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To register for myitlab for the first time, click the *Click here to register link*, below the login box on the right, and follow the provided instructions. Before registering, please verify that your computer meets the  system and browser requirements.

Contacting Technical Support:

To contact Technical Support, please visit 

 **Enter Your Login Name and Password**

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ITSC-1201

Instructor Name: [REDACTED]
Office Hours: 8:00am – 5:00pm M-F
Contact Number: [REDACTED]

CPC Career Point College

SYLLABUS AND COURSE OUTLINE

INTRODUCTION TO COMPUTERS (ITSC 1201) **CRSABVM-214837**

Credit Hours: 2 Quarter Credit Hours
Course Length: 30 Clock Hours

Course Description

This course provides an overview of computer information systems by introducing computer hardware, software, procedures and human resources. Two (2.0) quarter credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (10/20/00/30)

Prerequisite: ITSC 1201

Rationale

In today's business world, the computer is an essential tool used for the storage and processing of information which is vital to the survival and growth of many companies. People seeking employment in today's job market must be knowledgeable about computers, be able to enter information into computers quickly and accurately, and feel comfortable working with data entry equipment.

Course Objectives

COMPETENCIES: The following objectives will be addressed in the mandatory competencies. Upon completion of this course, students will be able to:

OBJECTIVE	LECTURES*
1. Define Computer and Identify the Four Basic Computing Functions	1. Word Shortcuts
2. Identify the Different Types of Computers	2. Creating a Newsletter
3. Describe Hardware Devices and Their Uses	3. Presenting a Newsletter
4. Identify Types of Software and Their Uses	4. Working with Excel
5. Describe Networks and Define Network Terms	5. Creating a Business Presentation
6. Identify Safe Computing Practices	6. Presenting a Business Presentaion
	7. Web Search
	8. Developing a Brochure
	9. Critiquing a Brochure
	10. Business Communication and Etiquette

*Lectures are completed in class

PROFICIENCIES: The following objectives will be addressed in the optional proficiencies. Students will be able to:

1. Complete word processing projects in a Windows environment.
2. Create and edit documents spreadsheets: work with formulas, graphing and charting results; create a database, create forms using form design and presentation documents.

Last Date of Review: 8/18/2010

Instructional Methods: General

1. Courses will be taught using discussions and laboratory assignments and projects. Textbooks, handouts, and additional reading material may be available to the students.
2. The laboratory section of the course is designed to achieve three goals: (1) to allow the student time to complete the competencies, (2) to give the student an opportunity to receive one-on-one assistance from the instructor, and (3) to evaluate student progress and insure that each student reaches his or her full potential.
3. The instructor will explain the objectives of the course. Students will be given a brief introduction to each of the competencies and proficiencies.
4. Students will have time to complete all competencies within the time frame of the course. If a student has time left over after the competencies are completed, the time saved can be used to complete the proficiencies.
5. If a competency is attempted, but is not acceptable, the student must prepare for it again and repeat the assignment until it is acceptable to the instructor.
6. In order to accommodate individual differences and needs, individual tutoring by qualified instructors is available on a regular basis.
7. Student assessment is ongoing and includes a variety of means.

Instructional Methods: Specific

1. Material reviews will be used to impart information.
2. Students will complete multiple choice and matching questions at end of each chapter.
3. Competencies will include demonstrating an understanding of material using the computer to complete worksheets.
4. Students will pass final test administered as per lesson plans.

Grades

Grading: The student's final grade will be determined using the following criteria:

Participation	10%
Tests	50%
Chapter Assignments	40%

The course grade will be determined by assessing the satisfactory completion of competencies and proficiencies. A grade of "C" will be awarded if all competencies are completed in a satisfactory manner within the required time frame. A "C+" will be awarded if competencies are of an extremely high quality. A "C-" will be awarded if these competencies are of a substandard quality. A minus (-) grade will be given if a student misses more than 20% of class. A "B" will be awarded if, in addition to the required competencies, the "B" proficiency is completed within the time frame. An "A" will be awarded if, in addition to the required competencies and "B" proficiencies, the "A" proficiency is completed within the time frame. An "F" will be awarded for any student who did not complete all competencies within the course time frame. The student will have an opportunity to complete the competencies for the course and the student's grade will be changed to a "D". Depending on the quality of work, pluses (+) and minuses (-) will be administered in the same way for A's, B's and D's as noted for the C.

