Course Description: Credit: 3(2 lecture, 2 lab)

An introductory course to provide an overview of computer technology and computer information systems used in the workplace. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming will be discussed and applied. Examines applications and software relating to a specific curricular area.

Course Focus:
The SCANS (Secretary's Commission on Achieving Necessary Skills) competencies are included as the last page of this Syllabus. This course is designed to provide the student with a working knowledge of Windows 98, Simple Program Design and general computer concepts.

Course Objectives:
By successfully completing this course the student should be able to:

✔ Apply knowledge of information systems and personal computing applications.
✔ Recognize and apply the concepts of critical thinking.
✔ Appreciate and gain benefits of time management by learning to group tasks.
✔ Communicate with others by use of electronic mail.
✔ Develop problem solving skills and ability to develop solution algorithms. Learn how to write pseudo code and draw logic flow diagrams.
✔ Develop organizational skills and manage information from one central application.
✔ Proficiently use file management techniques with a Windows operating system.

Required Text:
- Windows 98 - Introductory Concepts and Techniques; Shelly Cashman
- Simple Program Design - A Step by Step Approach; Lesley Anne Robertson
- Discovering Computers 2001 - Concepts for a Connected World; Shelly, Cashman, Vermaat

Supplies:
- Two or more — 3.5” Floppy Diskettes  Note: Each disk must have your name and class information written on the label.
- 1 — three-ring Notebook for Homework Assignments and other Instructor directed information
STUDENT CONTRIBUTIONS & POLICIES:
Each student will be expected to spend the necessary amount of time each week outside of class preparing for this class by reading ahead, completing homework assignments, reviewing the hands-on assignments and other work as assigned by the instructor.

Students with Disabilities: The students with special needs should see the counseling department for evaluation. They are responsible for providing documentation that you give the instructor.

Class Attendance:
(page 2, HCCS Student Handbook): You are expected to regularly attend all classes and are responsible for all material covered during an absence. Instructors may consult with students regarding make-up assignments, but it is the student’s responsibility to make any arrangements for such make-up work. It is the student’s responsibility to officially drop a course, but the instructor has the authority to drop a student or submit a grade of F for nonattendance. You may be dropped after missing 12.5% of a class. For this class (ITSC 1301) you may be dropped after 8 hours of absence. Your instructor will give you further information regarding this subject.

Make-up Exams:
You are expected to take all exams on the scheduled days (see Course Syllabus and Topic Outline). Make-up exams are not guaranteed, but are granted at the discretion of the instructor. If make-up exams are allowed, it is necessary to make arrangements with the instructor prior to exam date. NOTE: There is NO make-up exam for the final.

Cheating:
No cheating is allowed. If you are found cheating, you may be asked to leave class for the day, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook (page 28-29) for further information regarding cheating.

Course Evaluation:
Course Grading: Grading Scale:

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<tr>
<th>Course</th>
<th>Percentage</th>
<th>Grading</th>
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<tr>
<td>Mid-Term</td>
<td>25%</td>
<td>A 90-100</td>
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<tr>
<td>Homework Assignments and Notebook</td>
<td>15%</td>
<td>B 80-89</td>
</tr>
<tr>
<td>In class on line test/quizzes</td>
<td>20%</td>
<td>C 70-79</td>
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<tr>
<td>In-Class web based end of chapter. CHECKPOINT</td>
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<td>D 60-69</td>
</tr>
<tr>
<td>Semester Project</td>
<td>15%</td>
<td>F 0-59</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
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Total: 100%
Project:
This course is combination of concepts and competency. The instructor may define a project within the guidelines below. The project must:

☑ Utilize the principles taught in the class room
☑ Illustrate the concepts the textbook covers.
☑ Utilize the Internet as a resource information center
☑ Challenge the student to make use of critical thinking.

Homework Assignments & Notebook: Your instructor will give you more specific information regarding this section. Homework assignments are typically completed at each class session and are included (stored) in the student’s Notebook or Folder. Your notebook/folder will be graded as to presentation of materials on the exam day.

Your 3-ring notebook/folder should contain:

■ Tabs with dividers (one for each section)
■ A title page in the front of the notebook/folder that includes the student's first and last name, class information, class meeting day, class time
■ A cover page for each section
■ All completed Homework assignments.

