Intro to Computers, ITSC.1401.49005  
Course Syllabus  
Spring 2009

Course Title: Introduction to Computers

Course Number: ITSC.1401.49005

Course Description: This course is to introduce students to terminology and concepts related to the basic operation of computers, as well as the creation and maintenance of documents and web pages using the Windows operating system, word processing software, spreadsheet software, database software, presentation graphics software, and HTML. Course instruction will be face to face and hybrid (online using Blackboard Vista).

Credit Hours: 4 Hours (3 hrs. lecture, 2 hrs. lab)  
CLASS MEETING Wednesdays  
ROOM# F330  
CLASS HOURS: 5-7:30PM

Prerequisites: Prerequisite: Exception course - Course may be taken as a co-requisite with ENGL 0305 or 0316 and ENGL 0307 or 0326.

Semester and Year: Spring 2009

Instructor Information: Mario Cisneros, MBA  
Phone: 936.273.7301  
E-mail: mario.o.cisneros@lonestar.edu  
Division Coordinator 936.273.7320

Dean and/or Department chair contact information: Carolyn Poe  
(936)273-7481  
Carolyn.R.Poe@lonestar.edu
Office Hours
Office: Building F330
Office Hours: Wednesdays, 4-5pm

EMAIL:
E-College Vista/Blackboard Email will be the best method of communication with your instructor. You can usually expect a reply within 24 hours.

Students are responsible for checking their email on a frequent basis for any announcements or pertinent information regarding the course.

- Course Discussion Area – For any general questions regarding the coursework.
- Course Email – For any confidential matters, such as your grades.
- Instructor Contact– 832-326-7572. This is my daytime phone number. You can leave a voicemail and I will return your call at my earliest convenience. Again email is the best form of contact. Contact me using our class Blackboard Vista email first and only for emergencies use the email below. Typically I answer the Blackboard Vista email within 24 hours and the email below within 48 hours.
  email: Mario.o.cisneros@lonestar.edu

COLLEGE CLOSING INFORMATION:
Phone: 936.273.7000
Radio: KTRH 740 AM

Learning Outcomes
COURSE Objectives
- 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

Required Materials
NEW spring 2009 ISBN – COSC / ITSC 1401
ISBN: 0558130399
Includes:
  Technology in Action 5/e – Complete
  Myitlab code
  GO! Office 2007 Intro – 1/e

ALSO REQUIRED:
- Internet Access or use ELC computers
- Adobe Acrobat Reader
- USB 2.0 flashdrive

Assignments

<table>
<thead>
<tr>
<th>Access</th>
<th>Excel</th>
<th>PowerPoint</th>
<th>Word</th>
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Assignments will be in class and are located at this website:
The instructor reserves the right to make changes to or alter the content of this course syllabus.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Intro to Class &amp; Word</th>
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<tbody>
<tr>
<td>Section 2</td>
<td>Intro to Power Point</td>
</tr>
<tr>
<td>Section 3</td>
<td>Intro to Excel</td>
</tr>
<tr>
<td>Section 4</td>
<td>Intro to Access</td>
</tr>
<tr>
<td>Review</td>
<td>REVIEW FOR FINAL</td>
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</tbody>
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**Week of May 6, 2009**

**FINAL EXAM**

### FINAL GRADE DETERMINATION:

The Student's grade will be determined by the following evaluation scale.

The letter grade breakdown is as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes and Application Tests</td>
<td>40%</td>
</tr>
<tr>
<td>Daily Assignments/Attendance/Participation</td>
<td>45%**</td>
</tr>
<tr>
<td>Mandatory FINAL</td>
<td>15%</td>
</tr>
</tbody>
</table>

**Total Semester Grade** 100%

**Absences:**

0 = 100%, 1 = 90%, 2 = 80%, 3 = 70%, 4 >= 60% (10% less for each day absent > 4 until = 0),

### Classroom Behavior

Attendance is part of your grade. Classroom students may participate in group work, classroom assignments will be turned in to the instructor when completed. Students are expected to be in class and participate. Any work given as classroom assignments will be uploaded before leaving class in order to receive a grade. There will be no makeup of any classroom assignment or classroom tests.

If using on-campus facilities – the following are polices in effect in the classroom/lab. A student will be asked to leave the classroom if found violating them. Any work missed after a student is asked to leave will be assigned a grade of zero.

- **Classroom Students** – use of cell phones, pages, 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.
- Should you decide to drop this course, it is your responsibility to officially withdraw from the course. If you do not officially withdraw before the deadline, the grade of “F” will be assigned.

Additional information can be found at: [http://montgomery.lonestar.edu/134973/](http://montgomery.lonestar.edu/134973/)

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

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.”

