Intro To Computers

Course Syllabus Spring 2009
January 12 — May 10
Intro to Computers, ITSC 1401. Section 49006

Catalogue 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 recommended for computer science transfer students.

This course is listed under two headings—COSC 1401 and ITSC 1401. COSC 1401 is recommended for computer science transfer students because it is transferable to all Texas state-supported institutions. ITSC 1401 is only transferable to Sam Houston State University, University of Houston Downtown, University of Houston, Prairie View A & M, and Texas Southern University. Please check the district web site (http://www.lonestar.edu/) for updated articulation agreements with universities.

Credit: —
4 Hours (3 hrs. lecture, 2 hrs. lab)

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

Required Materials:
ISBN: #0558130399
Includes:
GO! Office 2007 Introductory
Technology in Action 5th Edition—Complete
Myitlab code
Microsoft Office 2007 Professional Software or use ELC Computers
Active LoneStar 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.

The instructor reserves the right to make changes to or alter the content of this course syllabus.
Instructor Information:
Lucinda Dale
Office: Building F, Room 349 (936.273.7325)
Office Hours: Monday 10:00am — 12:00pm
Division Coordinator: 936.271.6162
E-mail: Lucinda.G.Dale@lonestar.edu
Course Outcomes:
Basic mastery in word processing, spreadsheets, databases, presentation graphics, and operating system commands

- 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
- Basic HTML/Web design and multimedia skills

Troubleshoot Technical Problems with Blackboard Vista
Before calling the help desk make sure you have gone through the Browser Tune Up instructions from the following page:

http://online.lonestar.edu/57457/

Report a Vista Problem: Vista Problem Report Form
Email for other issues: online@lonestar.edu
Hours: 24 hours a day / 7 days a week
For all Blackboard Vista questions or technical issues
Phone: toll-free 1-866-614-5014 to talk to a live person.
Distance learning students and faculty can call day or night, 1-866-614-5014.

Important Dates:
MLK Holiday (colleges closed) ............................................................... Monday, January 19th
Official Day: ......................................................................................... January 26
District Conference Day (campuses closed) .............................................. February 19th
Mid – Semester Break (offices closed March 12-15) ......................... March 9-15
Last day to drop and receive "W" (16 week class) ............................ April 6th
Spring Holiday (offices closed) ............................................................. April 10-12th
Final Exams ............................................................................................. May 4-10

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 is for your class and still receive a “W”.

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 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://www.lonestar.edu/templates/index.cfm?theme=pros&top=offer&id=02001
Participation:
Distant Learning students participate in this course on the internet using Blackboard Vista. Classroom students are expected to be in class. Classroom work cannot be submitted outside of the classroom and points assigned will be counted towards your grade.

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.

Final Exam:
No Extensions can or will be granted for the final exam.

Academic Integrity:
Lonestar 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 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.

E-mail:
Blackboard Vista Email will be the best method of communication with your instructor. You can usually expect a reply within 72 hours.

Discussion Forum:
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 email 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.

A note about Blackboard Vista email. When sending email through Blackboard Vista you do not have to worry that a spam blocker or email settings on my computer will reject your email. Therefore any communications you have with me should go through Blackboard Vista email; 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 email on a frequent basis for any announcements or pertinent information regarding the course.
Final Grade Determination:
For traditional students in class and on-line students:
Total points for course (to be determined)

90% = A  
80% = B  
70% = C  
60% = D  
<60% = F

Grading Criteria:
Grade Allocation as Follows:
• 25% - Assignments (submitted by due date)
• 5% - Assigned Project (to be determined by instructor)
• 25% - Web Page Term Project
• 20% - Tests or Quizzes - 10% TIA Quizzes, 10% 4 Assessments, (no make ups allowed)
• 25% - Final Exam
Total distribution to be determined or altered

Graded classroom and or extra credit assignments that are submitted during class time will count toward your grade. Classroom assignments cannot be made up or submitted outside of class.

All assignments will be submitted in the Assignment Folder. Do not print assignments unless requested by the instructor.

Electronic File Name:
Please INCLUDE your last name, the application, chapter, and lab number.
(i.e. DaleWordChpt2Activity3). Late assignments will not be accepted!

All Assignments:
Available from January 12, 2009. You may work ahead, not behind. It is your responsibility to check Blackboard Vista Assignments and Assessment Dates and Times. If changes need to be made to the syllabus for any reason it will be noted in Blackboard Vista.
Please note that no assignment will be accepted after May 1st

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.

Student Data Files:
Student data files can be downloaded from the data disk provided with your book or from www.prenhall.com/go. From the list of books provided, point to the title of this book, click the active link and follow the instructions on the web site.

Texas Regulations and Your Degree:
There are two Regulations in the state of Texas that may impact the cost of your tuition.

