



Instructor contact information

Instructor: Kimberly Hubbard **Office Phone:** 281-290-3920
Office: Tech 200J **Office Hours:** M - By appointment only
TTH – 10:30am – 12:00pm
Fri – By appointment only
E-mail: Kimberly.D.Hubbard@lonestar.edu **Website:**

Welcome to

Course Title: Introduction to Computers **Semester and Year:** Fall 2009
Course Prefix: ITSC
Course Number: 1401 **Class Days & Times:** Monday
1:30pm-4:05pm
Credit Hours: 4 **Class Room Location:** TECH 110
Lecture Hours: 3
Lab Hours: 2
External Hours: 0
Total Contact Hours: 80
(All hrs. x 16)

CEU's(if linked w/ credit course):

NOTE: divide the credit contact hours by 10 to get the Continuing Education Units.

Course overview

For details go to <http://research.lonestar.edu/cat/catsrch.asp>:

Catalog 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.

Course Learning Outcomes:

1. The student will identify the components of a computer system.
2. Demonstrate basic understanding of commonly used applications.
3. Explain the impact of computers on society.
4. Explore computer careers.
5. Identify fundamental programming structures.
6. Demonstrate proficiency in basic operating system functions.
7. Discuss current issues associated with security, ethics, and legal issues.
8. Describe uses of the Internet and design a simplistic web page using HTML coding.
9. Demonstrate proficiency in the use of word processing, spreadsheet, database, and presentation applications.
10. Demonstrate proficiency in the use of email.
11. Discuss current issues such as viruses and other related topics.
12. Demonstrate basic understanding of network topology and connections

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within LSCS. The specific requirements may include: utilization of LSC-Online tools including (but not exclusive to) email, assessments, notes, assignments, discussion board, chat, document and file download, and group collaboration.

Getting ready

Prerequisites: None

Co-requisites: ENGL 0305 or ENGL 0316, and ENGL 0307 or ENGL 0326

Required Material: **Textbooks – 2 optional bundles:**
Option 1 includes:
GO! with Office 2007 Intro – 3/e by Gaskin
Getting Started with WinXP
Getting Started with Outlook
Getting Started with Internet Explorer
Technology in Action – 6/e by Evans
myitlab (this includes eBooks of GO! with Office 2007 Intro and Technology in Action)
180 day trial of MS Office 2007 (Word, Excel, Access, and PowerPoint)
Option 2 includes:
myitlab (this includes eBooks of GO! with Office 2007 Intro and Technology in Action)
MS Office 2007 – (Word, Excel, Access and PowerPoint) If you purchase Option 1, you will have this, if you purchase Option 2 you may need to purchase this if you do not have access to it
Internet Explorer 4.x or Netscape 4.x or higher
Visual Basic Express Edition 2008 (free download)
Respondus LockDown Browser (free download)
USB drive
Headphones (for use with myitlab)

Optional Materials:

Instructor guidelines and policies

Response Time: The instructor will respond to all emails within 24-hours Monday – Friday. Messages sent late on Friday's, over the weekend or during holidays will be responded to the next business day.

Attendance: This course will emphasize the development of discussion skills, the ability to work responsibly in a group, and enhance critical thinking skills. As a result, participation in class discussions and activities is crucial, and students are expected to participate fully. **Because this class uses LSC-Online, some participation and class activities will be tracked through LSC-Online.**

The instructor may drop a student from class if the student has not participated in class for periods equivalent to **two weeks** of class, and has not provided reasonable and timely explanations (participation is constituted by navigating through the course, interacting through discussions, working with email, completing assessments and assignments, and attending class). Although the instructor reserves the right to drop a student for excessive absence, it is ultimately the student's responsibility to drop the course should they need to do so. **THE INSTRUCTOR WILL NOT BE HELD RESPONSIBLE FOR A FAILING GRADE CAUSED BY INCOMPLETED QUIZZES, EXAMS, ASSIGNMENTS, ETC, DUE TO EXCESSIVE ABSENCES.**

Assignments: Assignments are administered and submitted through LSC-Online. All assignments will have a cut off date for submission. Assignments will not be accepted after the cut off date.

Make-up Quizzes: Make-up quizzes are given only after student has demonstrated an **unexpected situation** (forgetting about the quiz, forgetting your log in information, personal Internet connection issues, etc. are not

considered valid reasons for an extension). The student should be prepared to provide documentation for any extension request.