Note: Late or incomplete notebooks may not be accepted. Please see your instructor for more information regarding this subject.

Dates to Remember:
➤ September 1 Last Day for Drop/Add (Change of Schedule)
➤ September 4 Labor Day Holiday
➤ September 8 Official Date of Record
➤ October 16 Last Day to File for Fall Graduation
➤ November 15 Veterans Advance Pay Application Deadline for Spring Session
➤ November 23-26 Thanksgiving Holidays
➤ November 28 Last Day to Drop with a Grade of "W"
➤ December 8 Instructions Ends
➤ December 9-15 Final Examinations week
Houston Community College is determined to prepare students with the knowledge and skill you need to succeed in today’s dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for ITSC 1301 – Introduction to Computers.

**Common Workplace Competencies**

**Manage Resources: Identifies, organizes, plans, and allocates resources**
Students in ITSC 1301 – Introduction to Computers must appropriately allocate their time in order to complete class assignments in a timely fashion. They must budget their time and perform class-related activities through a ranking process which allows them to meet self-determined goals.

**Interpersonal: Works with others**
Students in ITSC 1301 - Introduction to Computers at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

**Information: Acquires and uses information**
Students in ITSC 1301 – Introduction to Computers must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

**Technology: Works with a variety of technologies**
Students in ITSC 1301 – Introduction to Computers must apply technology to specific tasks, determining what application to use to obtain a specific outcome.

**Foundation Skills**

Students in ITSC 1301 – Introduction to Computers must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information in documents such as manuals, graphs, and schedules.

Students in ITSC 1301 – Introduction to Computers must demonstrate critical thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason.

Students in ITSC 1301 – Introduction to Computers must also demonstrate personal qualities: display responsibility, self-esteem, sociability, self-management, integrity, and honesty.

**Important Note:**
- You should prepare yourself by reading the assigned material as stated in this chapter topic outline before each class session.
You can plan on spending several hours per week outside of the classroom to prepare for the class. Plan to make time for reading the required material, for completing any unfinished homework assignments, and practicing the hands-on computer skills. The amount of time that a student will spend outside of class can vary widely from one individual to the next.

Make yourself aware of the open lab times that are available to you and if you do not have a home computer with the required software, plan to spend consistent, quality time in the open labs. These open labs are provided for your convenience; use them.

In addition to this topic outline, students will have to complete one projects. The project must be completed by Mid-Term.

