

# ITSC 1301 - Introduction to Computers

Instructor: Barb Dostal

e-mail: barbara.dostal@templejc.edu

## Required Materials:

Textbook: Discovering Computers 2010 - Living in a Digital World - Complete

By: Shelly • Vermaat

ITSC 1301 & BCIS 1405 On-Campus Course Packet

Scantron sheets (22) – Form No. 19641

## Other Materials:

Computer access running Windows 95 or better

Internet access and a Temple College e-mail address

## Course Description:

This course discusses computer terminology, hardware, software, operating systems, and information systems. This is an introductory course designed to give basic knowledge of computers. It is not intended to teach students how to program a computer.

## Course Topics:

The history and development of computers	Application software
Input programs and data	Data storage facilities
Various types of computer hardware and their function	Output information
Auxiliary or secondary storage	Computer memory
Binary & hexadecimal math	EBCDIC & ASCII codes
Programming languages	Databases
System communications	Viruses
Utilization of the Internet	Careers
Data communications and networking	

## Attendance:

Regular and prompt attendance will be required of each student. All students will be responsible for any material covered and any assignments made in the case of any absence. Students will receive a grade for their attendance. The attendance grade will be averaged with the major exams. Each student begins the semester with a score of 100 for attendance. Everyone is allowed to miss one (1) class for free. For every absence after that, three (3) points will be deducted from the attendance score. For every two (2) tardies, three (3) points will be deducted from the attendance score. Leaving class early is considered an absence unless instructor has been consulted prior to class and reason discussed and approved. Read the college attendance policy in the TC Student Handbook. Absence from four (4) class periods could result in being dropped from the course.

## Withdrawing from the Course:

If you are no longer able to continue with a course, it is your responsibility to initiate the action to withdraw from that course. Withdrawing requires that you come to the campus to initiate the process. Please refer to the College Catalog or Student Handbook to determine withdrawal deadlines and procedures. Please talk with your instructor prior to withdrawing to determine if there is an alternative for you.

**Required Lab:**

An one (1) hour lab is required with this course. Lab assignments will not be accepted late for any reason.

**Evaluation system:**

1. Tests will be administered during the semester at scheduled times using various testing methods. Test must be taken by date provided on schedule.
2. Assignments are made throughout the semester and graded on accuracy, completeness and timeliness.
3. The comprehensive final exam is weighted to account for a percentage of the semester grade.

**Scholastic Integrity:**

Scholastic Integrity will be expected of students at all times. Your work must be your own, not shared or copied from other students. (See "Scholastic Integrity" in the Student Handbook)

Classroom behavior expectations, see "Disruptive Behavior" in the Student Handbook.

**Semester Grades:**

Homework & lab assignments	1/3
Major Exam average	1/3
Final Exam	1/3

**Make Ups:**

There will be NO makeup for a major exam that is missed for any reason. There will be a total of five(5) major exams during the semester. At the end of the semester, one of the major exam grades will be dropped. If you have not missed a major exam the lowest test score will be dropped. If you missed a major exam, the zero for that test score will be dropped. If you missed more than one(1) major exam, a zero will be averaged in with your test grades. The attendance grade which is counted as a major exam will NOT be dropped.

**Late Homework:**

Homework assignments given in this course will not be accepted late. The only exception to this will be if the student is absent on the day the homework is due. In this case, the student must turn in the work the day they return to school, otherwise, it will not be accepted. Homework is to be turned in each day at the beginning of the class. If absent, homework may be e-mailed to the instructor.

**Department Policy:**

It is the policy of the Computer Information Systems department that no guest, including children, be permitted in our closed lab rooms. Violation of this policy could result in loss of lab privileges.

**Cell Phone or Beepers:**

Phones ringing, beepers beeping or text messaging will not be tolerated in the classroom or lab room. If you must bring either with you to class, be sure it is turned off or put on silent before you enter the classroom or lab room. Phones will be kept in backpacks, purses, or pockets during class, not on the desk.