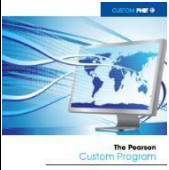**Computer Science Technology Department**
Houston Community College
Department Phone Number: 713-718-6457

ITSC 1301 Introduction to Computers
Course Syllabus
Spring, 2016

Instructor	**Name: Elizabeth Seaton** **Tel: 713-705-9910** *(leave a voice message)* *P.S: I respond to email much quicker than I respond to phone messages.* **Office Hours:** By appointment as needed **Email: Elizabeth.Seaton@hccs.edu** **Website**: http://learning.hccs.edu/faculty/elizabeth.seaton **NOTE:** **This course will use the Eagle Online 2 (EO2) website. http://eo2.hccs.edu** **You must have the Firefox browser (recommended) for use with EO2 website.** **You must have Google Chrome browser (preferred) for use with MyITLab (MIL) website. You must have the Adobe Reader installed.** **You must have your browsers set to allow POPUPS from our website!** **(More info listed below).**
Course Reference Number (CRN)	**91947 – On Campus Section** **Course Level:** Beginning
Course Description:	Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.
Course Prerequisite(s)	None.
Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 3.0 (Lecture 2, Lab 2) **Total Course Contact Hours** 64

Course Location/Times	**CRN: 91947 – On-Campus Section**
	    Meeting: Tuesday & Thursdays, 9 am-11 am, West Loop Campus Room 155
	    Plus – Delivered via the Internet – 24/7 at your convenience
	    Access course through Eagle Online Website
	Class Platform: This is a Web Enhanced class and is offered both in classroom and electronically. Practices, exercises, assignments, projects, exams, online discussion, emails, team works, or lecture in eFormat may be conducted using EO2, MIL, or other platforms. Every student who is registered for Web Enhanced class is granted an access to the class through Eagle Online.
	Access course through Eagle Online Website after completing DE orientation at http://distance.hccs.edu

Instructional Materials (Book and MIL)	**Visualizing Technology with Exploring Getting Started with Windows 7** **ITSC 1301 – Introduction to Computers** **Houston Community College** **ISBN-10: 13-2334414-4 or 1323344144** **This is a custom bundle for the Houston Community College ITSC1301 Introduction to Computers course. The bundle is spiral bound two books in one including the MIL access code. This textbook bundle must be purchased from an HCC bookstore or directly from the publisher @ www.mypearsonstore.com** (a) Students will be accessing an additional website during this course, the MIL website. You will need a MIL Access Code to setup MIL. This is found in your textbook bundle (if purchased from HCC or the publisher). If not, you will have to purchase it separately for approximately $90. More information on this in Topic 3 of our course. (b) In addition, the instructor will supply you with a MIL Course ID to enroll in our MIL section the first day of class within the Eagle Online course. Your instructor will give you information were to find it.		
Instructional Methods	**On-Campus:** Face to Face/Web-enhanced (49% or less) **DE:** Distance (100%)	**Type of Instruction**	Lecture/Lab
Course Length (number of weeks)	16 Weeks		

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' right with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Student-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understand and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

REASONABLE ACCOMMODATIONS

Students experience difficulties in courses for a variety of reasons. "Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at Southwest college at the beginning of each semester. Instructors are authorized to provide only the accommodations requested by the Disability Support Services Office." If you have documentation stating that you need course adaptations or accommodations because of a disability, please let me know as soon as possible.
For questions, contact the Disability Counselor at Southwest College: Dr. Becky Hauri – 713-718-7910.
To visit the ADA Web site, log on to www.hccs.edu, click on Information for Students, scroll down the left side of the web page and click on the words Disability Services.
At any point in the semester, if you encounter difficulty with the course or feel that you could be performing at a higher level, consult with the instructor. For problems with writing skills or time management, contact the Student Support Services Program at 713-718-7799.

Course Grading Criteria, Instructor's Requirements, and Course Calendar

Instructor Grading Criteria

There will be a 1,000 point system used to determine the grade for this course per the following:

MIL (My IT Lab) Assignments	40%
Eagle Online Assignments, Quizzes, Participation	10%
Mid-Term Exam	20%
Final Exam	30%
Total	100%

Grades:

A	1000 - 900
B	899 - 800
C	799 - 700
D	699 - 600
F	599 - 0
FX	Failed due to lack of participation

Instructor's Requirements

1. **Flash Drive:** Required for On-Campus students and you will need a 128MB or larger flash drive by the second day of class. We will use this flash drive to store your student data files and assignments.
   Recommended for Distance Education students to use a flash drive for portability and security of their data.