Please note: Satisfactory attendance is a critical feature of a good employee. Failure to demonstrate an appreciation of that may affect your grade.

Requirements

The student must maintain at least a C average. Homework, research, and writing will be required.

Required Text

Gaskin & Coyle, •*GO! with Basic Computer Concepts: Getting Started* •Pearson, Prentice Hall, ISBN: 0-13-232793-7

In addition to the required text, the instructor may provide handouts and reading materials.

Scans

The curriculum of Career Point College is designed to validate the competencies recommended by the Secretary's Commission on Achieving Necessary Skills (SCANS).

COMPETENCY REFERENCE SCALE

1	Reading
2	Writing
3	Arithmetic or Mathematics
4	Speaking and Listening
5	Thinking Skills
6	Personal Qualities
7	Workplace Competencies
8	Basic Use of Computers

The objectives above meet the following competencies: 1, 2, 3, 4, 5, 7, and 8.

Student Conduct

CPC expects you to conduct yourself in the manner that is appropriate in today's business environment. This means abiding by the Student Conduct requirements outlined in the catalog. Your instructor is the person in charge, and you are to follow instructions that he or she may give you. Students displaying unprofessional behavior may be asked to leave class and take an absence or see the program director.

Faculty Commitment

Tests and normal projects will be graded within one week although grading time for major research assignments may be extended. Faculty will be available to answer questions. Your instructor will give you the available consultation hours. Students needing additional assistance may set up an appointment.

Course Outline

C-Competency

Page	Hrs	Course Work	Date
OBJECTIVE 1			
1-3	.5	Reading Obj 1: Define Computer and Identify the 4 Basic Computing Functions	
myitlab	.5	Audio PowerPoint Lecture: T.I.A.-2-(Outline 1-9)	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	1.5	Lecture/Discussion Question 1	
OBJECTIVE 2			
4-6	.5	Reading Obj 2: Identify the Different Types of Computers	
myitlab	.5	PowerPoint Lecture	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	1.5	Lecture/Discussion Question 2	
OBJECTIVE 3 Part I			
6-15	.5	Reading Obj 3 Pt I: Describe Hardware Devices and Their Uses	
myitlab	.5	Audio PowerPoint Lecture T.I.A.- 6	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	1.5	Lecture/Discussion Question 3 Pt I	

OBJECTIVE 3 Part II			
16-26	.5	Reading Obj 3 Pt I: Describe Hardware Devices and Their Uses (Cont'd)	
myitlab	.5	Audio PowerPoint Lecture T.I.A.-2 (Outline 10-45)	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	1.5	Lecture/Discussion Question 3 Pt II	
OBJECTIVE 4			
26-35	.5	Reading Obj 4: Identify Types of Software and Their Uses	
myitlab	.5	Audio PowerPoint Lecture (T.I.A.-4 (Outline 7-12))	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	.5	Discussion Question 4	
OBJECTIVE 5			
36-38	.5	Reading Obj 5: Describe Networks and Define Network Terms	
myitlab	.5	Audio PowerPoint Lecture (T.I.A.-7 (Outline 1-24))	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	.5	Discussion Question 5	
OBJECTIVE 6			
39-41	.5	Reading Obj 6: Identify Safe Computing Practices	
myitlab	.5	Audio PowerPoint Lecture (T.I.A.-7 (Outline 25-41))	
myitlab	1	15 Question True/False	
myitlab	1	11 Question Multiple Choice/Matching Quiz	
myitlab	.5	Discussion Question 6	

B-Proficiency

Location	Hours	Projects	Date
myitlab	1	Word: Chapter 5 Grader Project	
myitlab	1	Excel: Chapter 9 Grader Project	

A-Proficiency

Location	Hours	Projects	Date
myitlab	1	Access: Chapter 12 Grader Project	
myitlab	1	PowerPoint: Chapter 15 Grader Project	
Myitlab	1	Resume	

*Syllabus and course outline are subject to change without notice to the student.