

**CPMT 1303 – Introduction to Computer Technology**

CRN 11205– Fall 2019

Dates: 08/26/2019 - 12/15/2019

Northeast College | Face-to-Face

Introductory Level Course

<b>Instructor contact Information and Preferred Method of Contact</b>	Name: Khansaa Almansor Email: <a href="mailto:khansaa.almansor1@hccs.edu">khansaa.almansor1@hccs.edu</a> Tel.:713-718-2131 Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, RM 100 <i>It is preferred to contact through email.</i>
<b>Office Location and Hours</b>	<b>Office hours:</b> Check my learning web <a href="#">here</a> . <b>Office location:</b> Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, Room 100 <b>Office location and hours</b> 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>I am available to hear your concerns and to discuss course topics but not during the class time. So please set appointment by email and come to my office if necessary and I would be more than happy to discuss your concerns.</i>
<b>Course Location/ Times</b>	Northeast College: Codwell Hall Campus – Science and Technology, Room 110 Friday 6:00PM - 8:50PM
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 3.0 Lecture Hours 3.0 Weekly: Lab Hours Weekly: 3.0
<b>Total Course Contact Hours</b>	96

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<b>Course Length (number of weeks)</b>	16
<b>Type of Instruction</b>	Face-to-Face, +45 hrs online instruction
<b>Course Description (ACGM)</b>	A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.
<b>Course Prerequisite/s</b>	MATH 0312 or Department Approval.
<b>CETT Program Objective/ Goal</b>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Be well educated in the basic principles of their discipline, including the ability to analyze systems, interpret data, and present results.</li> <li>• Possess the state of the art knowledge in the discipline, including the ability to design and conduct experiments.</li> <li>• Demonstrate strong communication skills, able to work in teams, and understand professional and ethical responsibility.</li> <li>• Be knowledgeable of current Technologies and recognize the need to engage in a lifelong learning.</li> <li>• Be able to integrate mathematics, science, humanities, and social sciences into their primary work.</li> <li>• Manage time, and take pride in professional quality of work</li> <li>• Define terms, expressions and phrases associated with computers; and use basic commands in various applications.</li> </ul>
<b>Course Student Learning Outcomes (SLOs):</b>	<p>The student will be able to:</p> <p>Define terms, expressions and phrases associated with computers; and use basic commands in various applications.</p>
<b>Learning Objectives</b>	<p>Students who complete this course will be able to:</p> <ol style="list-style-type: none"> <li>1. Use a popular Computer Operating System (Windows 10).</li> <li>2. Use a popular Word processor, Word 2016.</li> <li>3. Use a popular Spreadsheet, Excel 2016.</li> <li>4. Use a popular Presentation Software Program, PowerPoint 2016.</li> <li>5. Use a popular Database Software program, MS Access 2016.</li> </ol>

**Instructional  
Materials /  
Textbook**

Students need to purchase the following:

**1- Textbook (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):**

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's important.

**Please note:** Access to Online MindTab will provide you with an electronic copy of the textbook. The bundle cost is \$120 for 4 months.

**Registration:**

1. Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPNC81NLS0P/initial-course-confirmation>
2. Follow the prompts to register your MindTap course.

**Payment:**

After registering for your course, you will need to pay for access using one of the options below:

**Online:** You can pay online using a credit or debit card, or PayPal.

**Bookstore:** You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

**Free Trial:** If you are unable to pay at the start of the semester, you may choose to access MindTap for a 14 days free trial. After the free trial ends, you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and

	<p>course activity will be saved and will be available to you after you pay for access.</p> <p><b>3-</b>Flash memory is required to save folders and files of the given assignments and tests or student can use any cloud system to save the data.</p> <p><b>4-</b>Students have to 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.</p> <p><b>Note:</b> All HCC’s students have access to Office 365 through HCC email.</p>
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<b>Course Calendar</b>	<b>CPMT 1303 – Introduction to Computer Technology</b>		
	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	Getting started with Excel 2016 Working with formulas and functions	Excel 1-17 Excel 25-41
5	Formatting Worksheet	Excel 51-69	

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	6	Working with charts Integrating Word and Excel	Excel 79-95 Integration 1-11
	7	Review	Windows, Word, and Excel
	8	Midterm Test	Windows, Word, and Excel
	9	Getting started with Access 2016	Access 1-17
	10	Building and using queries	Access 27-43
	11	Using Forms	Access 53-69
	12	Using Reports Integrating Word, Excel, and Access	Access 79-95 Integration 17-27
	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
	15,16	Final term Complete Project Test	All applications and contents
	<p><b>This calendar may change;</b> any updates will be posted in Learning web or/and Canvas online. You are responsible for obtaining and reading any updated course calendars.  <b>Semester holidays and breaks:</b> Labor Day (Monday, September 2, 2019), Thanksgiving Break (Thursday, November 28 – Sunday, 2019).</p>		
<b>Instructional Methods</b>	<p>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.</p>		