<table>
<thead>
<tr>
<th>Withdrawal Policy</th>
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<tr>
<td>Catalog description of District Withdrawal Policy</td>
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<table>
<thead>
<tr>
<th>Syllabus Change</th>
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<tr>
<td>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.</td>
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<table>
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<tr>
<th>Certificate/Degree Plan</th>
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<tbody>
<tr>
<td>Degree plans for programs offered at Lone Star College Montgomery campus can be located in the Lone Star College catalog web site at: <a href="http://montgomery.lonestar.edu/">http://montgomery.lonestar.edu/</a></td>
</tr>
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<table>
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<tr>
<th>Academic Integrity</th>
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<tbody>
<tr>
<td><a href="http://www.lonestar.edu/31695.pdf">Lone Star College Academic Integrity Policy</a></td>
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<tr>
<th>Software Piracy:</th>
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<tbody>
<tr>
<td>Law strictly prohibits unauthorized copying of software purchased by Lone Star College Montgomery for use in laboratories. Lone Star College Montgomery administration will take appropriate disciplinary action against anyone violating copyright laws.</td>
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<tr>
<th>Computer Virus Protection:</th>
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<tr>
<td>Computer viruses are, unfortunately, a fact of life. Using the diskettes on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the campus, your personal computer, and any others you may be using to potentially damaging viruses. The campus 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 diskette 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 copies of data (backups) is extremely important.</td>
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**TROUBLESHOOT TECHNICAL PROBLEMS WITH ECOLLEGE**

[http://ecollege.lonestar.edu/57457/](http://ecollege.lonestar.edu/57457/)

Before calling the help desk make sure you have gone through the Browser Tune Up instructions located on the left side of this page: [http://ecollege.lonestar.edu/57457/](http://ecollege.lonestar.edu/57457/)

**Helpdesk Hours:**

Report a Vista Problem: [Vista Problem Report Form](http://ecollege.lonestar.edu/57457/)
The instructor reserves the right to make changes to or alter the content of this course syllabus.

Email for other issues: distance.learning@lonestar.edu

Hours:
Mon-Thur: 8am - 10pm
Fri & Sat: 8am - 5pm
Sundays: 1pm - 5pm (LiveHelp & Email Only)

Phone: 832.813.6700; 936.273.7600; metro 281.765.7765

Equal Opportunity Statement:
See Lone Star College catalog or go to http://www.lonestar.edu

ADA Statement
See Lone Star College catalog or go to http://www.lonestar.edu

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

Course Schedule

<table>
<thead>
<tr>
<th>Classes Begin Wednesday</th>
<th>Jan. 14</th>
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<tbody>
<tr>
<td>Official Day of Record</td>
<td>Jan. 26</td>
</tr>
<tr>
<td>Spring Break – No class</td>
<td>March 9-13</td>
</tr>
<tr>
<td>Final Exam</td>
<td>May 6</td>
</tr>
</tbody>
</table>

FINAL EXAM:
Wednesday, May 6, 2008 @ 5-7:30pm.
No Extensions can or will be granted for the final exam.

Additional information for student academic:
Lone Star College System (LSCS)
Student Information for Implementation of SB 1231
Approved by EC on December 12, 2007
http://www.lonestar.edu/130277/

SB 1231
With the passage of SB1231, an institution of higher education may not permit a student to drop more than six 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.

What Students Are Affected?
All FTIC students enrolled for the first time in a Texas public higher education institution for the Fall 2007 semester. Dual credit, ESL, and developmental studies students are not included.

Drop vs. Withdrawal
SB1231 stipulates “dropped” courses which at LSCS are referred to as “withdrawals.” Withdrawals occur between official day and the posted withdrawal day. Drops/withdrawals prior to official day are not considered “dropped” courses and are not posted on the transcript.

How is the Law Applied?
- Students beginning higher education in Fall 2007 in a Texas public higher education. All students previously enrolled are not impacted.
All FTIC students who dropped a course during the Fall 07 semester have been administratively waived and their drops will not count toward the six (6) drop limit. Courses dropped effective with the winter 2007 mini-semester will be counted toward the six (6) drop rule.

What Drops Will Count Toward the Six (6) Drop Limit?
- course content/grade dissatisfaction,
- problem with instruction,
- instructor drop, excessive absences,
- loss of transportation, and
- non-payment

What Drops Will Be Considered Exempt From the Six (6) Drop Limit?
- change in work schedule,
- active military duty,
- severe illness/debilitating condition,
- care of sick, injured, or needy,
- death of family member (or close relative),
- complete withdrawal (excludes complete withdrawal for non-payment),
- class cancellation, and
- other “good cause.”

What is Considered “Good Cause” for Drop Status?
Exceptions for “good cause” can be determined by the Chief Student Services Officer per guidelines in the legislation. Administrative may be coded as either a “good cause” or a drop depending on extenuating circumstances and decision by the Chief Student Services Officer.

What Is A Drop/Is Not A Drop?
- Classes dropped after official day through the withdrawal date are considered drops.
- Grades of IP will not be considered a drop since they are an earned grade.
- Classes dropped prior to official day are not considered drops and do not appear on the transcript.

Exceptions:
- The Dean/Vice President of Student Services at each college will handle any waivers/exceptions for “good cause”.

Penalties:
A student that has accumulated six (6) drops may not be permitted to accumulate another drop. The student will receive the grade earned in the course.