Houston Community College
Electronics Engineering Technology

CPMT 1303 – Introduction to Computer Technology
CRN 18562– Fall 2021
Dates: Aug 23, 2021-Dec 12, 2021
Northeast College | Online
Introductory Level Course

Instructor contact Information and Preferred Method of Contact	Name: Khansaa Almansor Email: khansaa.almansor1@hccs.edu Tel.:713-718-2131 Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, RM 100 *It is preferred to contact through email/Canvas inbox.*
Office Location and Hours	**Office hours**: Check my learning web here. **Office location:** Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, Room 100 **Office location and hours** Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. You can expect to get a response from me during instructor's office hours. *I am available to hear your concerns and to discuss course topics. So please set appointment by email and set up a virtual meeting through Canvas-WebEx if necessary and I would be more than happy to discuss your concerns.*
Course Location/ Times	Online anytime (HCC Canvas & Cengage MindTap) The course modality of this class is *online Anytime (WW).* Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online. Attendance will be taken through completion of online assignments.
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3.0 Lecture Hours Weekly: 3.0 Lab Hours Weekly: 3.0

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Total Course Contact Hours	96
Course Length (number of weeks)	16
Type of Instruction	Online Anytime (WW): Traditional online course without scheduled meetings, 100% online instruction
Course Description (ACGM)	A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.
Course Prerequisite/s	MATH 0312 or Department Approval.
CETT Program Objective/ Goal	Students will be able to: • Be well educated in the basic principles of their discipline, including the ability to analyze systems, interpret data, and present results. • Possess the state-of-the-art knowledge in the discipline, including the ability to design and conduct experiments. • Demonstrate strong communication skills, able to work in teams, and understand professional and ethical responsibility. • Be knowledgeable of current Technologies and recognize the need to engage in a lifelong learning. • Be able to integrate mathematics, science, humanities, and social sciences into their primary work. • Manage time, and take pride in professional quality of work • Define terms, expressions and phrases associated with computers; and use basic commands in various applications.
Course Student Learning Outcomes (SLOs):	The student will be able to: Define terms, expressions and phrases associated with computers; and use basic commands in various applications.
Learning Objectives	Students who complete this course will be able to: **1.** Use a popular Computer Operating System (Windows 10). **2.** Use a popular Word processor, Word 2016.

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	3. Use a popular Spreadsheet, Excel 2016. **4.** Use a popular Presentation Software Program, PowerPoint 2016. **5.** Use a popular Database Software program, MS Access 2016.

Instructional Materials / Textbook	Students need to purchase the following:
	1-Textbook (Hard Copy is Optional):
	Illustrated Microsoft® Office 365 & Office 2016: Introductory, 1st Edition, David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding- ©2017**,** Published by Cengage Learning - Course Technology
	    ISBN-10: 1305876024
	    ISBN-13: 9781305876026
	
	2- MindTap Access (Must, E-Textbook included):
	MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what is important.
	
	Please note: Access to Online MindTap will provide you with an electronic copy of the textbook. The bundle regular price from Cengage website is <u>$120</u> for 6 months (However, you can choose Cengage unlimited at <u>$120</u> to get unlimited access to Cengage full library). The First Day inclusive access option price is <u>$120</u>.
	
	Registration:
	
	1. Through Canvas HCC online system using Getting started with Cengage link.
	2. Follow the prompts to register your MindTap course.
	
	Payment/ First Day (Inclusive Access):
	To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas.
	Your Houston Community College student account was billed for these materials at the time of registration. You may choose to opt-out prior to Census Date, but you will then be responsible for purchasing your course

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materials at the offered retail price. The opt-out process would be for students who already have an access code because they are repeating the course or already purchased materials. Students who opt out will receive a credit to their student account within two weeks of the official day of record from the Bursars Office. The Official Day of Record for this term is **09/07/2021**. Please opt out before that date if you don't like the eText or if you already have the course materials, repeating the course or have extended access to the course materials already from a previous purchase, or for any other personal reason.

3- Students must have access to personal or laptop computer with operating system Windows 7 or later version and MS Office 2016 or later version to complete the required projects and homework assignments. If student does not have a personal computer, then he/she can use the library computers. Microsoft Access does not work only on Windows OS. So all the students **must** have access to a **windows operating system based PC/Laptop** to complete all the online MindTap assignments.

Note: All HCC's students have access to Office 365 through HCC email.

Course Calendar	**CPMT 1303 – Introduction to Computer Technology** 16 Week Calendar / Regular Start / Tentative Calendar

Week#	Topics	Reference/ Comments
1	Introduction Understanding essential computer concepts Getting started with Windows 10 Getting started with Internet explorer 10 Understanding files managements	Concepts 1-25 Windows 1-19 Internet 1-17 Windows 25-43
2	Creating Documents with word 2016 Editing Documents	Word 1-17 Word 25-41
3	Formatting texts and paragraphs Formatting Documents	Word 49-67 Word 77-95
4	Word Capstone Project	Word Modules 1-4

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	5	Getting started with Excel 2016 Working with formulas and functions	Excel 1-17 Excel 25-41
	6	Working with charts	Excel 79-95
	7	Integrating Word and Excel	Integration 1-11
	7	Excel Capstone project	Excel Modules 1-4
	8	**Midterm MindTap SAM's exam Test**	Windows, Word, and Excel
	9	Getting started with Access 2016	Access 1-17
	9	Building and using queries	Access 27-43
	10	Using Forms	Access 53-69
	11	Using Reports Integrating Word, Excel, and Access	Access 79-95 Integration 17-27
	12	Access Capstone project	Access Modules 1-4
	13	Creating a presentation with PowerPoint 2016 Modifying a presentation	PowerPoint 1-17 PowerPoint 25-41
	14	Inserting objects into a presentation Finishing a presentation	PowerPoint 49-65 PowerPoint 73-89
	15	PowerPoint Capstone project	PowerPoint Modules 1-4
	16	**Final term MindTap SAM's exam Test**	All applications and contents except PP

