Computer Science Technology Department
Houston Community College
Northwest College
Department Phone Number: 713-718-5731

ITSC 1301 Introduction to Computers
Course Syllabus
Spring 2014

Instructor	**Name: Mahin Zareian** **Tel: At this time, use email** **Email: mahin.zareian@hccs.edu** **Website: http://learning.hccs.edu/faculty/mahin.zareian**		
Course Reference Number (CRN)	**83235**	**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)		
Course Location/Times	**SEMESTER – Spring 2014** CRN: 83235 Wednesdays 8:00-1:15 Pm	**Total Course Contact Hours**	64
Instructional Materials	• Discovering Computers Fundamentals with Microsoft Windows 7. Authors: Shelly, Vermatt, Freund, & Enger. ISBN: 13:9780495970354, 10:0495970352 (regular bound) - or - 13-978-1-111-95295-2, 10-1-111-95295-7(spiral bound). Publisher: Cengage**.,** 1 Flash drive (any size)**,** 2-Scantron forms**.**		
Instructional Methods	**Face to Face**	**Type of Instruction**	Lecture/Lab
Course Length (number of weeks)		16	

Instructor's Requirements	. You are expected to study course materials timely and successfully work on the project and submit your work on the due date. . Windows 7 part of the course assignments involve hands on exercises provided in the textbook chapters, so that you acquire a working knowledge of the subject and develop operating system skills. You must complete practical exercises in the chapter and complete the assigned activities. . Discovering Computers Fundamentals part of the course assignments involve reading and studying the material provided in the textbook chapter and completing assignments at the publisher's website Courseport portal. . All assignments are due on the due date as specified. . Assignments cannot be submitted late or points will be taken off. . There are three chapters with assignments for the Windows 7 part of the course. . There are ten chapters with assignments for the Discovering Computers Fundamentals part of the course. . There are two exams; midterm and final. NO MAKEUP EXAMS!! . If you have any concern about the class, you are highly encouraged to bring the matter to the professor's attention immediately. . You are required to attend class meeting times as scheduled. See HCC Student Handbook. You must have the Internet Explorer browser for use with CoursePort activities (publisher's website) You must have the Adobe Reader installed. You must have your browser set to allow POPUPS from our website! (More info listed below). . TEXTBOOK – The book is customized for HCC for this course (use the ISBN number located in the area above) . The textbook is really two books in one customized by the publisher for this course and for HCC only. The book is customized to reduce your cost, buying only one book versus two. It is not possible to use textbooks that were used prior to Fall 2010 semester's textbook. In addition, you must obtain the book during the first week of course or you will fall behind. . Internet Explorer version 7 or 8 or 9 (web browser to use for Courseport) – free online at http://www.microsoft.com click Downloads, and select the Download Center .High speed Internet access (DSL or cable - dial up will NOT work) . 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. . 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. If you have internet or computer problems you must be willing to use other resources, such as the HCC open labs. . Due dates for submitting assignments are specified in the class. There is no acceptable

Exams and Semester Project	excuse for late work, including failure of, ignorance of, or lack of access to required technology. Students may be withdrawn if the student misses more than 4 absences prior to the last day to withdraw with a W. Contact your professor if you are having a problem. If you decide to quit participating in the course before the Last Day for Administrative/Student Withdrawals, you may withdraw yourself. Students have the option to withdraw from a course by accessing the online HCC student system. After the withdrawal date deadline, the professor of the course is not able to withdraw you. If you quit participating in the course after the Last Day for Withdrawals, you will receive an F or an FX – Failed Due to lack of participation. This will apply to all students. Exams - there are TWO exams in this course. A midterm exam and a final exam. .Students are required to take the Midterm Exam and the Final Exam. Students who have earned a grade higher than F prior to the final exam are still required to take the Final Exam to receive a passing grade in the course, regardless of previous grades. Note: a passing grade is a grade higher than an F. No make-up exams. Semester Project – You will have ONE project in this course. The project instructions will be available after midterm and it will be due one week prior to the final exam. More information and specific instructions provided when the project is assigned.
Use of Personal Communication devices in class	. Cell phone use in class is not permitted. . All cell phone or similar devices must be turned off. . No music players' use during class time. . Internet access for the course purpose only. . No Internet browsing during lecture unless it is instructed.
Academic Dishonesty	Academic dishonesty is not a substitute for a successful completion of this course in any manner. Your independent work is accepted and credited accordingly and you must not engage in an activity that will jeopardize this.
Instructor Grading Criteria	Assignments 25 % Semester project 25% Mid-Term Exam 25% Final Exam 25% Total 100%

HOLDAYS and Important Dates:

Feb 10 Classes Begin Second Start
March 10-17 Spring Break
March 31 REMINDER LAST DAY FOR WITHDRAWALS
May 5-12 Final Examinations

Reminder: In order to pass the course Final Exam should be taken.

