Introduction to Computers
ITSC 1401 - 63400
Spring, 2016
January 20th through May 12, 2016

Professor: Richard Parra
Email: rparra@dccc.edu
Office Phone Number: 214-860-8763
Office Number: W105B
Office Hours: MW 10-11 am, TR 11-12 am, Fri, by appointment
Meeting Days & Time: TR 2:00-3:20 pm
Room Number: Online Course
Credit Hours: 4

Division: Business, Computers, Mathematics, and Technical Programs
Office Hours: 8:00 AM – 5:00 PM
Office Phone: 214-860-8619
Office Location: W210

Course Description:
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

Course Pre-requisites:
None

WCEM Statement:
This is a WCEM course.

Course Materials/Supplies Needed:
Discovering Computers, Shelly, Sebok, Freund ISBN 978-1-285-16176-1, Cengage Learning (www.cengage.com), Copyright 2014. The book is sold through the MVC bookstore and the clerk will know exactly which one you need once you provide your class and section number.

To purchase the book through the MVC bookstore go to:
http://shop.efollett.com/htmlroot/textbooks/SelectByCourse_02.jsp

If you have a problem obtaining the textbook please let the professor know as soon as possible.
Student Learning Outcomes:
After successful completion of this course the student should be able to:

1. Identify the components of a computer system
2. Use common applications
3. Explain the impact of computers on society
4. Identify computer careers
5. Identify fundamental programming structures
6. Identify ethical use of computers
7. Use basic operating system functions

Evaluation Procedures:

1. Final Grade: 80% Major online Test, 5% Online Quizzes, 15% Labs.

2. All test and quiz questions will come from the Discovering Computers textbook.

3. One major online test will be given. You must complete the major online test on or before the last day of class. If you want to take the test before the scheduled date, please send the professor an email and it will be setup for you.
   A. The major online test will be multiple choice and given over the Internet.
   B. You can take the major online test TWO times. If you successfully complete the test the first time, you do not need permission to take the test the second time. If you take the test for the second time, the higher of your two scores will be the recorded score. Your major online test score will be displayed upon completion of the test.
   C. If for some reason the testing system goes down while you are taking the major online test you must send the instructional manager an email so your test can be reset. Do not put off taking the final online test to the last class day. If for some reason the testing system fails there may not be enough time to reset your test. The instructor will not reset the final online test after 9:00 PM on the last scheduled day for the final online test.
   D. The major online test is timed. If you go over the set time limit the Blackboard testing system will force a completion. The score you have at the cutoff time will be your score for the test. For example, if the time limit is set at 90 minutes and you have completed only 50 questions out of 100 (and you have answered all 50 questions correctly) your final grade for the test will be 50%. If you have a reading disability such as dyslexia, you may get a written excuse from a Mountain View counselor to waive the time limits.
   E. Quizzes are not timed and you can take them as many times as you like. The last time you take a quiz will be the recorded score. It is highly recommended that you take the quizzes as many times as you can. Many of the quiz questions will be on the final online test.
   F. You can use your textbooks and notes to take tests and quizzes.
   G. Because of security reasons, tests and quizzes will not be reviewed. Please do not ask the instructor to review test or quiz questions, he will not respond.

4. The major online test will be curved according to class average. If the class average for a particular test is below 75%, points will be added to everyone's grade to make the class average 75%. Since some students put off taking the test to the end semester, the class test average will not be calculated until all students have completed the major online test.

5. Quizzes work like tests except they are not timed and you can take them as many times as you like. You should receive a quiz score immediately after submission. You can check your quiz scores on Blackboard.
You should take the quizzes as many times as you can. The better you do on the quizzes the better you will do on the final online test. Do not put off taking quizzes to the very end of the semester.

6. Labs and lab instructions are listed on the Blackboard Labs link. You can view your lab, quizzes, and final online test score by clicking on the Blackboard Grade Link.

7. The major online test must be completed on or before the last scheduled day of class. Quizzes and labs must be completed on or before last scheduled day of class.

**Instructor Attendance Policy:**
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

You must be present during Final’s Week and roll will be taken. See the Final Exam week schedule posted on the MVC web site or ask your Instructor.

*Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.*

Roll will be taken at the beginning of class and end when the last name is called. If you arrive after the last name, you are late and will be counted absent. See your Instructor for the Excuse Form for you to fill out and provide verification for possibly attendance approval.

If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early, otherwise, you will be counted absent.

If you are absent or late, it is your responsibility to obtain the missed class lecture information from another student.

Students have the responsibility to attend class and to consult with the instructor when an absence occurs. It has been the experience of the Instructors that the students who regularly log on and complete their lab and test assignments on time have an excellent chance of completing this course satisfactorily.

We also have a high failure and drop rate among students who do not log on frequently or attend class. The choice is yours.

We also view completion of assignments on time as a very positive commitment on the part of the student toward completion of the course. We are always ready to provide help as needed for these students.

Certification will be completed on the 4th class day to ensure all students are included who enrolled after the start class date.

Please review the Withdrawal Policy and Drop Date section later in this syllabus.

*Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending by the certification date.*
Grading Scale:
If your final average is:

90-100=A  
80-89=B  
70-79=C  
60-69=D  
Below 60=F

Calculating your final grade:

To calculate your final grade multiply the weight by the average grade for each area and add the results. Let's say your final grades and their weights are:

Final Online Test Average = 80 x .8(80%) = 64
Quiz Average = 85 x .05(5%) = 4.25
Lab Average = 90 x .15(15%) = 13.5

Final Grade = 64 + 4.25 + 13.5 = 81.75

Certification Procedures:

To meet the certification requirements for the course you must take the Orientation Quiz on or before the certification date: Feb 2, 2016.

The withdraw date for this class is: Apr 14, 2016.

Academic Dishonesty: (edit if needed)
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

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<thead>
<tr>
<th>Chapter</th>
<th>Topic</th>
<th>Quiz #</th>
<th>Approximate Quiz Completion Date</th>
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<tr>
<th></th>
<th>Title</th>
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<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Digital Literacy: Introducing a World of Technology</td>
<td>1</td>
<td>Jan 23</td>
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<tr>
<td>2</td>
<td>The Internet: Accessing, Searching, Sharing, and Communicating</td>
<td>2</td>
<td>Jan 30</td>
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<td>3</td>
<td>Computers and Mobile Devices: Evaluating the Possibilities</td>
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<td>4</td>
<td>Programs and Apps: Using Software at Work, School, and Home</td>
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<td>5</td>
<td>Digital Safety and Security: Identifying Threats, Issues, and Defenses</td>
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<td>6</td>
<td>Inside Computers and Mobile Devices: Exploring the Components</td>
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<td>7</td>
<td>Input and Output: Examining Popular Devices</td>
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<td>Mar 4</td>
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<td>Digital Storage: Preserving on Media and the Cloud</td>
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<td>9</td>
<td>Operating Systems: Managing, Coordinating, and Monitoring Resources</td>
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<td>Communications and Networks: Sending and Receiving Digital Content</td>
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<td>Information and Data Management: Organizing, Verifying, Maintaining, and Accessing</td>
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<td>12</td>
<td>Information Systems and Program Development: Designing and Building Solutions</td>
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<td>Apr 1</td>
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<td></td>
<td>Final Online Test – Must be completed on or before December 17th at 11:59 PM. Tests will not be reset after 9:00 PM on December 17th.</td>
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<td>May 12</td>
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