2. **TEXTBOOK** – You must purchase the textbook from an HCC bookstore, as the book comes in a bundle with other required information. If you would like to purchase the textbook online, you may purchase it directly from the publisher at www.mypearsonstore.com (use the ISBN number located in the area above as long as you are not using financial aid). More information is covered within Topic 2 of the course, within Eagle Online.
   In addition, you must obtain the books during the first week of course, at the latest, by the end of the 2nd week or you will fall very behind. There is a special access code that is supplied with our bundle (that is otherwise $90) that is used right away!

3. **COMMUNICATION** - Quickmail in EO2 course will be the communication tool to compose email to your instructor. Emails from your instructor will go to your HCC student email account. Make sure to read your HCC email account regularly since your instructor will be using this address to communicate with you. Your emails to me using this Quickmail tool will go to my HCCS email address and the system will automatically identify that the email is coming from a particular course. If you send email direct to me without using the Quickmail tool, then you must put in the proper subject line with the CRN, course name, and your fullname in the format [CRNXXXXX-ITSC1301] YourLastname, YourFirstname. Any emails received without this information in the subject line will just be returned unanswered.

4. **Adequate Windows PC hardware** including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 4 GB of disk storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester]).

5. **Windows 7** Operating System

6. **Firefox, and Chrome web browser**
   Firefox (preferred web browser) to use for Eagle Online – free online at http://www.mozilla.com
   Chrome (preferred web browser) to use for MIL – free online at https://www.google.com/intl/en/chrome/browser/

7. **Adobe Reader software** - free online at http://www.adobe.com

8. **High speed Internet access** (DSL or cable - dial up will NOT work)

9. **MIL (My IT Lab) software** to be used to access simulation exercises at the MIL website (This is provided as part of your textbook when purchasing your books via the HCC bookstore or Publisher). You will be given setup instructions in Topic 3 of the course. Make sure you have the access code provided to you in your book bundle before beginning enrollment/registration.

10. Make sure you keep track of your two user ids (one for Eagle Online, and another one you will create in Topic 5 for MIL).

11. You must have **administrator rights** to setup the MIL software

12. You must be **self-motivated** in order to be responsible for completing work on time, and without constant reminders. This class moves at a fast pace and staying ahead of schedule is the key to remaining on track.

13. You must have access to the necessary computer resources stated above. Please note, the network or computer going down the night before an assignment is due is **NOT** a valid excuse. Assignments have ample lead time before the Official Due Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem. If you have internet or computer problems you must be willing to use other resources, such as the HCC open labs.

14. **STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY:** As a DE section or On-Campus section of this topic, you must make satisfactory progress in this course. **DE Course Orientation** students are expected to complete the Distance Education Department's orientation. You complete an orientation for each course you are taking. Click on the "Orientations" link on the Distance Education's home page at: http://de.hccs.edu After completing the required online orientation you can access the course by using the "Go To Class" or you may go directly to Eagle Online web site directly at: **http://eo2.hccs.edu**

As a DE section or On-Campus section of this topic, you must make satisfactory progress in this course. DE students must login to their course(s) on a regular basis. DE students who do not login and actively participate before the Official Date of Record – Tuesday, January 26, 2016 **will be AUTOMATICALLY dropped for non-attendance (when the roster is marked accordingly by your instructor).** Completing the DE online orientation does not count towards attendance. **"Active Participation"** for the DE students **will include** completing the Topic 1 and Topic 2 in the course. Students may be withdrawn if the student misses submitting **three consecutive** assignments or quizzes **that total to more than 12.5%** of the course work prior to the last day to withdraw with a W, which total more than 89 points. On-Campus students may be withdrawn if the student is absent 12.5% of class periods. Contact the instructor if you are having a problem (our course is on a 1000 point scale). If you decide to quit participating in the course *before* the Last Day for Administrative/Student Withdrawals, you may withdraw yourself. The withdrawal deadline is April 5,2016. After the withdrawal date deadline, the instructor is not able to withdraw you. If you quit participating in the course *after* the Last Day for Administrative/Student Withdrawals, you will receive an FX for your grade. If you receive an FX as your grade, you may or may not have to return the financial aid. This will apply to all students. Incomplete grades are rarely given. **Some students think they will automatically be withdrawn if they quit participating. That is NOT always the case.**

15. **Please refer to student hand book regarding cheating**. Students may ask questions to other students, to me, or to anyone else. This is how we learn and I encourage it. HOWEVER, all work must be started and completed in its entirety on your own. If it is found that students are sharing the same files, and then making minor changes to submit the work as their own, students will receive a 0 on the assignment and may possibly be removed from the class.

16. **Assignments** must be submitted and quizzes taken by 11:55:00 PM (on OUR CLOCK) on the **"Due Date"**. The **"Due Date"** is *the last possible date you can turn in the assignment*. Remember, successful students work ahead and stay ahead by completing the Quizzes and submitting the assignments before the **"Due Date"**, but never after the **"Due Date"**.