WEEKS	DATE	TOPICS
1	Feb 12	Course Overview: Course Syllabus, Topic Outline, and Textbook Publisher's website - Courseport Portal Do Hands-on exercises on pages WIN 2 through WIN 63 Complete In The Lab • *Microsoft Windows 7* (Ch. 1: Fundamentals of Using Windows 7) • **Homework**: 1) Read Pages WIN 2 through WIN 63. .
2	Feb 19	• *Discovering Computers Fundamentals*: (Ch. 1: Introduction to Computers) **Homework**: 1) Learn it Online Practice Test Chapter 1. In Class Activities: Checkpoint exercises at the end of chapter **You must obtain a grade of 90% or better, you cannot miss more than 2 questions. Printout results when complete and turn in for a grade.** • *Microsoft Windows 7* (Ch. 2: Working with the Windows 7 Desktop) • **Homework**: 1) Read Pages WIN 73 through WIN 137. Do Hands on exercises on pages WIN 73 through WIN 137 Complete In The Lab
3	Feb 26	**Microsoft Window 7** continue with chapter 2 hands on exercises **Homework**: continue with the same assignment • *Discovering Computers Fundamentals*: (Ch. 2: The Internet and the World Wide Web) **Homework**: 1) Learn it Online Practice Test Chapter 2.
4	Mar 5	• *Discovering Computers Fundamentals*: (Ch. 3: Application Software) ***In class activity*** : Check point exercises at the end of chapter **Homework**: 1) Learn it Online Practice Test • **Project:** 1. Scope of project and guidelines discussion 2. Project teams discussion 3. Team members discussion Discussion on team members role and evaluation • *Microsoft Windows 7* (Ch. 3: File and folder Management) • **Homework**: 1) Read Pages WIN 149 through WIN 210. 2) Learn it Online Practice Test Chapter 3. Do Hands on exercises on pages WIN 149 through WIN 210 Complete In The Lab
5	Mar 12	**Spring Break Holiday**
6	Mar 19	**Microsoft Window 7** continue with chapter 3 Continue with hands on exercises **Homework**: continue with the same assignment • *Discovering Computers Fundamentals*: (Ch. 4: The Components of System Unit) • **Homework**: 1) Learn it Online Practice Test Chapter 4.

7	Mar 26	• *Discovering Computers Fundamentals*: (Ch. 5: Input and Output) **Homework**: 1) Learn it Online Practice Test Chapter 5 **Project: In class activities**: • Team members assign to teams, • Discussion on team members role and evaluation, • First in class project team meeting Catch-up for Windows 7 and Discovering computer fundamentals **Review for the midterm** **Project topic due**-submitted by team • *Discovering Computers Fundamentals*: (Ch. 6: Storage) **Homework**: 1) Learn it Online Practice Test Chapter 6. **In class activities**: checkpoint exercises at the end of chapter
8	April 2	**Mid-Term Exam** : **1) Microsoft Windows 7: Chapters 1, 2 and 3 (Practical)** **2) Discovering Computers Fundamentals: Chapters 1- 5 (Scantron Exam)** **3) NOTE: Mid-Term Exam is closed book, no notes.** Approved project topics return • *Discovering Computers Fundamentals*: (Ch. 7: Operating System and Utility Programs) **Homework**: 1) Learn it Online Practice Test Chapter 7 **In class activities**: checkpoint exercises at the end of chapter
9	April 9	• *Discovering Computers Fundamentals*: (Ch. 8: Communications and Networks) **Homework**: 1) Learn it Online Practice Test Chapter 8 **Project**: third in class meeting • *Discovering Computers Fundamentals*: (Ch. 9: Database Management) **Homework**: 1) Learn it Online Practice Test Chapter 9. **In class activities**: checkpoint exercises at the end of chapter **Project**: forth in class meeting
10	April 16	• *Discovering Computers Fundamentals*: (Ch. 10: Computer Security and Safety) **Homework**: 1) Learn it Online Practice Test Chapter 10 **In class activities**: checkpoint exercises at the end of chapter • *Discovering Computers Fundamentals*: (Ch. 11: Information System Development and Programming Languages) **Homework**: 1) Learn it Online Practice Test Chapter 11 **In class activities**: checkpoint exercises at the end of chapter

