOT use Office 2003 to complete assignments in this course.

INSTRUCTIONAL PROCEDURES:
The Instructor will utilize a variety of instructional methodologies including: lectures, demos, discussions, group work, student presentations, guest speakers and other modes as deemed appropriate.

Evaluation

- Assignments 20%
- Participation & Attendance 5%
- Technology Quizzes 20%
- Office Lab Projects 25%
- Term Project 15%
- Mandatory Final 15%
- Total Semester Grade 100%

AMNESTY TEST:
The Amnesty Test is an optional test that is used to drop the LOWEST TEST GRADE and is DUE by the end of Week 15.

LSC ON-LINE EXAMS
Please note: When taking an exam in LSC online college-Vista, please make sure that you click SAVE ANSWER after each question, before moving to the next question. If there is no activity on your browser in 15 minutes, it will drop you and your quiz/exam from the Internet. You will need to log back into the exam/Internet and lose an attempt.

IMPORTANT DATES:
- Last Day to Register ................................................................. January 10th
- Weekday Classes Begin Monday .............................................. January 12th
- MLK Holiday (college closed) .................................................. January 19th
- Friday evening, Saturday & Sunday Classes Begin .................. January 16th-18th
- Official Day ................................................................................ January 26th
- District Conference Day ............................................................. February 19th
- Mid-Semester Break (offices closed March 12-15) .................... March 9th –15th
- Last day to drop and receive “W” (16 week class) ...................... April 6th
- Spring Holiday (offices closed) .................................................. April 10th-12th
- Final Exams ................................................................................ May 4th – 10th

** If the length of your class is not 16 weeks it is YOUR responsibility to ask your instructor, counselor or department what the correct drop date and still receive a “W”.
ELC:
The Extended Learning Center has computers and tutors available if you need more lab time and assistance. They are located in Building C and have extended hours of operation for your convenience. For further information, see the link to the ELC on your home page of our website.

DROP DATE:
Check Internet College Calendar or ask Student Services, your instructor or Division Coordinator for last day to drop a class and receive a “W”. Dates will vary depending on when you class started. Last day to drop THIS CLASS and receive “W” April 6th. Should you decide to drop this course, it is your responsibility to officially withdraw from this course. If you do not officially withdraw before the deadline the grade of “F” will be assigned.

FINAL EXAM:
Tuesday, May 5th @ 8:00 – 9:20 am
No Extensions can or will be granted for the final exam.

TROUBLESHOOT TECHNICAL PROBLEMS WITH BLACKBOARD VISTA
http://ecampus.lonestar.edu/57457/

Before calling the help desk make sure you have gone through the Browser Tune Up instructions from the following page: http://ecampus.lonestar.edu/57457

Help Desk Hours:
Mon- Thurs: 8am - 10pm (CT)
Fri & Sat: 8am - 5pm (CT)
Phone: 936.273.7600; metro 281.765.7765

COLLEGE CLOSING INFORMATION:
Phone: 936.273.7000

Please stay tuned to the local weather reports and check for announcements on closures via the Lone Star College System website, email and local media outlets. Our main concern is the safety of our students and staff, and we will error on the side of caution if the path of the storm threatens our service area.

Also, you may sign-up for campus closures and media alerts at http://www.lonestar.edu/, just look for this icon and click on it to subscribe to email updates --

http://lonestar.newsrouter.com/

Final letter grades will be assigned in the following manner:

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<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>20%</td>
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<tr>
<td>Participation &amp; Attendance</td>
<td>5%</td>
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<tr>
<td>Technology Quizzes</td>
<td>20%</td>
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<tr>
<td>Office Lab Projects</td>
<td>25%</td>
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<tr>
<td>Term Project</td>
<td>15%</td>
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<tr>
<td>Mandatory Final</td>
<td>15%</td>
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<tr>
<td>Total Semester Grade</td>
<td>100%</td>
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Letter Grade Assignment

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>(A)</td>
<td>Assignments 90% +</td>
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<tr>
<td>(B)</td>
<td>Participation &amp; Attendance 80% - 89%</td>
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<tr>
<td>(C)</td>
<td>Technology Quizzes 70% - 79%</td>
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<tr>
<td>(D)</td>
<td>Office Lab Projects 60% - 69%</td>
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<tr>
<td>(E)</td>
<td>Term Project 59% and below</td>
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<tr>
<td>(F)</td>
<td>Mandatory Final</td>
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<tr>
<td>(G)</td>
<td>Total Semester Grade</td>
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</tbody>
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Classroom Behavior

- Classroom Students - use of cell phones, pagers, laptops, headphones and PDA’s or any other electronic devices will not be allowed in the classroom.
- No food or drink, other than bottled water with a cap, is to be consumed in the classroom.
No children or unregistered persons are allowed.
- Do not install or download unauthorized files to a lab computer or change a lab computer’s settings.
- Do not view, print or listen to inappropriate material on a lab computer.
- Work **ONLY** on tasks assigned by the instructor in the classroom/lab.
- Do not use offensive language or unprofessional behavior.

