

**CSCI 1201.10 Introduction to Computer and Information Technology
Spring 2014**

Instructor: Dr. X. Lian

Instructor E-mail: lianx@utpa.edu

TA Instructor: Jose Villarreal

TA Instructor E-mail: jvillarrea12@broncs.utpa.edu

Class Meeting Times: Mon / Wed @ 1:10pm - 2:00 pm

Room: ACSB 2.110

Office Hours: Tues/Thurs 8:00 AM - 10:00 AM, and by appointment.

Course description:

A computer literacy course to develop awareness of the expanding role of computer and information technology and to provide knowledge and skills related to personal and social uses of computers. Topics include applications of computers, societal and ethical issues involving computers, history, the Internet, packaged software and hardware and software terminology. Assignments will be given to provide hands-on experience in personal software packages and information networks.

Text and other Materials:

New Perspectives on Computer Concepts 2013 (Parson-Oja) Cengage Learning

ISBN-13: 978-1-285-11210-7 (for the bundle) and

ISBN-13: 978-1-285-11312-8 (for the standalone book).

This is a custom edition for UTPA, and may be available only at the University Bookstore. You may want to check www.chegg.com, www.bookfinder.com, and/or other used book sites for used versions of this book.

IMPORTANT: BE SURE YOU PURCHASE THE CORRECT EDITION!

If purchasing any edition other than the custom UTPA edition get the “**Comprehensive**” edition.

*A Skydrive or Google Drive account is required. *

Prerequisites:

None.

Course Structure:

CSCI 1201 consists of lectures and labs. The goals for the lecture are to introduce terminology, history, applications, social aspects and technology of the computer while the goals of the lab assignments are to provide hands-on experience with a variety of popular software.

Learning Outcomes:

The purpose of this course is to provide the student with a thorough understanding of the computer’s role in society, an introduction to computer literacy and information technology, and the ability to competently use common applications software to achieve a variety of goals.

CSCI 1201.10 Introduction to Computer and Information Technology Spring 2014

After completing this course students should be able to:

- a. Recognize and identify the different hardware components of a computer (system unit, storage devices, I/O devices, etc).
- b. Understand and describe the Internet and use a search engine to search the Web for information.
- c. Understand and describe the functions of an Operating System and the purpose of stand-alone utility programs.
- d. Understand and describe the basic features of computer networks and other communication technologies.
- e. Understand and describe the types of computer security risks (virus, worm, unauthorized access, spyware, etc) and how to protect against them.
- f. Recognize the social and ethical implications of a computerized society.
- g. Recognize issues related to information accuracy and privacy and software piracy.
- h. Identify the categories of application software and the key features of widely used business programs.
- i. Use some advanced features of the Microsoft Office Suite (Word, Excel, PowerPoint, Access, and FrontPage) to create reports, spreadsheets, presentations, databases, and web pages.
- j. Use a web-based learning environment such as Blackboard.

Course Grading and Policies:

Exams	50% of your grade (3 Scheduled Exams) *A missing exam automatically earns you an F in the course
Quizzes	10% of your grade (Random Pop Quizzes)
Lab Assignments	30% of your grade (5 Scheduled Lab Assignments)
Attendance	10% of your grade You start with a grade of 100 for attendance. Each class you miss, 5 points are subtracted. Each time you are late, -2.5 points are subtracted.

Students are expected to:

- **Attend lectures and scheduled labs, and to study the text in preparation to contribute to discussions.** During labs students **MUST work on the current assignment**, no other activities will be allowed.
- **Have their electronic devices (cell phones, notebooks, music players, etc.) OFF at all times (tests, lectures and labs).**
- **Remain** in the classroom/lab during the **entire class period** unless **expressly** authorized by the instructor.
- **Access their Blackboard account frequently to get information on course policies, assignments, tests, grades, etc. All information posted on it will be assumed to be known by the student 24 hours later.**
- **Do their own work; giving and receiving** major sections of work is considered cheating and will be dealt with on an individual basis (beginning with total loss of points followed by formal action). Although study together is encouraged, the work handed in for grading by each student is expected to be his or her own.
- Access <http://www.panam.edu/hop/> to read and adhere to the student code of conduct described there.

CSCI 1201.10 Introduction to Computer and Information Technology Spring 2014

Make-up exams will **not** be given except by prior consent of the instructor. You **must** notify the instructor **within 24 hours** after missing the exam for determination of excuse. Examples of acceptable excuses would be death of an immediate family member, or illness, requiring physician's attention. Depending on the excuse, make-up exams may result in a loss of points. **All exams must be taken to be able to pass the course, missing anyone will result in an F as a final grade.**

Students who wish to **drop** the class should do it **no later than August 9** (last day to officially drop or withdraw). After that drop withdrawal deadline, students will not be allowed to drop or withdraw from classes and will receive one of the following grades: **A, B, C, D, F, I, P, S, or U** for a class.

Students missing more than 10% of the classes will be reported to the Early Warning System program.

Lab Assignment Policies:

All assignments must be submitted using the tool provided by Blackboard to submit assignments (sorry but no email attachments). They will be graded on correctness, quality, and style. Late lab assignments will be accepted with a penalty, if submitted within 1 week after its deadline.

Course Grading Scale:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 0-59%

Note to students with disabilities:

If you have a documented disability which will make it difficult for you to carry out the work as I have outlined and/or if you need special accommodations/assistance due to a disability, please contact the Office of Services for Persons with Disabilities (OSPD), Emilia Ramirez-Schunior Hall, Room 1.101 immediately, or the Associate Director at MAUREEN@UTPA.EDU. Appropriate arrangements/accommodations can be arranged.

Verification of disability and processing of special services required, such as note takers, extended test time, separate accommodations for testing, will be determined by OSPD. Please do not assume adjustments/accommodations are impossible. Please consult with the Associate Director, OSPD, at extension 7005.

Disclaimer

The instructor reserves the right to alter this syllabus as necessary.