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<tr>
<th>Session</th>
<th>Weekly Topics Outline Description</th>
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| **Week 1** | Course Overview: Course Syllabus and Topic Outline  
Windows 98  
Project 1 - Fundamentals of Using Microsoft Windows 98  
Introduction; Microsoft Windows 98; Communicating with Microsoft Windows 98; The Windows 98 Desktop Views; Using Windows Help  
Hands-on Learning pages 1.12 – 1.50  
Discovering Computers 2001  
Introduction To Using Computers: Chapter 1  
Computer Literacy; The Components of a computer; Computer Software; Network and the Internet; Categories of computers  
In Class Activities: Do  
End of Chapter interactive web based CHECKPOINT  
In class on line test/quizzes. Turn your work in today. |
| **Week 2** | Windows 98  
Project 1 – Fundamentals of Using Microsoft Windows 98 (continues)  
Hands-on Learning pages 1.12 - 1.50 (continues)  
Do – End of Project T/F and M/C as preparation for exam  
Discovering Computers 2001  
Application Software and the World Wide Web: Chapter 2  
Application Software; Productivity Software; Graphics and Multimedia Software; Communication Software  
In Class Activities:  
End of Chapter interactive web based CHECKPOINT  
In class on line test/quizzes. Turn your work in today.  
Homework Assignment: In The Lab #3 and #4 Pages: 1.61 - 1.62 |
| **Week 3** | Windows 98  
Project 2 – Working on The Windows 98 Desktop  
Creating a Document; Storing Documents; Opening and Modifying Documents; Printing a Document; |
| Week 4 | Windows 98  
**Project 2 – Working on The Windows 98 Desktop (continues)**  
Hands-on Learning pages 2.6 – 2.61 (continues)  
**Do** – End of Project T/F and M/C as preparation for exam |
|---|---|
| **Discovering Computers 2001**  
**Input: Chapter 4**  
What is Input? What are Input Devices? The Keyboard; Pointing Devices; Scanners and Reading Devices; Digital Cameras; Audio and Video Input | |
| **In Class Activities:**  
End of Chapter interactive web based CHECKPOINT-  
In class on line test/quizzes. Turn your work in today.  
**Homework Assignment:** In The Lab #1, #2 and #3 Pages: 2.72 - 2.76 | |
| Week 5 | Windows 98  
**Project 3 – File, Document, and Folder Management and Windows 98 Explorer**  
My Computer Windows; Managing Open Windows; Windows Explorer; Copying, Moving, Renaming, and Deleting Files and Folders in Windows 98; Properties of Objects; Finding Files or Folders; Hands-on Learning pages 3.6 – 3.52 |
| | **Discovering Computers 2001**  
**Output: Chapter 5**  
What is Output? What are Output Devices? Display Devices; Printers; Audio Output; Other Output Devices; Terminals  
**In Class Activities:**  
End of Chapter interactive web based CHECKPOINT-  
In class on line test/quizzes. Turn your work in today. |
| Week 6 | and Windows 98 Explorer (continued)  
|       | Hands-on Learning pages 3.6 – 3.52 (continued)  
|       | Do – End of Project T/F and M/C as preparation for exam  
|       | Discovering Computers 2001  
|       | Storage: Chapter 6  
|       | Memory vs. Storage; Floppy / Hard Disks; Compact Discs; Taps; PC Cards  
|       | In Class Activities:  
|       | End of Chapter interactive web based CHECKPOINT-  
|       | In class on line test/quizzes. Turn your work in today.  
|       | **Homework Assignment:** In The Lab #1, #2 and #3 Pages: 3.58 - 3.62 |
| Week 7 | Simple Program Design  
|       | Program Design: Chapter 1 Introduction  
|       | Discovering Computers 2001  
|       | The Internet: Chapter 7  
|       | The Internet; History of the Internet; www; --- Using E-mail  
|       | In Class Activities:  
|       | End of Chapter interactive web based CHECKPOINT-  
|       | In class on line test/quizzes. Turn your work in today. |
| Week 8 | **Homework Assignments Due: Week 1-7**  
|       | **Project is Due**  
|       | **Mid-Term Exam**  
| Week 9 | Simple Program Design  
|       | Pseudo code: Chapter 2  
|       | Discovering Computers 2001  
|       | Operating Systems and Utility Programs: Chapter 8  
|       | System Software; Operating Software; Utility Programs  
|       | In Class Activities:  
|       | End of Chapter interactive web based CHECKPOINT-  
|       | In class on line test/quizzes. Turn your work in today.  
|       | **Homework Assignment:** Assigned by the instructor. |
| Week 10 | Simple Program Design  
|        | Developing an Algorithm: Chapter 3  
|        | Discovering Computers 2001  
|        | Communications and Networks: Chapter 9  
|        | Use of Communications; Communication Channel; Transmission Media;  
|        | Communications Software & Devices; Networks --  
|        | In Class Activities:  
|        | End of Chapter interactive web based CHECKPOINT-  
<p>|        | In class on line test/quizzes. Turn your work in today. |</p>
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<td>Databases and Information Management: Chapter 10</td>
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<td>Data and Information; The Hierarchy of Data; Maintaining Data; File Processing vs. Database; DBM Systems; MIS –</td>
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<td><strong>Week 12</strong></td>
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<td><strong>Week 13</strong></td>
<td>Algorithms using Sequence, Selection, Repetition: Chapter 6</td>
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<td>Program Development &amp; Programming Languages: Chapter 12</td>
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<td>The Program Development Life Cycle: Step 1, 2, 3, 4, 5, 6</td>
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<td>Programming Languages -- 1st G, 2nd G, 3rd G, 4th G -- Natural Languages ---</td>
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<td><strong>Week 14</strong></td>
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<td>Multimedia: Chapter 13</td>
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<td>What is Multimedia? Multimedia Applications -- Hardware ----</td>
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<td>In Class Activities:</td>
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<td><strong>Week 15</strong></td>
<td>Security, Privacy, and Ethics: Chapter 14</td>
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<th>Week 16</th>
<th>Final Exam --- Discovering Computers 2001Chapters 8-14</th>
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<td>Problem Solution (algorithm) and Pseudo code</td>
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