Computer Science Technology Department
Houston Community College
Northwest College
Department Phone Number: 713-718-5723

ITSC 1301 Introduction to Computers
Course Syllabus – Summer II

Instructor	**Name:** OMAR AZIZ **Tel:** --- **Office:** available via email **Email:** omar.abdulaziz@hccs.edu **Learning Web:** http://learning.hccs.edu/faculty/omar.abdulaziz **CLASS WEBSITE:** http://hccs1.mrooms3.net/ NOTE: This course may use the Eagle Online website. **You must have the Firefox browser for use with the Eagle Online website.** **You must have the Adobe Reader installed.** **You must have your browser set to allow POPUPS from our website!** **(More info listed below).**

Course Reference Number (CRN)	47043	**Course Level:**	Beginning

Course Description:	Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet (HTML).

Course Prerequisite(s)	Must be at college-level skills in reading, writing, and mathematics. **Must be familiar with the basics of word processing and file management (e.g., know how to copy and move files and folders).**

Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 3.0 (Lecture 2, Lab 2)

Course Location/Times	Spring Branch Room TBA Mon-Thu 1:00pm to 4:00pm	**Total Course Contact Hours**	60

Instructional Materials	Discovering Computer Fundamentals with Microsoft Windows 7. Authors: Shelly, Freund, Enger, & Vermaat. ISBN: 13-978-1-111-95295-2, 10:1-111-95295-7

Instructional Methods	In Person	Type of Instruction	Lecture and Lab
Course Length (number of weeks)	5 Weeks		
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.		
Instructor's Requirements	1. **TEXTBOOK** – You must purchase the textbook from an HCC bookstore. 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 books 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. Students will be accessing an additional website during this course, the Courseport (http://login.course.com) website. You will need a class code. This code is at no cost to you regardless if you buy a new or used textbook. In addition, you must obtain the books during the first week of course or you will fall behind. 2. **Adequate Windows PC hardware** - Access to a PC running Windows 7 (Microsoft's new operating system) with internet access - Word processing software either Microsoft word or WordPad - Note1: WordPad is included with Windows 7 - Note2: Microsoft Works is not the same as Microsoft Word or WordPad. Files created with Microsoft Works are not accepted in this course. - PC should have a sound card and speakers 3. **Internet Explorer version 7 or 8 or 9** 4. **Firefox** (web browser to use for Eagle Online – free online at http://www.mozilla.com) 5. **Adobe Reader software** (free online at http://www.adobe.com, click Adobe Reader button located in the Downloads section) 6. High speed internet access (DSL, or Cable – dial up will not work) 7. 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. 8. 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. 9. STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY: As an 5 week section of this topic, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments or quizzes that total to more than 89 points (which is more than 12.5% of the course work prior to the Final Exam). 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, or ask instructor to withdraw you. 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 F. This will apply to all students. <u>Incomplete grades are rarely given</u>. 10. Please refer to student handbook regarding cheating. Students may ask questions to other students, to myself, 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.
Eagle Online and Requirements	**EAGLE ONLINE DELIVERY OF INSTRUCTION:** This course may be 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. **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. Please note, this is the same user id you may have used for Blackboard, but it will NOT be the same password. If you have never logged into Eagle Online (or Moodle) at HCC before, the password will be "distance": • To log into Eagle Online, go to http://distance.hccs.edu and click on the <u>Course/Go To Class</u> link. MAKE SURE AND COMPLETE THE ORIENTATION FIRST! • <u>You may click here for extra login help.</u> **Eagle Online TECHNICAL HELP:** Go to http://distance.hccs.edu and click on the Eagle Online Help Desk link. Within our Eagle Online course there is also a blue HELPDESK button located at the top p 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 <u>Eagle Online</u> 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!***
Instructor Grading Criteria	A - 900 to 1000 points (90% to 100%) B - 800 to 899 points (80% to 89.9% C - 700 to 799 points (70% to 79.9% D - 600 to 699 points (60% to 69.9%) F - 0 to 599 points (0% to 59.9%)

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

Note: Non-Myitlab 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.

Anything labeled as a Myitlab Asgn will be done on the Myitlab website or uploaded into Myitlab. All your Myitlab grades (Exams and Grader Projects) will be averaged together. Myitlab grades comprise 25% of your final grade.

For example, looking below we can see that Topic 10 Word Chapter 4 has a Myitlab Assignment AND another assignment which will be uploaded in Eagle Online worth 65 points. Topic 6 Office Fundamentals shows that there will be one Myitlab assignment and one Eagle Online quiz worth 20 points.

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

Due Dates (Mondays@11:55pm)	Topics	Eagle Online [45%]		MyITLab [25%]		Final Exam [30%]
		EOQuiz	EOLab	MyitExam	MyitGrader	
Feb 18 (Mon)	Course Overview/Orientation					
	Topic 1 (01GS) Getting Started					
	Topic 2 (02IN) Introduction	15	15			
Feb 25 (Mon)	Topic 3 (03FM) File Management	20	50			
	Topic 4 (04CC) Computing Concepts	20				
Mar 4 (Mon)	Topic 5 (05MY) MyITLab	20		Yes		
Mar 4 (Mon)	Topic 6 (06OF) Office Fundamentals	20		Yes		
Mar 11 (Mon)	Topic 7 (07W1) Word Chapter 1			Yes		
	Topic 8 (08W2) Word Chapter 2			Yes	Yes	
	Topic 9 (09W3) Word Chapter 3			Yes		
	Topic 10 (10W4) Word Chapter 4		65	Yes		
Mar 25 (Mon)	Topic 11 (11E1) Excel Chapter 1			Yes		
	Topic 12 (12E2) Excel Chapter 2			Yes	Yes	
	Topic 13 (13E3) Excel Chapter 3			Yes		
	Topic 14 (14E4) Excel Chapter 4		65	Yes		
Apr 8 (Mon)	Topic 15 (15A1) Access Chapter 1			Yes		

Date	Topic	95	355	250		300
	Topic 16 (16A2) Access Chapter 2			**Yes**	**Yes**	
	Topic 17 (17A3) Access Chapter 3			**Yes**		
	Topic 18 (18A4) Access Chapter 4		**65**	**Yes**		
	Topic 19 (19P1) Powerpoint Chapter 1			**Yes**		
	Topic 20 (20P2) Powerpoint Chapter 2			**Yes**		
Apr 22 (Mon)	Topic 21 (21P3) Powerpoint Chapter 3		**50**	**Yes**		
Apr 29 (Mon)	Topic 22 (22PR) Project		**50**			
May 6th	**Final Exam – Time/On Campus** **From 9:30am – 11:30pm**					**300**
	Total [1000 points]	**95**	**355**	**250**		**300**

HOLDAYS and Important Dates:

July 08	Classes Begin
July 11	Official Date of Record
July 29	Last Day for Administrative/ Student Withdrawals with a grade of "W" ”After the withdrawal date no W can be given, *you must receive a regular grade (A-F) in the course.*"
August 08	FINAL EXAM
August 16	Grades Available to Students.

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.

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<tr><td rowspan="2">HCC Grading Scale</td><td colspan="2"></td></tr>
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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.
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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 Course Calendar.
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 a 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:	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	