11	April 23	• *Discovering Computers Fundamentals*: (Ch. 12: Enterprise Computing) **Homework**: 1) Learn it Online Practice Test Chapter 12 **In class activities**: checkpoint exercises at the end of chapter **Project**: forth in class meeting Catch-up on assignments-finalize project work
12	April 30	**Project Présentations in class**: All Team members will participate, Review for Final exam and Miscellaneous Wrap-up
13	May 7	**Final Exam** : ScanTron Exam Discovering Computers Fundamentals Chapters 6-10

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

Grade	GPA Points
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 points per semester hour
59 and below = F	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," "COM" and "I" do not affect GPA.

Course Student Learning Outcomes (SLO):

1. Use appropriate integrated software to solve contemporary real-world problems.
2. Integrate appropriate features from several commonly used application programs to generate a document (or set of documents) that solves a contemporary real-world problem.
3. Use Spreadsheets to create a chart with the statistics you plan to use in your presentation slideshow.
4. Demonstrate proper file management techniques to manipulate files and folders in a networked environment.
5. Apply proper formatting techniques to a document draft so that it models a previously formatted document.
6. Develop an algorithm that solves a problem.
7. Demonstrate the effective use of search engines to find reliable and relevant internet resources.
8. Create data that can be edited and kept current.

	9. Demonstrate effective oral presentation skills using a slideshow (created with a presentation graphics program) as a visual aid.
Student Assignments	Refer to the Eagle Online course site.
Student Assessment(s)	**1. Use appropriate integrated software to solve contemporary real-world problems.** Assessment criteria under development **2. Integrate appropriate features from several commonly used application programs to generate a document (or set of documents) that solves a contemporary real-world problem.** Assessment criteria under development **3. Use Spreadsheets to create a chart with the statistics you plan to use in your presentation slideshow.** Assessment criteria under development **4. Demonstrate proper file management techniques to manipulate files and folders in a networked environment.** Assessment criteria under development **5. Apply proper formatting techniques to a document draft so that it models a previously formatted document.** Assessment criteria under development **6. Develop an algorithm that solves a problem.** Assessment criteria under development **7. Demonstrate the effective use of search engines to find reliable and relevant internet resources.** Assessment criteria under development **8. Create data that can be edited and kept current.** Assessment criteria under development **9. Demonstrate effective oral presentation skills using 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. 1. Develop essential operating systems skills including how to use, setup, configure, troubleshoot and maintain a current microcomputer operating system 2. Use and configure essential office applications and 3. Help other technology users, develop training and maintenance plans and to translate new technical knowledge so that others can use it 4. Install, configure, and administer Linux/UNIX and other systems. 5. Document work log, write clearly and appropriately in an Information Technology context, respect user's data, including backup and security
SCANS and/or Core Curriculum Competencies: If applicable	SCANS 1. C1: Allocates Time Students will learn to allocate time to perform each task (online course will emphasize this task more). 2. C5: Acquires and Evaluates Information Student will be able to identify need for data, obtain it from existing sources or create them, and evaluate information. 3. C6: Organizes and Maintains Information Students will learn to organize their assignments and manage to complete them with specific deadline.

	4. C18: Selects Technology Students will use flowcharts to understand the subject. Students will select appropriate compiler to run program. 5. C20: Maintains and Troubleshoots Technology Student will be able to prevent, identify or solve problems in machines, computers, and other technologies. 6. F9: Problem Solving Students will learn problem-solving methodology (pseudocode). 7. F10: Seeing Things in the Minds Eye Student will be able to organize and process symbols, pictures, graphs, objects or other 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:	http://hccs.edu/student-rights
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://de.hccs.edu/de/de-student-handbook
Access CE Policies on their Web site for non-credit classes:	http://hccs.edu/CE-student-guidelines
Competencies: If applicable	