**CSCI 1201.07 Fall 2014**

**Introduction to Computer and Information Technology**

**Course Information**

**Semester:** Fall 2014

**Meeting Time:** Tuesday and Thursday, 10:35 AM – 11:25 AM

**Room:** Academic Services Building 2.110

**Instructor Information**

Dr. Xiang Lian

**Email:** lianx@utpa.edu

**Phone:** 665-2472

**Office:** ENGR 3.275

**Office Hours:** Monday, Wednesday 14:30 – 17:00; and by appointment. You are also welcome to stop by and see if I am available.

**Teaching Assistant**

Tammy Armani

**Email:** tmarmani@broncs.utpa.edu

**Office:** TBA

**Office Hours:** Tuesday 8:30-10:30 AM; and by appointment.

**Materials**

* **Text:** “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](http://www.chegg.com), [www.bookfinder.com](http://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 (ISBN-13: 978-1-133-19056-1).
* **Three Scantrons:** No. 30423 (the full page blue ones) for tests.
* A **USB flash drive**.

**Online Course Information**

Lecture slides and lab assignments will be posted on Blackboard.

**Course Description**

The goals of this computer literacy course are 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. Assignments will be given to provide hands-on experience in personal software packages and information networks.

Topics include:

* Computer hardware.
* Computer software, programming languages, and operating systems.
* Societal and ethical issues involving computers.
* History of computers and computing.
* Introduction to word processing, spreadsheets, databases, presentation software, and the Internet.

**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. The purpose 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 application software to achieve a variety of goals.

After completing this course, students should be able to:

1. Recognize and identify the different hardware components of a computer (system unit, storage devices, I/O devices, etc.).
2. Understand and describe the Internet and use a search engine to search the Web for information.
3. Understand and describe the functions of an Operating System and the purpose of stand-alone utility programs.
4. Understand and describe the basic features of computer networks and other communication technologies.
5. Understand and describe the types of computer security risks (virus, worm, unauthorized access, spyware, etc.).
6. Recognize the social and ethical implications of a computerized society.
7. Recognize issues related to information accuracy and privacy, and software piracy.
8. Identify the categories of application software and the key features of widely used business programs.
9. Use some advanced features of Microsoft Office Suite (Word, Excel, PowerPoint, and Access) to create reports, spreadsheets, presentations, databases.
10. Use a web-based learning environment such as Blackboard.

**Course Grading and Policies**

Exams (3) 50%

Lab Assignments 50%

**Final Grade:**

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

**Note:** Grades may be curved to reflect the overall performance of the class.

**Labs:** The lab grade is based on successful completion of all lab assignments. **Failure to complete the labs will fail you for the course**. The lab assignments will build on the information and skills introduced during the class lab sessions and lectures. Students may need to spend time outside of class in order to complete the lab assignments.

**Late Work Policy:** Assignments will be turned in prior to the start of class on the due date.

* Within 24 hours late will lose 10%,
* Within 48 hours late will lose 25%,
* More than 48 hours late will receive no credit.

**Exams**

The exams will cover the material learned during lectures. There will not be questions about the lab assignments on the exams.

**Make-up Exam Policy:** No make-up exams will be given except for university sanctioned excused absences. If you miss an exam (for a good reason), it is your responsibility to contact me before the exam, or as soon after the exam as possible. **You must take all exams in order to pass the course; missing any one exam may result in an “F” as a course grade**.

**Academic Dishonesty Policy**

The University expects a student to maintain a high standard of individual honor in his/her scholastic work. Unless otherwise required, each student is expected to complete his or her assignment individually and independently. Although study together is encouraged, the work handed in for grading by each student is expected to be his or her own. Any form of academic dishonesty will be strictly forbidden and will be punished to the maximum extent. Copying an assignment from another student in the class or obtaining a solution from some other source will lead to disciplinary action. Allowing another student to copy one’s work will be treated as an act of academic dishonesty, leading to the same penalty as copying. For more information, refer to http://www.panam.edu/hop for the student code of conduct.

**Course Expectations**

For this class you are expected to:

* Attend each class, arriving on time and remaining throughout the entire class meeting.
* Remain on task and focused during class. This means no: phone calls, doing homework, engaging in side conversations, web surfing, chatting, texting, etc. during class.
* Complete all assignments and submit them on time.
* Be an active, contributing member to the class. This includes preparing for class (e.g. reading the textbook) and participating in any group activities.
* Interact respectfully with me, the course assistants, and your classmates.
* Take responsibility for your work and performance in the course.
* Come speak to me IN PERSON and IMMEDIATELY at the first sign that you are having trouble with the class or if you miss assignments or tests. If you wait or are “shy”, there is little that I can do to help you. You must be your own advocate!

You may expect the professor to:

* Begin and end class on time.
* Be prepared for class and use time as efficiently as possible
* Adjust class activities, assignments, and schedules as needed.
* Clearly describe assignment requirements and the criteria that will be used to evaluate the completed work.
* Evaluate your work fairly and objectively, using established rubrics/criteria.
* Maintain scheduled office hours.
* Notify you as soon as possible of changes in course schedule or requirements.
* Provide out-of-class help as time permits.
* Respond to your questions (in class, through email, etc.) at the earliest possible appropriate time. Please note that sometimes this will necessitate that an answer is delayed until a more appropriate moment in class.

**Note to Students With Disabilities**

Students with disabilities are encouraged to contact the Disability Services office for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Texas-Pan American to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements. To receive accommodation services, students must be registered with the Disability Services office (DS), University Center #108, 665-7005 or disabilityservices@utpa.edu.

**Course Evaluations**

Students are required to complete an ONLINE evaluation of this course, accessed through your UTPA account (<https://my.utpa.edu/>); you will be contacted through email with further instructions.

**Tentative Schedule**

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| --- | --- | --- | --- | --- |
| **Date** | **Tuesday** | **Date** | **Thursday** | **Chapters** |
| Aug 26 | Computers and Digital Basics | Aug 28 | Computers and Digital Basics | 1 |
| Sep 2 | Computer Hardware | Sep 4 | Computer Hardware | 2 |
| Sep 9 | *Lab: Search Engines* | Sep 11 | Computer Software | 3 |
| Sep 16 | *Lab: Word Processors* | Sep 18 | Computer Software | 3 |
| Sep 23 | *Lab: Spreadsheets* | Sep 25 | *Lab: Spreadsheets* |  |
| Sep 30 | *Lab: Spreadsheets* | Oct 2 | Operating Systems and File Management | 4 |
| Oct 7 | Operating Systems and File Management | Oct 9 | **Test 1** (Chapters 1, 2, 3) | 4 |
| Oct 14 | *Lab: Presentation Software* | Oct 16 | LANs | 5 |
| Oct 21 | LANs | Oct 23 | The Internet | 5, 6 |
| Oct 28 | *Lab: Databases* | Oct 30 | *Lab: Databases* |  |
| Nov 4 | The Internet | Nov 6 | The Web and Email | 6, 7 |
| Nov 11 | The Web and Email | Nov 13 | **Test 2** (Chapters 4, 5, 6) | 7 |
| Nov 18 | *Lab: Web Pages* | Nov 20 | The Computer Industry: History, Careers, and Ethics | 9 |
| Nov 25 | The Computer Industry: History, Careers, and Ethics |  | No Class: Thanksgiving Holiday | 9 |
| Dec 2 | Course Wrap-Up |  | No Class: Study Day |  |
| Dec 9 | **Test 3:** TuesdayTime: TBA(Chapters 7, 9) |  |  |