

ITSC1301: Introduction to Computers

Fall 2021 – Course Syllabus

Course Description:

An introduction to and overview of concepts in computing and information systems. This course explores concepts of digital literacy, including computer system hardware and software, file and database management, networks and communication, the Internet and social media, and security and privacy issues associated with computers and computer networks. **Prerequisite: None**

Student Learning Objectives:

- Describe and explain the functions of a computer.
- Identify types and uses of computer software.
- Utilize file management practices and procedures.
- Identify the function of basic hardware components.
- Demonstrate how to navigate the web and social media.
- List and describe the components of wired and wireless networks.
- Explain the steps to configuring basic computer security.
- Recognize and explain important types of database management systems.
- Describe the program development cycle.
- Access and use office productivity software

Text and Supplies:

Virtualizing Technology, Eighth Edition. (e-text and MyITLab access code, textbook available)

Geoghan, Debra

Pearson Education, Inc. 2018

ISBN-13: 978-0-13-5464427

USB Flash/Jump/Thumb drive (recommended size: 16-32GB)

A computer with Internet access

Course Schedule:

A schedule of class meetings and coursework due dates is posted in CANVAS. This schedule is subject to change or alteration by the instructor as necessary to achieve the course outcomes.

Instructor Information:

Instructor information, including contact information and scheduled office hours, is posted in CANVAS.

Course Policies:

Each student's responsibility is to become familiar with Midland College policies as detailed in the Midland College Student Handbook. Any requests for clarification of Midland College policies and their relevance to the course should be addressed to the course instructor.

Course Census: Students MUST actively participate by completing an academically related activity assigned by the instructor by the official course census date. Students who do not complete the census activity by the course census date will be reported as never attended and dropped from the course.

Students with Disabilities: Midland College provides services for students with disabilities through Student Services. To receive accommodations, students must visit www.midland.edu/accommodation ([Links to an external site.](#)) and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic; each student must apply and be approved to receive them. All documentation submitted will be reviewed, and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

Scholastic Dishonesty: The coursework submitted for this course must be original work prepared by the student enrolled in this course. Cheating, plagiarism, and any other form of academic dishonesty defined in the Midland College handbook can result in appropriate disciplinary action.

Class Policies:

This course will be fast-paced. Therefore, students must keep up with the schedule by studying outside of class and completing all assignments promptly.

Participation: Active class participation in class discussions and activities is essential to complete this course. Effective preparation for the class includes reading course materials and completing assigned coursework outside of scheduled class meetings. Students who would like additional help in preparing for class meetings should contact the instructor for assistance.

Communication: Effective communication is critical to the successful completion of this course. Questions about the course or requests for assistance with course materials should be addressed to the instructor in person, by telephone during scheduled office hours, or through CANVAS at any time. All

digital correspondence between students and the instructor should be via student email or CANVAS.

Cell phones: Cell phones must be placed on either vibrate or silent mode and accessed in emergency cases only.

Late Work: All graded coursework will include a due date when assigned. If coursework must be submitted later than the scheduled due date, the student should not expect to receive the maximum credit available for the assignment. Therefore, late submissions should be discussed with the instructor before the due date when possible and evaluated on a case-by-case basis.

Student Contributions:

- Students are expected to attend class and be on time for scheduled class meetings.
- Students are expected to exhibit professional and courteous behavior during class meetings.
- Students are expected to access the course in CANVAS frequently to be informed of announcements related to the course.
- Students are expected to utilize effective time management strategies to prepare for class.
- Students are expected to participate in discussions and activities related to topics covered in the course.
- Students are expected to complete and submit all assigned coursework by the due dates listed in CANVAS.
- Students are expected to utilize all resources provided to complete coursework related to the course.

Instructor Contributions:

As an instructor, I acknowledge the importance of clear, timely communication with students. Therefore, to facilitate communication with students, I will:

- Provide my contact information and scheduled office hours in CANVAS.
- Respond to all messages within 24 hours if received Monday through Thursday and 48 hours if received Friday through Sunday.
- Notify students of any extended times that I will be unavailable and provide them with alternative contact information for assistance during any time that I am unavailable.

As an instructor, I anticipate that my students will work to complete assigned coursework to the best of their abilities. Therefore, to assist students in this area, I will:

- Provide clear information about assignment requirements in CANVAS and grading policies in the course syllabus.
- Communicate any changes to assignments or the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. Therefore, to keep students informed about their progress, I will:

- Post grades and comments, when needed, for all graded coursework within one week of the due date.
- Maintain scheduled office hours and keep scheduled appointments to meet with students.

Grading/Evaluation:

The instructor throughout the semester will evaluate the coursework submitted by the student. It is the responsibility of the student to keep track of assignment submissions and grades. Students are encouraged to meet with the instructor regularly to discuss academic progress in the course.

Coursework will be assigned a maximum point value for each assignment and will be posted to CANVAS. In addition, points earned for submitted assignments will be recorded in the CANVAS grade book.

All assignments will be weighted according to the grading scheme noted below to determine a final grade. Upon conclusion of the course, the student's final grade will be converted to the appropriate semester grade and reported to the registrar's office.

Grading Scheme

Course Activity	Weight	Final Grade	Semester Grade
Chapter Activities	20%	100% - 90%	A
Chapter Exams	20%	89% - 80%	B
Application Projects	20%	79% - 70%	C
Major Exams	40%	69% - 60%	D

Final Grade

100%

59% - 0%

F

Students should not stop completing class assignments and expect a grade of “I” or “W.” It is the student’s responsibility to contact the instructor should circumstances arise that impairs or prevents the student from completing the course. The instructor will attempt to help the student complete the course. However, if the student cannot complete the course, the student must contact the Office of Student Services at Midland College and officially drop the class. Otherwise, a grade of “F” will be reported for the semester grade.

Midland College does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

***Tana Baker
Title IX Coordinator/Compliance Officer
3600 N. Garfield, SSC 131
Midland, Texas 79705
(432) 685-4781
tbaker@midland.edu***

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.