	<p>As a student wanting to learn about the field, it is your responsibility to follow the instructions, submit assignments on the due dates, have all the required tools and materials, create midterm and final term projects, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of electronic engineering technology.</p> <p>As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from course materials. However, practicing and in-classroom discussions engagement is essential.</p>
<p><b>Student Assignments</b></p>	<p>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:</p> <p><b>In-classroom/Homework assignments:</b></p> <ol style="list-style-type: none"> <li>1- MS Windows file management and internet explorer.</li> <li>2- MS Word documents.</li> <li>3- MS Excel workbooks and datasheets, tables, formulas, format, and charts.</li> <li>4- MS Access database files, tables, queries, relationships, forms, and reports.</li> <li>5- MS PowerPoint presentations, slides, and PP show.</li> </ol> <p><b><u>Midterm Project (Exam):</u></b> In-Classroom project should be done during the test given time. The project is all about using MS Windows file management, internet exploring, MS Word, and MS Excel. To complete the project students will be required to follow the test instructions and steps of given procedure. Students should present their work of folders and files to the instructor for grading purpose.</p> <p><b><u>Final Project (Exam):</u></b> Homework project should be done no longer than the given final submission date. The project is all about using MS Windows file management, internet exploring, MS Word, MS Excel, MS PowerPoint, and MS Access. To complete the project students will be required to</p>

	follow the test instructions and steps of given procedure. Students should present their work of folders and files to the instructor for grading purpose.										
<b>Student Assessments</b>	<p>Attendance is must. Assignments will be completed during the class time. If any assignment could not be done at the time that will be specified by instructor, then the missing assignment can be unloaded in canvas online submission or sent by email but no longer than one week after the assignment’s submission date. The late assignments final grade might be deducted by 20%. <i>Extra points might be given for students are recognized with good in-classroom participation. Student might not be able to make up the missing in-classroom assignments unless providing a written evidence approving the reason of not attending that missed class.</i></p> <p>The final grade of the class will be calculated as shown below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Essential Computer Skills assignments average</td> <td style="text-align: right;">60%</td> </tr> <tr> <td style="padding-left: 20px;">In-Classroom Assignments</td> <td style="text-align: right;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Homework and Online Assignments</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>2. Mid Semester Exam</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>3. Final Exam</td> <td style="text-align: right;">25%</td> </tr> </table> <p>Essential Computer Skills assignments include discussions, in-classroom assignments, and homework.</p>	1. Essential Computer Skills assignments average	60%	In-Classroom Assignments	20%	Homework and Online Assignments	40%	2. Mid Semester Exam	15%	3. Final Exam	25%
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<b>Instructor's Requirements</b>	<p><u>As your Instructor, it is my responsibility to:</u></p> <ul style="list-style-type: none"> <li>• Provide the grading scale and detailed grading formula explaining how student grades are to be derived</li> <li>• Facilitate an effective learning environment through class activities, discussions, and lectures</li> <li>• Description of any special projects or assignments</li> <li>• Inform students of policies such as attendance, withdrawal, tardiness and make up</li> <li>• Provide the course outline and class calendar which will include a description of any special projects or assignments</li> <li>• Arrange to meet with individual students before and after class as required</li> </ul> <p><u>To be successful in this class, it is the student’s responsibility to:</u></p> <ul style="list-style-type: none"> <li>• Attend class and participate in class discussions and activities</li> <li>• Purchase the textbook and all the tools and materials to complete the homework, in-classroom assignments and projects are</li> </ul>										

	<p>required in this course.</p> <ul style="list-style-type: none"> <li>• Write notes of the instructions are provided by the instructor.</li> <li>• Read and comprehend the web enhanced provided materials.</li> <li>• Complete the required assignments and projects:</li> <li>• Ask for help when there is a question or problem</li> <li>• Keep copies of all paperwork, including this syllabus, handouts and all assignments</li> </ul>																				
<p><b>Syllabus Modifications</b></p>	<p>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.</p>																				
<p><b>HCC Grading Scale:</b></p>	<p>The HCC grading scale is:</p> <table border="0"> <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 point per semester hour</td> </tr> <tr> <td>59 and below = F</td> <td>0 points per semester hour</td> </tr> <tr> <td>FX (Failure due to non-attendance)</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> <p>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.</p> <p>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.</p> <p><b>Incompletes</b> 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</p>	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
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	entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.																						
<b>Attendance</b>	<p><b><u>Attendance and Withdrawal Policies</u></b></p> <p>Students are expected to attend all the theory lectures, participate in tests or quizzes and perform their assignments, home-work 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).</p> <p>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 don’t follow these rules will automatically be dropped from the course.</p>																						
<b>HCC Policies</b>	<p><b><u>HCC Policies</u></b></p> <p>Here’s the link to the HCC Student Handbook <a href="http://www.hccs.edu/resources-for/current-students/student-handbook/">http://www.hccs.edu/resources-for/current-students/student-handbook/</a> In it you will find information about the following:</p> <table border="1"> <tr> <td>Academic Information</td> <td>Incomplete Grades</td> </tr> <tr> <td>Academic Support</td> <td>International Student Services</td> </tr> <tr> <td>Attendance, Repeating Courses, and Withdrawal</td> <td>Health Awareness</td> </tr> <tr> <td>Career Planning and Job Search</td> <td>Libraries/Bookstore</td> </tr> <tr> <td>Childcare</td> <td>Police Services &amp; Campus Safety</td> </tr> <tr> <td>disAbility Support Services</td> <td>Student Life at HCC</td> </tr> <tr> <td>Electronic Devices</td> <td>Student Rights and Responsibilities</td> </tr> <tr> <td>Equal Educational Opportunity</td> <td>Student Services</td> </tr> <tr> <td>Financial Aid TV (FATV)</td> <td>Testing</td> </tr> <tr> <td>General Student Complaints</td> <td>Transfer Planning</td> </tr> <tr> <td>Grade of FX</td> <td>Veteran Services</td> </tr> </table>	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
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**EGLS<sup>3</sup>**

The EGLS<sup>3</sup> (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. EGLS<sup>3</sup> 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 in

order 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 <http://www.hccs.edu/support-services/disability-services/>

### **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 on the basis of 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](mailto: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 in order 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/>.

**Department Chair Contact Information**

Department Chair Name: Hosein Tahvillian  
Department Chair Email address: [hosein.tahvillian@hccs.edu](mailto:hosein.tahvillian@hccs.edu)  
Department Chair Office phone number: 713-718-2135