Business and Social Sciences Division

Course Title: Introduction to Computers

Course Number: COSC/ITSC 1401

Course 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 transfer students because it is transferable to all Texas state-supported institutions.

Credit Hours: 4 Credit Hours (3 hours lecture and 2 hours lab per week)

Prerequisites: 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: Carolyn Poe
Professor
Office: Building F, Suite 353
Phone: 936.273.7381
Fax: 936.273.7342
E-mail: carolyn.poe@lonestar.edu
Course Website: http://faculty.lonestar.edu/cpoe

Dean and/or Department contact information: Becky Gustamante, Dean
Office: Building F, Suite 355
Office Hours: Anytime by appointment
Phone: 936.273.7321
Office Hours

TTH 11:00 a.m. – 12:00 p.m.
MW 11:00 a.m. – 11:30 a.m.

There are several options for contacting me. I will reply to you within 2 business day(s) to answer questions you may have.

- **Course Discussion Area** – For any general questions regarding the coursework.
- **Course Email** – For any confidential matters, such as your grades.
- **Instructor Phone Number**— During my office hours I can usually be reached at **936-273-7481** or you can leave a voicemail.
- **Email:** [carolyn.poe@lonestar.edu](mailto:carolyn.poe@lonestar.edu) — For emergency situations where you cannot contact me via the course discussion area or the course email.

**Learning Outcomes**

- Identify the components of a computer system.
- Demonstrate basic understanding of commonly used applications.
- Explain the impact of computers on society.
- Explore computer careers.
- Identify fundamental programming structures.
- Demonstrate proficiency in basic operating system functions.
- Discuss current issues associated with security, ethics, and legal issues.
- Describe the 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.

**Required Materials**

- **Technology in Action, Complete**, 5/e w/Student CD Evans/Martin/Poatsy
- **Go! with Microsoft OFFICE 2007**, w/Student CD Gaskin/Ferret/Vargas/Marks
- Active Lone Star College E-mail account
- Internet Access or use ELC computers
- Adobe Acrobat Reader
- Myitlab access code
**Evaluation**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>1300</td>
</tr>
<tr>
<td>Lab Exams</td>
<td>400</td>
</tr>
<tr>
<td>Lab Assignments</td>
<td>1200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>3000</strong></td>
</tr>
</tbody>
</table>

**Assignments**

The grade of **I** (Incomplete) is only assigned under extreme circumstances at the instructor’s discretion. Factors to be considered are proof of the circumstance in question, student’s status in the course at the time of the circumstance; student must have completed **80% of the course**.

**Grading Procedures**

**Assignment/Exam Formats:**

- **Tests/Quizzes** consists objective/subjective application of computer terminology and concepts (Multiple-Choice, True-False, etc.).
- **MS/OFFICE Training** consists in completing Myitlab MS/Office skill based training assignments.
- **The Semester Projects** consist of completing assignments using ACCESS, EXCEL, PowerPoint and WORD.
- **Four MS/OFFICE Tests** consist in completing four Skill based Exams in Access, Excel, Word, Power Point.
- **Final Exams** will consist of two parts: (1) performance of Microsoft Office skills, and (2) objective/subjective application of computer terminology and concepts. These formats are subject to change at the instructor’s discretion; sufficient prior notice will be given.

**Late Assignments/Exams:**

- **Quizzes and Exams will be given only on the day they are scheduled.**
  In the event that the student knows he/she will be absent on the day of the exam, the instructor may make arrangements for the student to take the exam **prior to** (not after) the scheduled date. It will be up to the instructor’s discretion in determining whether the student is allowed to take an early midterm exam. If the instructor agrees to allow this, the student will take the exam in the LSC- Montgomery Testing Center.
- **Quizzes and Exams will be given online using MyitLab.** Students must logon to MyitLab to find the testing date.
- **All assignments are to be submitted by the end of the class period on the day they are due.**
  I do not accept late assignments. Do not ask.

**Letter Grade Assignment**

The student's final grade is based on the weighted average of the grade received in each of the above categories. The letter grade breakdown is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3000</td>
<td>90%</td>
</tr>
<tr>
<td>B</td>
<td>2699</td>
<td>80%</td>
</tr>
<tr>
<td>C</td>
<td>2399</td>
<td>70%</td>
</tr>
<tr>
<td>D</td>
<td>2099</td>
<td>60%</td>
</tr>
<tr>
<td>F</td>
<td>1799</td>
<td>&lt;60%</td>
</tr>
</tbody>
</table>
Attendance
The student is expected to devote his/her energy to attaining the skills and knowledge required for this course; therefore, attendance is extremely important to success. Excessive absences most inevitably result in the failure of the student to complete assignments in a timely manner. If the student stops attending class (approximately three class days in a row) or falls excessively behind on his/her work. It is not the instructor’s responsibility to withdraw the student. The student who decides not to complete the course must withdraw before the official drop date Failure to do so will result in a grade of ‘F’ for the course.

Withdrawal/Dropping
Students are responsible for withdrawing from the course. Failure to withdraw will result in a grade of “F”. If you are facing academic difficulties, talk to me about ways to improve your study skills. Throughout the semester the Extended Learning Center (the ELC) in Building C, offers tutoring and seminars to help students improve their course scores.

