



Fall 2009
Mark Reynolds

Course Syllabus for
ITSC 1401 - INTRODUCTION TO COMPUTERS
COSC-1401 - MICROCOMPUTER APPLICATIONS
Computer Science Department
Business and Social Science Division

Course Information

ITSC 1401 - INTRODUCTION TO COMPUTERS

(4 credit hours)

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 equivalent to COSC 1401.

COSC-1401 - MICROCOMPUTER APPLICATIONS

(4 credit hours)

EQUIVALENT TO ITSC 1401 - 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.

Students will be expected to transfer from ITSC-1401 to COSC-1401 on the first day of class.

Course Schedule

August 24 – December 13, 2009

8:00-10:20am Monday and Wednesday

Labor Day: September 7; Thanksgiving: November 26, 27

(check www.lonestar.edu for official holidays and final exam schedules.)

Instructor Information and College Contacts

Division Dean: Becky Gustamante

936-273-7321, Office: F355, bekyg@lonestar.edu

Department Chair: Carolyn Poe

936-273-7481, Office: F353, carolyn.poe@lonestar.edu

Instructor: Mark Reynolds

BS Electrical Engineering, MS Engineering

MCC Email: mark.e.reynolds@lonestar.edu.

Office Hours: 7:30-8:00 (am) F-314 MW

Business Website: www.intentdriven.com

Please use the mail program built into Angel for communication.

There are several options for contacting me:

- Angel Email is used for private (personal and performance) communications. I will reply to you within 2 business day(s) (normally same day or next morning)
- Angel Discussion Forums for assignment questions (this will benefit all students)
- In the rare, true emergency, use the Houston business line: 832-364-6778.
- General questions may be sent via instant messenger - MSN at mreynolds@intentdriven.com (not a valid email) or Yahoo at intentdriven.

Learning Outcomes

- Identify the components of a computer system.
- Use common applications.
- Explain the impact of computers on society.
- Identify computer careers.
- Identify fundamental programming structures.
- Identify ethical use of computers.
- Use basic operating system functions.
- Discuss current issues associated with security, ethics, and legal issues.
- Describe 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.

Evaluations and Assignments

Computer Fundamentals / Theory (500 pts total)

- 2 exams – 100 points each 200 pts
- 1 final exam 100 pts
- 15 *Weekly* on-line quizzes (10 pts each) 150 pts
- Cuckoo's Egg 50 pts

Hands-On Lab (700 pts total)

- Microsoft Windows Familiarity 50 pts
- Microsoft Word Project 150 pts
- Microsoft Excel Project 150 pts
- Microsoft Powerpoint Project 50 pts
- Microsoft Access Project 150 pts
- Microsoft Expressions Project 100 pts
- 1 final exam 50 pts

Letter Grade Assignment

Final letter grades will be assigned in the following manner:

1100 and up	A
1000 - 1099	B
900 - 999	C
800 - 899	D

Passing requires 800 of 1200.

You are responsible for keeping up with verifying your grades. Do NOT throw away papers until after the final grade is received.

Required Materials

- Access to computer(s) running Microsoft XP or Vista and Microsoft Office 2007.
- Active Angel Access
- Internet required, wideband recommended.
- USB Drive (also known as Thumb Drive or Flash Drive) - Sandisk with U3 is not compatible with college computers.
- The Cuckoo's Egg, Cliff Stoll

General Expectations

Classroom Behavior

Professional, business normal communications are required. Vulgarities, innuendo, insolent, disrespectful attitudes will not be tolerated.

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."

Class Policies:

- Class attendance is required for satisfactory completion of coursework.
- Students are responsible for material covered during absences.
- Students are responsible for coordinating make-up work with the instructor.
- Make-up Exams will be for special prearranged cases and documented unavoidable situations
- Cheating, plagiarism, and other types of dishonesty are not tolerated.
- Obscenities, vulgarities, and innuendo have no place in this class.
- Homework is submitted via Angel. Due dates and times are posted.
- The final exam is required.
- Unauthorized duplication or use of licensed software is not permitted.
- Class time and resources are devoted to course related work.
- The Lab time is instructional in nature and should be attended.
- If you must use your Cell Phone, take it outside.
- Water is permitted. No other food or drink.
- Visitors must be prearranged. Children are rarely accepted. See the instructor first.
- You may address me as Mr. Reynolds.
- Your performance is your business – I won't discuss it in class or with others.

Instructional Style, Techniques, and Technologies

During the semester, the instructor will utilize various instructional procedures and technological tools to enhance student learning. The classroom is to be considered a learning environment in which students interact with the instructor, with each other, and with various learning tools, such as the textbook and the computer. The following is a list of instructional procedures and technologies the student can expect to experience in this course.

Lectures and Discussions – the instructor will pose questions found in current technology literature and lead the class in critical analysis of the subject.

Computer Software Use – advanced operational capabilities will be required for the basic Microsoft Office packages including, but not limited to business document formatting, mail merge, development of data tables and data lookup in multiple applications.

Written Exams – critical thinking and analysis will be demonstrated through the use of 3 written exams (two during the semester, plus the final). Short answer, essay answer, multiple choice, and matching questions are used.

Hands-On projects – practical projects reflecting real-world application of techniques are required for all learning modules.

Team participation - required for all hands-on projects. Team members must review and critique the assignment before it is submitted for grading. These are not group projects.

Participatory life application games – real life scenarios are replicated through the use of whole-class gaming and post-game analysis.

Supplemental reading – auxiliary reading material is used to provide practical application of the material presented and stimulate discussion about real-life scenarios.

Withdrawal Policy

If you need to withdraw from the course, you are responsible for initiating the paperwork in a timely manner. Failure to drop a class will result in the student receiving a grade of “F”. Check the college website to determine the last date that you may drop a class and receive a “W”.

Please do your instructors a favor—let us know when you drop.

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. The latest, updated syllabus may be found online in Angel.

Certificate/Degree Plan

Degree plans for programs offered at Montgomery College can be located in the Lone Star College catalog or on the Montgomery College website at: <http://montgomery.lonestar.edu>.

Academic Integrity

In the event of cheating or plagiarism, you may receive an ‘F’ for the assignment and/or an “F” in the course. For the college policy on cheating and plagiarism please see the student handbook on the college website at: <http://montgomery.lonestar.edu>.

Students helping students is good - students copying students is bad!

Software Piracy

Law strictly prohibits unauthorized copying of software purchased by Montgomery College for use in laboratories. *Montgomery College* 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 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 Montgomery College may offer, please contact one of the counselors.