**PARTICIPATION:**
Classroom students participate in this course on the Internet using Blackboard Vista, participate in group work, classroom assignments and submit all work to the **Assignment Drop box in Vista.** Classroom students are expected to be in class and participate. Classroom work cannot be submitted, nor will it be graded, outside of the classroom and points assigned will be counted towards your grade. There will be **no makeup of classroom assignments or exams.**

The **Lone Star College Catalog** [Student Conduct, Section 562.01d] states, “Disruptive activity that hinders other students’ learning or deters an instructor from effective teaching will not be tolerated under any circumstances.”

**Withdrawal Policy**
Catalog description of District Withdrawal Policy can be found at:
[http://montgomery.lonestar.edu/134973/](http://montgomery.lonestar.edu/134973/)

**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.

**Certificate/Degree Plan**
Degree plans for programs offered at **Montgomery College** can be located in the Lone Star College catalog or on the [Montgomery College](http://www.lonestar.edu) web site at: [http://www.lonestar.edu](http://www.lonestar.edu). In the Search box, enter: **degree plan.**

**Academic Integrity**
[Academic Integrity Policy](http://montgomery.lonestar.edu/117702/)

**ACADEMIC INTEGRITY:**
Lone Star College, Montgomery Campus, 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 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 completes independently. These definitions are not exhaustive. **When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to:** requiring the student to retake or resubmit 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 student who violates the standards of academic integrity.

**Software Piracy:**
Law strictly prohibits unauthorized copying of software purchased by **Lone Star College** for use in laboratories. **Montgomery** administration will take appropriate disciplinary action against anyone violating copyright laws.

Computer viruses are, unfortunately, a fact of life. Using the secondary storage on more than one computer...
**Computer Virus Protection:** creates the possibility of infecting computer and diskettes 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 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 diskette, CD, thumb drive, etc. you use, whenever or wherever you use it, has been scanned with anti-virus software.** Since new viruses arise daily, your anti-virus software must be kept current. Since no anti-virus software will find every virus, keeping copies of your data (backups) is extremely important. **If you lose your work due to a virus, no backups, computer freezing, etc. you are still held responsible for getting your work in on the due date. No Exceptions! Save your work often on multiple storage devices.**

**Equal Opportunity Statement:**
See Lone Star College catalog or go to [http://www.lonestar.edu](http://www.lonestar.edu)

**ADA Statement**
See Lone Star College catalog or go to [http://www.lonestar.edu](http://www.lonestar.edu)

**ADA STATEMENT**
Lonestar College is dedicated to providing the least restrictive learning environment for all students. The college district promotes equity in academic access through the implementation of reasonable accommodations as required by The Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational programs and activities.

**Advising**
For additional assistance or more information on degree plans or future courses that Montgomery may offer, please contact one of the following:
- Matthew Samford, MA, LPC  Tel# 936-273-7341, email: msamford@lonestar.edu
- Erma M. Walker, M.Ed.  Tel# 936-271-6168, email: erma.m.walker@lonestar.edu

**Assignments**

NO, I WILL NOT ACCEPT LATE ASSIGNMENTS!
********** DO NOT ASK**********

Classes held on Tuesdays & Thursdays @ 8:00 - 10:20 am, Classroom F316

**ALL ASSIGNMENTS are available from the start of the semester – therefore you have plenty of time to arrange your schedule if you know you will be away a certain day or week. You may work ahead, not behind. Please note that the last week is always shortened and you should check the Course Content Module for specific cut off dates.**

**Week 15, (May 3rd) is the last date you can submit any Assignments.**

**ELC – The Extended Learning Center has computers and tutors available if you need more lab time and assistance.**

Just Remember:

**LACK OF PLANNING ON YOUR PART, DOES NOT CONSTITUTE AN EMERGENCY ON MY PART**
Week 1 – January 12th – January 18th Assignments
Student Profile Form Complete
Discussion Forum Posting
E-mail assignment
Syllabus Exam
Syllabus
How to Use our Websites