Classroom/Computer Labs
The following are policies in effect in the classroom. A student will be asked to leave the classroom if found violating them.

- No food or drink is allowed.
- No children or other unregistered persons are allowed.
- Cell phones and pagers must be silenced during class time.
- Students may not install or download unauthorized files to a lab computer.
- Students may not change a lab computer’s settings without prior approval by his/her instructor.
- Students may not view, print, or listen to inappropriate material on a lab computer.
- Students may not use offensive language or unprofessional behavior.

In addition to the regular classroom, there are on-campus computers available for the student's use. These computers are located in the Extended Learning Center (the ELC) in Building C. This lab has posted rules and regulations that the student is expected to follow. If a student does not adhere to the policies, he/she will be asked to leave the lab.

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

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.

Degree Plan
Degree plans for programs offered at LSC-Montgomery can be located in the Lone Star College catalog.

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

Computer Virus Protection: 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.

Equal Opportunity Statement

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

ADA

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 LSC-Montgomery may offer, please contact one of the following: http://faculty.lonestar.edu/cpoe http://montgomery.lonestar.edu/11523/
### Course Schedule

<table>
<thead>
<tr>
<th>Module Dates</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All assignments are open from the start of class but close on a specific due day at midnight</strong> <a href="http://www.myitlab.com">www.myitlab.com</a></td>
<td></td>
</tr>
<tr>
<td>Jan 12th – Jan. 18th</td>
<td>Email Assignment – Blackboard Vista Assignment</td>
</tr>
<tr>
<td>Jan 12th – Jan 18th</td>
<td>Introduction Assignment – Discussion Forum – Blackboard Vista</td>
</tr>
<tr>
<td>Jan 12th – Jan 18th</td>
<td>Student Profile Assignment – Blackboard Vista</td>
</tr>
<tr>
<td>Jan. 18th – Jan. 25th</td>
<td>TIA – Chapter 11</td>
</tr>
<tr>
<td>Jan. 25th – Feb. 1st</td>
<td>TIA – Chapter 1</td>
</tr>
<tr>
<td>Feb. 2nd – Feb. 8th</td>
<td>TIA – Chapter 2</td>
</tr>
<tr>
<td>Feb. 9th – Feb. 15th</td>
<td>TIA – Chapter 3</td>
</tr>
<tr>
<td>Feb. 16th – Feb. 22nd</td>
<td>TIA - Chapter 4</td>
</tr>
<tr>
<td>Feb. 23rd – Mar. 1st</td>
<td>TIA – Chapter 5</td>
</tr>
<tr>
<td>Mar. 2nd – Mar. 9th</td>
<td>TIA – Chapter 6</td>
</tr>
<tr>
<td>Mar. 16th – Mar. 22nd</td>
<td>TIA – Chapter 7</td>
</tr>
<tr>
<td>Mar. 23rd – Mar. 29th</td>
<td>TIA – Chapter 8</td>
</tr>
<tr>
<td>Mar. 30th – Apr 5th</td>
<td>TIA – Chapter 9</td>
</tr>
<tr>
<td>Apr. 6th – Apr. 12th</td>
<td>TIA – Chapter 10</td>
</tr>
<tr>
<td>Apr 13th – Apr 19th</td>
<td>TIA – Chapter 12</td>
</tr>
<tr>
<td>Apr 20th – 26th</td>
<td>TIA – Chapter 13</td>
</tr>
<tr>
<td>Apr. 27th – May 3rd</td>
<td>Skill based Exams – Access, Excel, Word, Power Point</td>
</tr>
<tr>
<td>May 4th – May 6th</td>
<td>Final - TIA</td>
</tr>
</tbody>
</table>

TIA – Technology In Action Textbook

OFFICE – GO! OFFICE 2007 Textbook
SEMESTER PROJECT

OBJECTIVE:
To develop an original webpage showing the results of a topic you have researched.
This webpage must consist of:

- Several paragraphs explaining the subject chosen on a WORD WebPage with appropriate
clipart related to topic.
- A LINK to a PowerPoint presentation (10 slides)
- A LINK to an EXCEL spreadsheet containing the data collected and appropriate graphs.

TOPIC:
Your topic must represent a current issue of importance in the applicability of computers to any field in
our society. To select your topic review data sources in the Web Research section at the end of each
chapter. You must email me your topic of choice.

GRADING:
Grading will be evaluated using the following criteria:

SOURCES
(3 minimum) must include at least one source in each category:
Interviews, Internet, Textbooks .................................................. 10%

POWERPOINT PRESENTATION
Use of graphics ............................................................................... 10%
Contents ....................................................................................... 10%
Slides (10 minimum) .................................................................... 20%
WORD WEBPAGE .......................................................................... 20%
EXCEL DATA AND GRAPHS ..................................................... 20%
LINKS ON WORD WEBPAGE ...................................................... 10%

TOTAL POINTS: .............................................................................. 100%
PROJECT FINAL GRADE CALCULATION WILL BE BASED ON PERCENTAGE OBTAINED
TIMES 200 POINTS. Example 90% is equivalent to 90% * 200 pts = 180 pts