



## ITSC 1401 – Introduction to Computers Course Syllabus

This syllabus serves as our contractual agreement for course content and expectations. Read it and understand it completely. It has been designed to answer most questions you may have about the course. Check the syllabus first for answers to your question before contacting the professor.

### Professor Information:

**Donald Peoples**

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**Other Important Contacts:**

For problems logging in to eCampus, accessing the website or other technical issues:

Technical Support - call 972-669-6402 or visit the [ecampus web site](#) and look for the **Student Technical Assistance** area.

### Course Description

This course introduces the use of computers in business organizations, professional activities, and personal life. The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society.

### Course Prerequisites

This course does not have a prerequisite.

### Course Competencies

Successful completion of these competencies is required, and will enable the student to:

1. **Presentation Software**– Use presentation software to communicate and display findings in a clear and coherent manner
2. **Word Processing, Computer Ethics Competency** – Design and present information effectively using word processing software
3. **Spreadsheet Software Competency** – Organize, manage and analyze information using spreadsheet software
4. **Hardware & Software, Networking, Security, File Management Competency** – Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
5. **Internet, Information literacy Competency** – Connect to the Internet to gather information and evaluate the validity and reliability of sources
6. **Databases Competency** – Select and analyze data from a database to support problem solving.

Six advanced competencies are available to improve your course grade.

### Course Materials.

The course textbook we are using is CMPTR3 (Computer Applications and Concepts). We will also be using open-source online materials only for this course.

[IT Fundamentals – Wikiversity](#)

[Microsoft Office Training Center](#) You will also need Microsoft Office software: Word, Excel and PowerPoint. You can download these free as college student: [Microsoft Office Download Instructions](#). It is a good idea to have a spiral-bound notebook with pockets to take notes and organize course materials.

## Learning Outcomes

Upon successful completion of this course, students will:

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment

## Course Overview

As a competency-based course, students must demonstrate proficiency in each of 6 required competencies to progress through the course. Before starting the competencies, students will take a preliminary proficiency assessment to determine areas of strength and weakness. Upon completion of that assessment, the first competency area for the course will be available. Each of the 6 areas have a required competency and an advanced competency. To pass a competency, you must demonstrate proficiency in all required areas. Advanced competencies are provided for personal development and are not required. Completion of advanced competencies contribute to a higher grade for the course.

Upon completion of the 6 required competencies, a final proficiency assessment exam will be taken.

**Students must demonstrate proficiency in all 6 required competencies to pass the course.**

## Course Outline

### **Week 1: Preliminary Learning Assessment**

Orientation / Course Overview eCampus  
Overview

Preliminary Learning Assessment

### **Week 2 & 3: Unit 2 – PowerPoint**

Chapters 20-21

Required Competency Assessment 2

Advanced Competency Assessment 2

### **Week 4: Unit 1A – Windows 10 & File Management**

Chapters 1, 7 & 8

Required Competency Assessment 1A

### **Week 5-6: Unit 4 – Microsoft Word & Computer Ethics**

Chapters 10-12

Required Competency Assessment 4

Advanced Competency Assessment 4

### **Week 7: Unit 1B – Hardware & Software**

Chapters 2-3

Required Competency Assessment 1B

Advanced Competency Assessment 1

### **Weeks 8: Unit 3 – Information Literacy & The Internet**

Chapter 5

Required Competency Assessment 3

Advanced Competency Assessment 3

### **Weeks 9 & 10: Unit 5 – Microsoft Excel**

Chapters 13-16

Required Competency Assessment 5

Advanced Competency Assessment 5

## **Weeks 11: Unit 1C – Networking**

Chapter 4

Required Competency Assessment 1.3

## **Week 12: Unit 1D– Networking**

Chapter 6

Required Competency Assessment 1D

## **Weeks 13 & 14: Unit 6 – Databases**

Databases discussion

Required Competency Assessment 6

Advanced Competency Assessment 6

## **Week 15: Final Competency Assessment**

Final competencies review Final  
Assessment

## **Computer Information**

You will need convenient access to a computer with:

- Microsoft Windows 10, 8, 7, Vista or XP.
- Microsoft Internet Explorer 8.0 or higher, Firefox, or Chrome.
- A reliable Internet connection.
- Microsoft Office 2013 or newer (not an earlier version), including Word, Excel and PowerPoint.
- Most of your work will be done during class time in the Thomas Jefferson Collegiate Academy In general, you should have the following computer skills, at a minimum:
- The ability to start up your computer and get to a Windows desktop,
- Knowledge of basic mouse operations such as clicking and double clicking,
- The ability to start a program by double-clicking on its' desktop icon, • The ability to browse to and within web pages, and
- The ability to compose and send an e-mail.

We know this is an Introduction-type course, but you do need to know just a little about using a computer at the outset to navigate eCampus. Also, if you are planning to work on several different computers, or on a computer that isn't your personal one, you will need a flash drive for your files.

## **Student Participation**

Students are expected to read the lecture materials, take the self-assessment exams, complete the practice labs, and review the necessary tutorials as needed to achieve competency in the material prior to completing the competency assessments.

Experiences in this course include:

- eCampus coursework
- Reading assignments
- Classroom attendance
- In-class participation
- Teaching the class when asked
- Written and hands-on work using Microsoft Office software
- Communicating via e-mail and keeping in-touch.

## Classroom Etiquette

I want to promote a professional environment in the classroom favorable to instruction and education in that we all show appropriate respect for each other, act professionally, and contribute to such an environment. Please cooperate by willingly demonstrating interest and responsibility in the classroom and lab.

As a courtesy to fellow students do not eat, chew gum, sleep, play with technology, keyboard, listen to music, or cause other distractions in class. Also, turn off cell phones so they don't interrupt class. See the **Fee Schedule** for cell phone usage and other costs.

## Missing Class

Before missing class contact the professor and let them know the circumstances. If you miss a class, make arrangements (with a classmate) to obtain all the information you missed before the next class and seek help if you don't understand something. Materials handed out in class are available in eCampus.

## Grading System

To pass the course, you must complete the preliminary assessment, all 6 required competencies, and the final proficiency assessment.

The preliminary assessment is a participation grade. You will receive 25 points for completing the assessment regardless of your score.

- The 6 required competencies are pass-fail. Each one is worth 100 points. You must pass each competency assessment with a score of 75% (75) or better. All 6 required competency assessments must be passed to take the final proficiency assessment. You are allowed 3 attempts for each required competency to get a passing score.
- If a competency assessment is not passed on the first attempt, the self-assessment exams and practice labs for that competency must be turned in for review and advice.
- The Final Proficiency Assessment points will be performance based – the points earned will be based on your score.
- If you complete all required competencies and do well on the final assessment, then you can earn a B in the course.
- To earn an A in the course, you will need to complete 2 or more of the advanced competencies. You are allowed 3 attempts for each advanced competency to get a passing score.

You will accumulate course points for work done as follows:

Course Component	Max Points
Preliminary Assessment	25
Required Competencies (5 @ 100 points each, 1 @ 50 points)	550
Advanced Competencies (6 @ 50 points each)	300
Instructor Assignments (points vary)	125
Final Proficiency Assessment	100
<b>Total</b>	<b>1100</b>

Note: If you choose NOT to do any advanced competencies the highest grade you can make is a B. Most students who choose not to do advanced competencies make a C or a D.

NOTE: *Extra Credit work is not available in this course.* Your final course grade will be determined as shown:

Points Earned	Final Grade
900-1100	A
750-899	B
650-799	C
550-699	D
<550	F

Please be aware that the table above is the only method that is used to figure out your final grade. Percentages – like "90% to 100%" earns an "A" – are not used in this course at all.

Point deductions, some severe, will be made if you violate the rules and procedures of this course. See the **Fee Schedule** for costs. All coursework must be completed by the end date as shown in **Course Schedule**.

