



**Course Syllabus  
Summer 2009  
Intro to Computers - COSC/ITSC 1401**

**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” ....**

**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: :**

Technology in Action, Complete, 5/e w/Student CD Evans/Martin/Poatsy ISBN# 0-13-513720 Prentice Hall Publisher

Active Lone Star College E-mail account

Internet Access or use ELC computers

Adobe Acrobat Reader

Myitlab access code (purchased in bundle with Technology in Action & eBook of Office 2007 @ the bookstore)

**Very important: On the Home Page of the Class will be Instructions you need to download immediately and follow. myitlab Student Registration and Recommended Internet Settings.**

**Instructor Information**

Carolyn Poe

Office: Building F, Suite 353

Office Hours: Anytime by appointment

Phone: 936.273.7481

Division Coordinator 936.271.6162  
Fax: 936.273.7342  
E-mail: [carolyn.poe@lonestar.edu](mailto:carolyn.poe@lonestar.edu)

## Course 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

## Troubleshoot Technical Problems with Blackboard Vista

<http://ecollege.lonestar.edu/57457/>

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

**HelpDesk Hours:**  
M-Th 8am - 10pm (CT)  
F-Sat 8am - 5pm (CT)  
936.273.7600 or 281.765.7765  
[distance.learning@lonestar.edu](mailto:distance.learning@lonestar.edu)  
[Instant Message](#)

**Please Note: myitlab HelpDesk Information is listed on the Home Page of the classroom.**



## ADA STATEMENT

Lone Star College – Montgomery 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.

## Important Dates:

Fourth of July Observed  
Final Exam

July 3<sup>rd</sup> – 5<sup>th</sup>  
July 7<sup>th</sup>

\*\* 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".

## 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 employee 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>

## **PARTICIPATION:**

**Distant Learning students participate in this course on the internet using Blackboard Vista eCollege.**

## **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. No Incompletes Allowed.

## **FINAL EXAM:**

**No Extensions can or will be granted for the final exam.**

## **ACADEMIC INTEGRITY**

Lone Star College - Montgomery 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 completed 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.

## **EMAIL:**

**[Blackboard Vista Email will be the best method of communication with your instructor](#)**. You can usually expect a reply within 72 hours. In order to email the instructor, access Blackboard Vista and click on *Mail from the left side of your screen*. **Choose** Compose Mail Message, BROWSE to CAROLYN POE, Select, write your message and send.

**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. You may post anonymously if you like.

**A note about Blackboard Vista email. Sending email through the classroom 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 email on a frequent basis for any announcements or pertinent information regarding the course.

## **FINAL GRADE DETERMINATION:**

For traditional student in class and on-line students:

Take total points for course (to be determined)

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

***NO I WILL NOT ACCEPT LATE ASSIGNMENTS!***

***\*\*\*\*\* → → → → DO NOT ASK ← ← ← ←\*\*\*\*\****

*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.*

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

Module Dates	Assignment <b>All assignments are open from the start of class but close on a specific due day at midnight <a href="http://www.myitlab.com">www.myitlab.com</a></b>
July 9 – July 12 <sup>th</sup>	Email Assignment – Blackboard Vista Assignment
July 9 – July 12 <sup>th</sup>	Introduction Assignment – Discussion Forum – Blackboard Vista
July 9 – July 12 <sup>th</sup>	Student Profile Assignment – Blackboard Vista
July 13 – July 19 <sup>th</sup>	Access – myitlab – <a href="http://www.myitlab.com">www.myitlab.com</a> – 3 chapters
July 13 – July 19 <sup>th</sup>	TIA – Chapter 11
July 13 – July 19 <sup>th</sup>	TIA – Chapter 1
July 13 – July 19 <sup>th</sup>	TIA – Chapter 2
July 20 – July 26 <sup>th</sup>	Excel – 3 chapters – myitlab – <a href="http://www.myitlab.com">www.myitlab.com</a>
July 20 – July 26 <sup>th</sup>	TIA – Chapter 3
July 20 – July 26 <sup>th</sup>	TIA - Chapter 4
July 20 – July 26 <sup>th</sup>	TIA – Chapter 5
July 20 – July 26 <sup>th</sup>	TIA – Chapter 6
July 20 – July 26 <sup>th</sup>	TIA – Chapter 7
July 27 <sup>th</sup> – Aug. 2 <sup>nd</sup>	Word – 3 chapters – myitlab – <a href="http://www.myitlab.com">www.myitlab.com</a>
July 27 <sup>th</sup> – Aug. 2 <sup>nd</sup>	TIA – Chapter 8
July 27 <sup>th</sup> – Aug. 2 <sup>nd</sup>	TIA – Chapter 9
July 27 <sup>th</sup> – Aug. 2 <sup>nd</sup>	TIA – Chapter 10
Aug. 3 <sup>rd</sup> – Aug. 9 <sup>th</sup>	Power Point – 2 chapters – myitlab – <a href="http://www.myitlab.com">www.myitlab.com</a>
Aug. 3 <sup>rd</sup> – Aug. 9 <sup>th</sup>	TIA – Chapter 12
Aug. 3 <sup>rd</sup> – Aug. 9 <sup>th</sup>	TIA – Chapter 13
August 11 <sup>th</sup>	Skill based Exams – Access, Excel, Word, Power Point
August 12 <sup>th</sup>	Final - TIA

TIA = Technology In Action