**Syllabus**

**Course Title:** Introduction to Computers / Business Computer Applications

**Course Number:** COSC / ITSC / BCIS

**Credit Hours** 3 Credit Hours (3 hours lecture, 2 hours lab)

**Prerequisites/Corequisites**

No Prerequisites. Course may be taken as a co-requisite with ENGL 0305 or 0316 AND ENGL 0307 or 0326

**Semester/Year: Summer 2018**

**Instructor Information**

Carolyn Poe

936-273-7481

Website: http://lonestar.edu/blogs/cpoe

Email: [carolyn.poe@lonestar.edu](mailto:carolyn.poe@lonestar.edu)

**Department Contact Information**

Division Coordinator:

936.271.6121

**Department Dean**

**Kirk Bennett**

[**Kirk.m.bennett@lonestar.edu**](mailto:Kirk.m.bennett@lonestar.edu)

**936-273-7321**

**Letter Grade**

Final letter grades will be assigned in the following manner (See Course Schedule in D2L for specific assignments).

**Grading Rubric:**

**90% to 100% of total possible points A**

**80% to 89% of total possible points B**

**70% to 79% of total possible points C**

**60% to 69% of total possible points D**

**Less than 59% of total possible points F**

**Please Note: No late work accepted.**

**Assessments:** All coursework is assigned and submitted online, including tests. Due dates are set for graded work, and students **are not allowed to submit for grading after the due dates**. The D2L Learning Management System is where assignments and assessments are posted. This system allows the instructor to set due dates and times that will electronically cut off the student’s ability to access the content after the date/time has passed. Lack of computer hardware, software, or an internet connection is not an acceptable excuse for lack of completed work. Each campus in the Lone Star College System has a learning center (ELC) with computers that have all necessary hardware and software for this course, as well as staff that can assist with computer-related questions. In addition, public libraries and area businesses have internet connections that are free and sometimes have computer equipment available for a fee. Exams are administered online; therefore, the student may refer to the textbooks while taking the exams. However, some exams are timed and do not allow the student time to search long for answers. It is highly recommended that students read the text and study for the tests before taking them. Textbooks would then be used for quick reference. Exam time is not the time for students to be reading the text for the first time. Online exams are set up so that students cannot share answers. Settings for exams may include the following:

 randomly generated question sets that deliver different questions in a different order for each student.

 scrambled question choices that appear in a different order for each student.

 results that do not appear until the cut-off date and time.

**Online Attendance/Classroom Attendance:** The instructor may drop a student from class if the student has not participated in class (either online or attends class) for a period equivalent to one week of class. Participation is constituted by navigating through the course, attending class if it is a face-to-face class, interacting through discussions, replying to course mail, completing assigned tasks both in MindTap/SAM and D2L. Although the instructor reserves the right to drop a student for excessive absence, it is ultimately the student’s responsibility to drop the course should they need to do so. The instructor will not be held responsible for a student’s failing grade caused by student inactivity and incomplete grades.

**Withdrawal Policy – Follow the date guidelines from the catalogue. Reminder**: All schedule change requests must come from your MyLoneStar email account. Enrollments and withdrawals cannot be processed through personal email.

[Refer to the Course Drops webpage for further information;](http://www.lonestar.edu/course-drops.htm)

Check the Lone Star College Academic calendar or speak to an advisor or counselor regarding the last day to drop a class and receive a “W.” Withdrawal dates vary depending on the start and end date of the course.

**Classroom Behavior** Students in this course are expected to be professional, tactful, and courteous when communicating with the instructor and other classmates. In the online course, most communication is written, and non-verbal cues (facial expressions, hand gestures, voice tone, etc.) are not visible; therefore, students must be cognizant of this and pay careful attention to the way their messages appear to others when read. Also, proper capitalization, spelling, and grammar are required in all communication and assignments. Students will not gain credit for graded assignments and discussions that are poorly written and that include abbreviations commonly used in chat and texting. The Lone Star College Catalog [Student Conduct, Section 562.01d] states, “Disruptive activity that hinders other students’ learning or deters an instructor from effective teaching will not be tolerated under any circumstances.