*NOTE: Technical difficulties are not an acceptable excuse for failure to complete assignments, so never wait until the last minute to submit assignments.*

## Fee Schedule

Assignment deviations and distractions have the following costs:

- Any assignment up to 7 days late -5 points
- Any assignment after 8 to 14 days late -10 points
- Assignments emailed or to me without prior arrangements -10 points
- Assignments that are hard to read -10 points
- Assignments turned in after the course is over no value
- Cell phone interruptions (taken off of overall class grade) -2 points/each
- Failure to have your name on an assignment -5 points
- 1<sup>st</sup> offence of an academic integrity violation 0 for the assignment
- 2<sup>nd</sup> offence of an academic integrity violation 0 for the course

## Institutional Polices

Drop/Withdrawal, Stop before you drop, Financial Aid, International students, Religious Holidays, ADA, Academic Integrity, Repeating a course, Grade reports, Professor's right to Modify, and FERPA can be found at the following link: <http://www.brookhavencollege.edu/about/administration/vpi/Pages/Syllabus-Addendum.aspx>

## Incomplete ("I") Grades

Incompletes are only considered in those circumstances where a student, outside of their control, has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from completing the final few items of required work (a last Project or Exam, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your professor as soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after the final Absolute Deadline as shown in **Course Schedule**.

## Academic Integrity

All work in this course is considered scholarly work undertaken with the understanding that academic honesty is the only acceptable behavior for students. Further, it is understood that the professor sets the standards of academic integrity in this course, determines when those standards have been violated, and determines the consequences of that behavior by the student.

Students are expected to do their coursework by themselves unless it is specifically noted that group work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized.

Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended for Professors only, viewing of another students' work before or after submission for grading, file sharing, password sharing, fabrication, plagiarism, or copying from the Internet. None of these behaviors will be tolerated. Excuses such as "It was an accident" or "I didn't know we couldn't work together" will not relieve the student of penalties. There are no acceptable explanations for any of these behaviors.

The following explanations may be helpful in interpreting what are considered to be serious violations of the policy.

- **Examinations:** Using notes, looking at another student's test paper, or providing another student with answers during an examination are violations of the policy.
- **Course Assignments/Projects:** Unless a course assignment is specifically designated as a group/team assignment, collaborating with another student in completing assignments intended to be completed independently or submitting another student's work as your own are violations of the policy.
- **Research Reports:** To use another person's ideas, words, expressions, or findings in your writing without acknowledging the source is to plagiarize. A writer who does not give appropriate credit when quoting, or even paraphrasing, another's writing is guilty of plagiarism and in violation of the Academic and Professional Conduct policy.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire course.

Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. **Sharing a computer is permitted, provided:**

- 1) Your professor is notified, AND 2) You work on the shared computer at a different time from the person(s) you are sharing the computer with, AND 3) You do not view the monitor while the other person(s) is/are working on the course, AND 4) You do not at any time view any printouts or files of the person(s) you are sharing the computer with, AND 5) Your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your professor.

All students in this course are expected to abide by the rules and regulations as set forth in both the [DCCCD Student Code of Conduct](#). Failure to comply may result in legal and/or disciplinary action.

## Access for Students with Disabilities

Brookhaven College complies with *Section 504 of the Rehabilitation Act*, and the *Americans with Disabilities Act*.

## **Important Behavior Considerations**

There is a DCCCD Code of Conduct list of violations in your classroom. Read this. Violations include but are not limited to:

- Bullying
- Damaging property
- Disrespect to College authority
- Offensive conduct
- Scholastic dishonesty
- Theft
- Unauthorized presence
- Harassment
- Copyright law violation

Please understand that if you violate these conduct rules I may report your behavior to the college. If I do this, the report will be attached to your permanent college record. If you are reported for any misbehavior, you may be required to take an anger management course, on campus. The same is true for plagiarizing, or, copying another's' work. If you are reported for this, you will be required to take a course on academic integrity. These courses are four hours, and are offered one hour at a time, on the college campus.

If the behavior happens multiple times, or if you do not complete the course, you can be banned from taking college courses on campus.

Please make sure you review the entire list and be very careful to follow the rules. Your college report is permanent!