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	This calendar may change; any updates will be posted in Learning web or/and Canvas online. You are responsible for obtaining and reading any updated course calendars.
Instructional Methods	CPMT 1303 is an elective course for all electronic engineering technology program AAS specializations and certificates. As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of computer technology, learning industry standards to apply in future jobs, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of engineering technology. As a student wanting to learn about the field, it is your responsibility to follow the instructions, submit assignments on the due dates, and enjoy yourself while experiencing the real world of electronic engineering technology**.** As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend most of the class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor.
Student Assignments	Assignments have been developed to enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as a technician. Students will be required to successfully complete assignments relate to the following: **MindTap SAM's projects and Exams assignments:** 1- MS Windows file management and internet explorer. 2- MS Word documents. 3- MS Excel workbooks and datasheets, tables, formulas, format, and charts. 4- MS Access database files, tables, queries, relationships, forms, and reports. 5- MS PowerPoint presentations, slides, and PP show. **MindTap Capstone project assignments:** 1- MS Word Capstone online MindTap project. 2- MS Excel Capstone online MindTap project. 3- MS Access Capstone online MindTap project.

	4- MS PowerPoint Capstone online MindTap project. **Midterm Exam:** MindTap online SAM Exam based test that should be done during the test given time. The test is all about using MS Windows file management, internet exploring, MS Word, and MS Excel. **Final Exam:** MindTap online SAM Exam based test that should be done during the test given time. The final term test is covering MS Windows file management, internet exploring, MS Word, MS Excel, MS PowerPoint, and MS Access.

Student Assessments	All the assignments will be completed online. *Student might not be able to make up the missing assignments unless providing a written evidence approving the reason of not attending that missed assignment.*
	The final grade of the class will be calculated as shown below:
	
	1. Assignments (60%)
	    Capstone Projects Assignments 20%
	    SAM's projects and Exams assignments average 40%
	2. Midterm test Exam 15%
	3. Final Term test Exam 25%
	
	Assignments include all the MindTap online assignments (Capstone 4 projects and SAM's Exams and Projects).

Instructor's Requirements	As your instructor, it is my responsibility to**:** • Provide the grading scale and detailed grading formula explaining how student grades are to be derived • Facilitate an effective learning environment through class activities, discussions, and lectures • Description of any special projects or assignments • Inform students of policies such as attendance, withdrawal, tardiness and make up • Provide the course outline and class calendar which will include a description of any special projects or assignments • Arrange to meet with individual students before and after class as required To be successful in this class, it is the student's responsibility to**:** • Attend class and participate in class discussions and activities • Purchase the textbook and all the tools and materials to complete

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	the homework, in-classroom assignments and projects are required in this course. • Write notes of the instructions are provided by the instructor. • Read and comprehend the web enhanced provided materials. • Complete the required assignments and projects: • Ask for help when there is a question or problem • Keep copies of all paperwork, including this syllabus, handouts, and all assignments
Syllabus Modifications	The instructor reserves the right to modify the syllabus, course requirements, assignments, homework, grading procedures and any other related policies as changes take place during the semester. However, proper verbal notice will be given to students in the class.
HCC Grading Scale:	The HCC grading scale is: A = 100 – 90 4 points per semester hour B = 89 – 80 3 points per semester hour C = 79 – 70 2 points per semester hour D = 69 – 60 1 point per semester hour 59 and below = F 0 points per semester hour FX (Failure due to non-attendance) 0 points per semester hour IP (In Progress) 0 points per semester hour W (Withdrawn) 0 points per semester hour I (Incomplete) 0 points per semester hour AUD (Audit) 0 points per semester hour 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", "W", "AUD", "COM" and "I" do not affect GPA. **Incompletes** The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I"

	becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.
Attendance	**Attendance and Withdrawal Policies** Students are expected to attend all the theory lectures, participate in tests or quizzes, and perform their assignments, homework, and laboratory tasks (if applicable) or when necessary. Any student, who is absent more than 12.5% of the class and lab combined, will be told to withdraw from the course. See the student handbook, Course Schedule, or Catalog for details. Drops and withdrawals are the student's responsibility. (The instructor will not be responsible for drops or withdrawals). For online classes, <u>online attendance will be required and recorded</u>. Based on the State Funding rules for spring and fall semesters attending to the class for the first two sessions are mandatory. For summer semesters, all students must attend to the class for the first day. Students who do not follow these rules will automatically be dropped from the course.
HCC Policies	**HCC Policies** Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/ In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. ̶EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry: http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.
This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement
(http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s), and Ability Services. It is the policy and practice of HCC to

create inclusive and accessible learning environments consistent with federal and state law.   For more information, please go to https://www.hccs.edu/support-services/ability-services/disability-laws-in-higher-education/

Title IX
Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination based on sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students
Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and

on campus. Tutoring is provided by HCC personnel to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries
The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction
Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Social justice:
Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

Department Chair Contact Information
Department Chair Name: Sazar Ali
Department Chair Email address: sazar.ali@hccs.edu

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	Department Chair Office phone number: 713-718-2135