Quizzes, Final Exam, Chapter Tests, and Discussion Questions: Quizzes, chapter exams and discussion questions will all come from the Discovering Computers textbook.

Make-up Exams: Make-up exams are only available after student has demonstrated an **unexpected and unavoidable situation** (such as hospitalization or car wreck). Forgetting about the test, a busy work/school schedule, being out of town, etc does not qualify for a make-up test. There are no make-up exams for application tests (Word, Excel, Access) or the Final. All make-up exams are **essay** exams administered through LSC-Online in the test assessment center. The student should be prepared to provide documentation for any extension request.

Class Participation/Discussion Average includes: Overall class room activity, responses and postings to the discussion boards, and completion of the discussion questions. Inappropriate behavior in the classroom or inappropriate corresponding in LSC-Online will result in restricted access to or withdrawal from the course

Cell phones and beepers: Phones should be turned off or set to silent during class. Phones should not be answered during class. If you must answer your phone, you should leave the room before doing so. Texting is not allowed during class. Phones may not be out and must be turned off during exams.

Department/Division Contact: CIT Department Chair – Kimberly Hubbard – 281-290-3920
Division 1 Dean – Maria Sanders – Dean Suite Receptionist 281-290-5279

GRADE DETERMINATION:

	Percent of Final Average
Participation / Discussions	10%
Assignments	10%
Quizzes	15%
Exams	25%
Final Exam	20%
Group Project	20%

LETTER GRADE ASSIGNMENT:

Letter Grade	Final Average in Percent
A	89.5 – 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	59.5 and below

Tentative Instructional Outline:

See attached schedule

Lone Star College-CyFair is committed to your success

Early Intervention Program and Services

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns and other issues. Contact cfintervention@lonestar.edu for more information.

Tutoring

Lone Star College-CyFair is committed to student success. To facilitate this, free tutoring for most subjects is offered on the 2nd floor of the Learning Commons building. Please refer to <http://www.lonestar.edu/tutoring.htm> for more information regarding our tutoring services.

Tutoring in MATH, ENGL BIOL and ESL is also available at the Fairbanks Center.

Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career and Disability Services at (281) 290-3260, cyfair.counseling@lonestar.edu, or LRNC 110.

Students may contact counseling services at the Fairbanks Center at 832-782-5110, Fairbanks.counselor@lonestar.edu, or FBC120.

The Assistive Technology Lab

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. To contact the Assistive Technology Lab directly, please call (281) 290-3207 or e-mail the lab at cfassistivetechlab@lonestar.edu. The AT Lab is located in LRNC 105.

Students may contact the IT dept, at FBC at 832.782.5072 or FBC 210 for assistance.

Library

The Harris County Public Library - CyFair College Branch is located in the Learning Commons Building and contains information resources for both college students and community members. A librarian is always on duty to assist with research. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet and many more information/research related amenities to ensure students success.

For Library hours and contact information please visit <http://cyfair.lonestar.edu/69180/> or call 281-290-3210.

Lone Star College-CyFair Campus and System Policies

Academic Integrity

Lone Star College-CyFair 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 notes, texts, or other materials for an exam, and obtaining or distributing an 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, disciplinary action may include but is not limited to: requiring you 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 students who violate the standards of academic integrity.

Student Behavior Expectations

Students are expected to conduct themselves appropriately while on College property or in an online environment. Students may receive disciplinary action up to and including suspension, if they violate System or College rules,

disrupt classes or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the Student Code of Conduct located online at <http://www.lonestar.edu/3579.htm> for additional information.

Americans with Disabilities Act Statement

Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote 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 activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers 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 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 backup copies is extremely important.

Equal Opportunity Statement

It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person's race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

Guaranteed Graduate Policy

Under certain circumstances, Lone Star College System will provide graduates of its Associate of Arts, Associate of Science, Associate of Applied Science, or Certificate programs additional education and training tuition free in order to achieve appropriate mastery of specified competencies. For specific guidelines and information please refer to the LSCS catalog at <http://www.lonestar.edu/departments/curriculuminstruction/10Graduate.pdf>.

Internet and E-mail

The System provides computing and network resources to students. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the district computer services are and remain the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System's policies and procedures regarding its use.