Week 2 – January 19th – January 25th Assignments
Access - Chapter 12, Read Getting Started with Access, Pages 845 -940
Daily Exercise 1, Access Lab 1
Technology in Action, Chapter 11 – Databases & Information, Pages 530 - 575
Daily Exercise 2, Quiz - Technology in Action, Chapter 11

Week 3 - January 26th - February 1st Assignments
Access Chapter 13, Read Sort & Query a Database - Pages 941-1044
Daily Exercises 3, Access Lab 2
Technology in Action, Read Chapter 1 – Technology in Focus, Pages 2 - 47
Daily Exercise 4, Quiz Technology in Action - Chapter 1

Week 4 - February 2nd – February 8th Assignments
Access Chapter 14, Read Forms, Filters, & Reports - Pages 1045 - 1142
Daily Exercises 5, Access Lab 3
Technology in Action, Read Chapter 2 – Looking at Computers: Understanding the Parts, Pages 48 - 91
Daily Exercise 6, Quiz Technology in Action - Chapter 2
Access Exam Due

Week 5 - February 9th – February 15th Assignments
Excel – Chapter 9, Read Creating a Worksheet & Charting Data, Pages 567-676
Daily Exercise 7, Excel Lab 1
Technology in Action – Read Chapter 3 – Using the Internet, Pages 92 - 139
Daily Exercise 8, Quiz - Technology in Action, Chapter 3

Week 6 - February 16th – February 22nd Assignments
Excel – Chapter 10, Read Managing Workbooks & Analyzing Data, Pages 677-760
Daily Exercise 9, Excel Lab 2
Technology in Action – Read Chapter 4 – Application Software, Pages 160 - 205
Daily Exercise 10, Quiz - Technology in Action, Chapter 4

Week 7 - February 23rd – March 1st Assignments
Excel – Chapter 11, Read Using Functions & Tables, Pages 761 - 844
Daily Exercise 11, Excel Lab 3
Technology in Action - Read Chapters 5 & 6– Using System Software, Pages 206 – 267
Daily Exercise 12, Quiz - Technology in Action, Chapter 5, Quiz - Technology in Action - Chapter 6
Excel Exam Due

Week 8 – March 2nd – March 8th Assignments
PowerPoint Chapter 15, Read Getting Started with PPT– Pages 1143 - 1220
Daily Exercise 13, PPT Lab 1
Technology in Action - Read Chapter 7 – Network & Security, Pages 321 - 359
Daily Exercise 14, Quiz - Technology in Action, Chapter 7

Spring Break Week
Week 9 – March 16th -- March 22nd Assignments
Power Point Chapter 16, Read Designing a PPT Presentation – Pages 1221-1302
Daily Exercise 15, PPT Lab 2
Technology in Action – Read Chapter 8 – Mobile Computing, Pages 374 - 417
Daily Exercises 16, Quiz - Technology in Action, Chapter 8

Week 10 – March 23rd – March 29th Assignments
PowerPoint Chapter 17, Read Enhancing a Presentation with Animation, Tables, & Charts
– Pages 1303-1376
Daily Exercises 17, PPT Lab 3
Technology in Action – Read Chapter 9 – A Closer Look at System Hardware, Pages 434 - 469
Daily Exercises 18, Quiz - Technology in Action, Chapter 9

PPT Exam Due

Week 11 – March 30th – April 5th Assignments
Word - Chapter 5, Read Creating Documents with MS Word --- Pages 237-320
Daily Exercises 19, Word Lab 1
Technology in Action – Read Chapter 10 – Software Programming, Pages 484 - 529
Daily Exercises 20, Quiz - Technology in Action, Chapter 10

Week 12 - April 6th – April 12th Assignments
Word - Chapter 6, Read Formatting & Organizing Text - 321-408
Daily Exercises 21, Word Lab 2
Technology in Action - Read Chapter 12 –Business Networks, Pages 576 - 621
Daily Exercises 22, Quiz - Technology in Action, Chapter 12

Week 13 – April 13th – April 19th Assignments
Word - Chapter 7, Read Using Graphics & Tables- Pages 409 - 494
Daily Exercise 23, Word Lab 3
Technology in Action – Read Chapter 13 – The Internet: How it Works, Pages 622 -- 660
Quiz - Technology in Action, Chapter 13

Word Exam Due

Week 14 – April 20th – April 26th
Term Projects

Week 15 – April 27th – May 3rd
Amnesty Test Due
Finals Review
Term Projects Presentations Due

Week 16 – May 4th - May 10th
Finals Week,
OUR FINAL: Tuesday, May 5th @ 8:00 – 9:50 am in Room F316