COMPUTER SCIENCE TECHNOLOGY
ITSC 1301 INTRODUCTION TO COMPUTERS
Website:  http://swc2.hccs.cc.tx.us/csci
Course Syllabus
Fall 2001

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:
- Microsoft Windows 98 and Windows Me -; Illustrated Series; Steven M. Johnson
- Simple Program Design - A Step by Step Approach; Lesley Anne Robertson
- Discovering Computers 2002 – Introductory Concepts for a Digital 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. Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate Disability Support Service Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Please contact the Distance Education Counselor, Angela Foote at 713-718-7014 or foote_a@hccs.cc.tx.us in order to be referred to the appropriate Disability Support Service Counselor. Students who are approved for testing accommodations are encouraged to report to the test site as early as possible during their respective testing dates and times.

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. If any student ceases to come to class, for any reason, it is that student responsibility to withdraw themselves from the class.

NOTE: PROPOSED STATEMENT FROM CURTIS FLOYD----
If you CONTINUE attending class, turning in assignments, or taking tests/quizzes AFTER the official Withdrawal Date of HCCS, you cannot be dropped from the class, for any reason, and you must be assigned a permanent letter grade (A, B, C, D, or F) 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. Exams are not open book, open notes, or a group effort. Exams are an evaluation of your individual knowledge and skill acquired by attending and preparing for this class.

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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Mid-Term | A 90 - 100
Homework Assignments and Notebook | B 80 – 89
In class on line test/quizzes | C 70 – 79
In-Class web based end of chapter. CHECKPOINT | D 60 – 69
Semester Project | F 0 - 59
Final Exam | Total: 100%

PENALTY POINTS FOR TURNING IN LATE

- All assignments, homework, and project(s) are required to be submitted in a manner appropriate for college-level students.
- Late work is subject to a penalty points.
- Work will not be accepted more than one week late. An exception may be made if, at the discretion of the instructor, extenuating circumstances justify. The instructor may require documentation of the circumstance.
- In-Class test/quizzes and checkpoint activities for each class session due at end of each class session.
- Any test/quizzes and checkpoint missed by being tardy or absent cannot be made up unless due to extenuating circumstances. Therefore, if the test/quizzes and checkpoint is missed, the grade of “0” can be erased only if makeup work is accepted. Late work is subject to a penalty points.

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.