17. If you are having problems completing course materials on time (by the "Due Date"), chat with the instructor. If you have over scheduled your life (working 40 hours a week and taking 15 credit hours of college instruction), have computer problems (my computer is broke and I don't know when it will get fixed) or don't have a textbook (cannot buy one until payday) – DON'T BE SURPRISED if the instructor suggests you should withdraw from the course. In other words, the instructor will expect materials to be submitted by the **"Due Date"**. However, under unusual circumstances (death or illness in the family and other items that greatly disrupt your life), the instructor might be willing to accept late materials. But the time to chat with the instructor is when the problem arises not after something is **"Due"**. Don't wait until the **"Due Date"** to announce that you have a problem and would like some consideration; again – you might not get much sympathy.

18. The **Final Exam:**
    On campus classes – the Final exam is comprehensive, CLOSED BOOK during the HCC scheduled final exam week. Our class will take the exam on Tuesday, May 10th at 9 a.m. in Room 155.

One special note: Failing the Final Exam (less than 60%) may cause you to fail the course regardless of what your grades have been on the assignments. Final grade will be determined by your Instructor.

Eagle Online and MIL Requirements

EAGLE ONLINE DELIVERY OF INSTRUCTION: This course is delivered to the student using Eagle Online (educational delivery software). Basically, the Eagle Online website is where you will go to enter our virtual classroom! The Distance Education site has links to get you access to the correct Eagle Online course area ONCE YOU COMPLETE THE DISTANCE EDUCATION ONLINE ORIENTATION.

Eagle Online USER ID: Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID, you can look it up by visiting the HCC home page. If you have never logged into Eagle Online (or Moodle) at HCC, the password will be "distance":

- To log into Eagle Online, go to http://de.hccs.edu and click on the Course resources link. **MAKE SURE AND COMPLETE THE ORIENTATION FIRST!**

Eagle Online TECHNICAL HELP: Go to https://eo2.hccs.edu/login/index.php and click on the HCC Eagle Online support website link. Within our Eagle Online course there is also a Student Help Desk link located at the top of the course.

POP UP? If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our Eagle Online site. *The technical requirements section of the orientation will discuss how to allow pop-ups from Eagle Online. The HELPDESK button will explain this as well, located at the top of the course. Do this before beginning our course as many of the early links in the course are pop-ups!*

MIL: The course materials are available under Eagle Online. In addition, all students in this course will need to access the http://www.myitlab.com website to complete the majority of our assignments. This site will require you to setup MIL on your computer. More information on this within Topic 5 of our course. Chrome is the preferred browser to access MIL.

MIL TECHNICAL HELP: Go to Student Support Website or you may call the Pearson MIL support line for help at (800) 677-6337 Monday through Friday, Noon to 8PM EST

POP UP? You will also need to allow pop-ups from our MIL site. This is discussed within Topic 3 of our course.

Other Requirements

Meningitis immunization requirement: Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. All students will have to satisfy this requirement prior to enrollment.

EGLS3 - Evaluation for Greater Learning Student Survey System: At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Course Calendar

DUE DATE TIMES ARE 11:55pm on the day they are due!

Looking below we see that, Topic 1 and 2 has both EO2Lab & EO2Quiz assignments. Topic 4 has EO2Lab assignment and MIL assignment, and all other Topics 5 to 8 and 10 to 15 will have MIL assignments, while Topic 9 and 16 will have MIL Exams to complete.

EO2Lab assignments are assignments that you will do on your PC and upload into Eagle Online. The points for these assignments are designated below. Not all Topics will have this type of assignment.

MIL Assignments will be done on the MIL website or uploaded into MIL. All your MIL grades (Assessments) will be averaged together. The approx. *points* for MIL assignments are designated below. MIL grades comprise 40% (400 points out of 1000 points) of your final grade.

Note: DUE DATE is last possible date assignment can be submitted. It is highly suggested that you submit assignments SOONER.

Class Date	Topics	Due Date	Points (EO2Lab)	Points (EO2Quiz)	Points (MyITLab)	Exams
Jan 19	Become comfortable with the course and complete: Topic 1 (01GS) Getting Started Topic 2 (02IN) Introduction	Jan 26	10 (Forum)	20		
Jan 26	Topic 3 (03MY) MyITLab	Feb 2				
Feb 2	Topic 4 (04FM) Windows 7-File Management *	Feb 9	70		36.36	
Feb 9	Topic 5 (05VT) Chapter 1	Feb 16			36.36	
Feb 16	Topic 6 (06VT) Chapter 2	Feb 23			36.36	
Feb 23	Topic 7 (07VT) Chapter 3	Mar 1			36.36	
Mar 1	Topic 8 (08VT) Chapter 4	Mar 8			36.36	
Mar 8	**Topic 9 Midterm Exam**	Mar 22				**200.0**
Mar 22	Topic 10 (10VT) Chapter 5	Mar 29			36.36	
Mar 29	Topic 11 (11VT) Chapter 6	April 5			36.36	
April 5	Topic 12 (12VT) Chapter 7	April 12			36.36	
April 12	Topic 13 (13VT) Chapter 8	April 18			36.36	
April 18	Topic 14 (14VT) Chapter 9	April 26			36.36	
April 26	Topic 15 (15VT) Chapter 10	May 3			36.36	
May 10	**Final Exam on MIL comprehensive – ON-Campus Students**	**May 10**				**300.0**
	Total Points (1000 points)		**80**	**20**	**400**	**500**