Access to the System's e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

Software Piracy

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

Evaluation of Instruction

Lone Star College-CyFair is committed to student success. As part of its' institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed online for each course. This occurs approximately half way through your course and your instructor will provide you more information on this process. Once you evaluate your course, print and turn in the receipt of completion to your instructor. The college deans review these evaluations each semester. The deans, and/or department chairs may visit each instructor's class at some time during the semester to observe the instructional environment being provided, and complete an assessment of the instructor.

Final Examinations

A final evaluation activity will occur during the published final evaluation period. The appropriate associate dean must approve any variation to this schedule.

Withdrawal Policy

Withdrawal from the course after the official day of record and prior to "W" Day, (**see current catalog for this date**) will result in a final grade of "W" on your transcript. Instructor approval is necessary if you want to withdraw after official day. No credit will be awarded for a course earning a "W". If you stop attending class, you must withdraw at the registration office prior to "W" day. If you stop attending class and do not officially withdraw, you will receive an "F" for the course.

Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit. Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance.

Place schedule here

ITSC 1401 - Microcomputer Applications - Fall 2009

Tentative Course Schedule Monday Hybrid course

Week	Date			Course Topic	Readings Due Dates	Discussions Due Dates	Activities/Assignments Due Dates	Quizzes Due Dates	Tests Due Dates
1	August	24	M	Start Here Link in LSC- Online (discussion, data sheet, etc.) Angel orientation PowerPoint Small Project					
		26	W			Introduce Yourself Discussion	Personal Data Sheet	Practice Quiz	
2		31	M	Web Page & Word 2007	Word				
		2	W				PowerPoint Small Project Web Page		
3		7	M	Labor Day Holiday					

		9	W	Word 2007 continued	Word	Discussion	Word ASMT - myitlab		
4		14	M	Word Test Chapters 1 & 2 - Technology in Action	Ch 1& 2 - TIA				Word Test - my itlab
		16	W			Discussion		Ch 1 Quiz Ch 2 Quiz	
5		21	M	Chapters 3 & 4- Technology in Action	Ch 3& 4 - TIA				
		23	W			Discussion		Ch 3 Quiz Ch 4 Quiz	
6		28	M	Chatper 4 Tech in Action Excel 2007	Ch 4 - TA				
		30		Study Chapters 1-4					Chapter 4 Quiz (Due Sunday, Oct 4 th)
7		5	M	Review Chapter 1-4 Excel 2007	Excel 2007				

		7	W	Excel		Excel 2007	Excel ASMT - myitlab		Test Ch 1-4 - TA
8		12	M	Chapters 5 & 6 - Technology in Action groups assigned for Team Project	Ch 5 & 6 - TIA				Excel Test - myitlab
		14	W			Discussion		Ch 5 Quiz Ch 6 Quiz	
9		19	M	Chs 7 & 8 - Technology in Action Team Project	Ch 7&8 - DC				
		21	W			Discussion		Ch 7 Quiz Ch 8 Quiz	
10		26	M	Chapters 9 & 10 - Technology in Action & Test Ch 5-8 Technology in Action Programming ASMT Team Project	Ch 9&10 - TIA				
		28	W	Test Ch 5-8 - TIA					Test Ch 5-8 - TIA
11		2	M	Programming ASMT cont. Chapter 11 Technology in Action & Access 2007 Team Project	Ch 11- TIA Access			Ch 9 Quiz Ch 10 Quiz	

		4	W				Programming ASMT	Ch 11 Quiz	
12		9	M	Access continued & Chapters 12 & 13 Technology in Action Team Project	Ch 12 & 13 - TIA				
		11	W			Discussion	Access ASMT - myitlab	Ch 12 Quiz Ch 13 Quiz	
13		16	M	Access Test - myitalb					Access Test - myitlab
		18	W	Test Ch 9 - 13 - TIA					Test Ch 9 -13
14		23	M	PowerPoint 2007 Team Project					
		25	W						
15		30	M	Team Project			PowerPoint - myitlab		

		2	W	Team Project due Present projects in class			Team Project Team Evaluation	
16		7	M	Final Exam week				Final Exam week
		8	Tu					
		9	W					
		10	Th					
		11	F					

TIA -->
Technology
in Action

The instructor retains the right to make adjustments to the schedule if needed