(1) THIRTY HOUR RULE – Students that take 30 credit hours of courses OUTSIDE THEIR DEGREE PLAN, will be required to pay higher tuition. (Comparable to Out of State Rates!)

(2) MAXIMUM WITHDRAWAL RULE – Students are allowed ONLY SIX WITHDRAWALS THROUGHOUT THEIR ACADEMIC CAREER. Students that have more than six withdrawals will be required to pay higher tuition.
ADA STATEMENT:
Lonestar College System 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.

Instruction and Class Activity
Section 49006 — Room F 324
January 12 — May 10

Assignments:
All assignments must be submitted by the due date through Blackboard to receive credit towards final grade. Assignments will not be accepted past the due date. Only ongoing projects will be the exception and the instructor will select those exceptions.
All information will be covered within this 16 week period as follows:

Week 1 January 12 — January 18
Orientation—Introduction—Syllabus
Blackboard Instruction/Log-in
Introduction to Office 2007 — Go Office 2007 Introductory
Student Profile Form Completed
Discussion Forum Posting
Windows XP, Internet, Concepts - Chapters 1 — 4 Pages 3 thru 230
Electronic File Management — Electronic File Extensions - .XML
Syllabus Exam

Week 2 January 19 — January 25
GO Office 2007 — Word Chapter 5 – Creating Documents — Pages 237-289
Complete Project 5A Pages 239-264 (Activity 5.1 thru 5.11) Submit your work thru Blackboard

Web Page Project Introduction

Week 3 January 26 — February 1
GO Office 2007 — Word Chapter 6 – Formatting and Organizing Text— Pages 321 thru 375
Complete Project 6A Pages 323-353 (Activity 6.1 thru 6.15) Submit your work thru Blackboard
Complete Project 6B Pages 354-357 (Activity 6.16 thru 6.24) Submit your work thru Blackboard

Technology in Action, Chapter 2 – Looking at Computers: Understanding the Parts, Page 48 – 91

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Week 4  February 2 — February 8
GO Office 2007 — Word Chapter 7 – Using Graphic and Tables —Pages 409-457 –
Complete Project 7A Pages 411- 438 (Activity 7.1 thru 7.14) Submit your work thru Blackboard
Complete Project 7B Pages 440- 457 (Activity 7.15 thru 7.294) Submit your work thru Blackboard

Technology in Action – Read Chapter 3 – Using the Internet, Pages 92 - 139
Quiz – TIA Chapters 1-3

Week 5  February 9 — February 15
GO Office 2007 — Word Chapter 8 – Special Formats, Columns, Mail Merge —Pages 495-534 –
Complete Project 8A Pages 497- 520 (Activity 8.1 thru 8.11) Submit your work thru Blackboard
Quiz - WORD

Technology in Action – Read Chapter 4 – Application Software, Pages 160 - 205

Week 6  February 16 — February 22
GO Office 2007 — Excel Chapter 9 – Creating a Work Sheet/Charting Data —Pages 567-638 –
Complete Project 9A Pages 569- 622 (Activity 9.1 thru 9.17) Submit your work thru Blackboard
Complete Project 9B Pages 623- 638 (Activity 9.18 thru 9.25) Submit your work thru Blackboard

Technology in Action - Read Chapter 5– Using System Software, Pages 207 – 245

Week 7  February 23 — March 1
GO Office 2007 — Excel Chapter 10 – Managing Workbooks/Analyzing Data —Pages 677-724 –
Complete Project 10A Pages 679- 706 (Activity 10.1 thru 10.10) Submit your work thru Blackboard
Complete Project 10B Pages 707- 724 (Activity 10.11 thru 10.15) Submit your work thru Blackboard

Technology in Action - Read Chapter 6—Understanding & Assessing your Hardware, Pages 269 - 303
Quiz – TIA Chapters 4-6

Week 8  March 2 — March 8
GO Office 2007 — Excel Chapter 11 – Functions and Tables —Pages 761-807 –
Complete Project 11A Pages 763- 792 (Activity 11.1 thru 10.13) Submit your work thru Blackboard
Complete Project 11B Pages 793- 807 (Activity 10.14 thru 10.19) Submit your work thru Blackboard
Quiz - EXCEL

Technology in Action - Read Chapter 7 – Network & Security, Pages 312 - 350

Week 9  March 16 — March 22
GO Office 2007 — Access Chapter 12 – Databases and Tables —Pages 845-902–
Complete Project 12A Pages 847- 886 (Activity 12.1 thru 12.14) Submit your work thru Blackboard
Complete Project 12B Pages 887- 902 (Activity 12.15 thru 12.20) Submit your work thru Blackboard

Technology in Action – Read Chapter 8 – Mobile Computing, Pages 374 - 417

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Montgomery College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, national origin or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other college administered programs and activities.