*The EO2Lab assignment for Topic 4 (04FM) will not be completed in MIL but will require a file upload in EO. The points (grade) will be posted in Eagle Online.**

1. Work on MIL through-out the semester
2. All MIL Assignments will comprise 40% (400 points) of your final grade.
2. The two Exams in MIL will comprise 50% (500 points) of your final grade
3. All MIL Assignments prior to midterm are due on March 8th
4. All MIL Assignments prior to final are due on May 5th

HOLIDAYS and Important Dates:
http://www.hccs.edu/district/events-calendar/academic-calendar/

Learning Objective, Students Learning Outcome, and Program Spec

Note: This section of the syllabus provides the general course learning objectives, the expected students learning outcome, the course scope in terms of the department program, and the instrument used to evaluate the course. If you have any question, contact the instructor or the department.

HCC Grading Scale	<table><tr><td>**Grade**</td><td>**GPA Points**</td></tr><tr><td>A = 100- 90</td><td>4 points per semester hour</td></tr><tr><td>B = 89 - 80:</td><td>3 points per semester hour</td></tr><tr><td>C = 79 - 70:</td><td>2 points per semester hour</td></tr><tr><td>D = 69 - 60:</td><td>1 points per semester hour</td></tr><tr><td>59 and below = F</td><td>0 points per semester hour</td></tr><tr><td>IP (In Progress)</td><td>0 points per semester hour</td></tr><tr><td>W(Withdrawn)</td><td>0 points per semester hour</td></tr><tr><td>I (Incomplete)</td><td>0 points per semester hour</td></tr><tr><td>AUD (Audit)</td><td>0 points per semester hour</td></tr></table> IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Course Student Learning Outcomes (SLO):	1. **Identify the components of a computer system.** 2. **Use Common business applications software.** 3. **Explain the impact of computers on society.** 4. **Identify computer careers.** 5. **Identify fundamental programming structures.** 6. Identify ethical use of computers.
Student Assignments	Refer to the Eagle Online course site.
Student Assessment(s)	1. **Demonstrate proper file management techniques to manipulate files and folders in a Windows based environment.** Assessment criteria under development 2. **Use appropriate features from a commonly used word processing application program to generate a document (or set of documents) that solves a contemporary real-world problem.** Assessment criteria under development 3. **Apply proper formatting techniques to a document draft so that it models a previously formatted document.** Assessment criteria under development 4. **Demonstrate the effective use of search engines to find reliable and relevant internet resources.** Assessment criteria under development 5. **Demonstrate effective oral presentation skills to present the results of an internet search. May use a slideshow (created with a presentation graphics program) as a visual aid.** Assessment criteria under development

Program/Discipline Requirements:	Instructors will use syllabus that will satisfy CurricuUNET requirements and improve on-going assessment of student-centered learning and teaching.
Academic Discipline/CTE Program Learning Outcomes	1. Use basic operating system functions 2. Identify the components of a computer system; 3. Use common business applications software 4. Explain the impact of computers on society 5. Identify computer careers; identify fundamental programming structures 6. Identify ethical use of computers
SCANS and/or Core Curriculum Competencies: If applicable	SCANS F1: Reading-locates, understands, and interprets written information in prose and documents such as manuals, graphs, and schedules. F6: Speaking-organizes ideas and communicates orally. C8: Uses computers to process information Every semester, calendar based weekly learning material (reading, hands exercises for in-class, web enhanced, or online assignments, and scheduled quiz/test/exam) will be posted as part of the syllabus.

HCC Policy Statement

Access Student Services Policies on their Web site: Title IX:	http://www.hccs.edu/district/students/student-handbook/ and then click on *Student Services* and *Student Rights and Responsibilities* sections under the Student Handbook by sections. **Title IX of the Education Amendments of 1972** requires that institutions have policies and procedures that protect students' right with regard to sex/gender discrimination. Information regarding these rights are on **the HCC website under Student-Anti-discrimination.** Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understand and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:	**DE STUDENT SERVICES** The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://www.hccs.edu/district/students/student-handbook/