If there is a need to contact your instructor, it is best to contact them through the email tool within D2L. If it is a question of “how-to” or “inform me of x” post your question in the proper discussion forum so that all can benefit. The instructor will not answer “how-to” questions through an email. If you are wondering, someone else may be wondering as well and it eliminates the need to say the same thing 25 separate times. All emails, posts are answered in a timely manner, generally within 24 hours.

**Academic Integrity** [**Student Conduct Direct from Catalogue**](http://www.lonestar.edu/departments/studentservices/academic_integrity_brochure.pdf)

**Technical Support** Your instructor is not the one to contact for technical support. For issues with the D2L Learning Management System, call Lone Star College – Online. They are available 24/7. Their contact information can be found at: [Technical Support](mailto:ots@lonestar.edu) or 1-832.813.6600 or check the webpage [Service Center](https://lonestar.service-now.com/ServiceCenter/home.do)

**MindTap/SAM Technical Support**. If you are having a problem with SAM, **please do not call the help desk at LSC**. Log into your course in D2L and select the [Cengage](https://www.youtube.com/playlist?list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE) Technical Support.

Logging in allows you to:

* submit a support case to our team
* track your open support cases
* access our chat support service
* obtain product specific phone numbers

**Certificate/Degree Plan**

Degree plans for programs offered at LSC-Montgomery can be located in the Lone Star College catalog or on the LSC-Montgomery web site at: http://www.lonestar.edu/degrees-certificates.htm

**Advising**  for additional assistance or more information on degree plans or future courses that LSC-Montgomery may offer, please visit [Policies and Procedures Webpage](http://www.lonestar.edu/student-policy.htm) or visit our office and ask to speak to one of our advisors on the floor.

**Equal Opportunity** See Lone Star College catalog or go to http://www.lonestar.edu/student-policy.htm

**ADA Statement** See Lone Star College catalog or go to the following:

**Policy:**      <http://www.lonestar.edu/departments/generalcounsel/Section_VI.D.11_Students_with_Disability_Rights_Policy.pdf>

**Procedures:** <http://www.lonestar.edu/departments/generalcounsel/Section_VI.D.11_Students_with_Disability_Rights_Procedures.pdf>

**Forms:**    <http://www.lonestar.edu/departments/generalcounsel/Section_VI.D.11_Students_with_Disability_Rights_Forms.pdf>

**Q/A:**      <http://www.lonestar.edu/departments/generalcounsel/Section_VI.D.11_Students_with_Disability_Rights_Notice_and_Comment.pdf>

**Software Piracy** Law strictly prohibits unauthorized copying of software purchased by LSC-Montgomery for use in laboratories. Campus administration will take appropriate disciplinary action against anyone violating copyright laws.

**Computer Virus Protection**

Computer viruses are, unfortunately, a fact of life. Using the diskettes on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the campus, your personal computer, and any others you may be using to potentially damaging viruses. The campus has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping copies of data (backups) is extremely important.

**Syllabus Change** While every attempt has been made to prepare this syllabus in final form, it will be the instructor's prerogative to make any changes as may be deemed necessary in order to meet the learning outcomes of the course. Graded classroom exercises and/or attendance is not included in this grading scheme but may be added by the instructor when deemed necessary. The grading of 90% = A, 80% = B, 70% = C etc. remain the same, regardless of the final total points.

**Campus Carry**

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. Senate Bill 11, known as the “Campus Carry” law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety.

LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC Campus Carry website at <http://www.lonestar.edu/campuscarry>.

***Please read, download and take notice of the Course Schedule, Syllabus and Due Dates* along with hand-outs on “How To Navigate the Course”, “Registering for Class in Cengage”, Extra Credit information etc. that is located in the Getting Started Folder in D2L and is *considered a part of this syllabus*. You will find this folder under the Table of Contents.**