

Department : Office Systems Technology

Course Title : Special Topics in Computer Information Sciences

Section Name : ITSC 1191

Start Date : 01-18-11

End Date : 03-09-11

Modality : FACE-TO-FACE

Credits : 1.0

Instructor Information

Name : Sandie Graves

OC Email : sgraves@odessa.edu

OC Phone # : 432-335-6426

Office Hours: MW 8:00 am to 12:00 pm
 TTH 11:00 am to 12:00 pm
 Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

The student will learn to use the Internet including performing simple searches, learn how to use the Microsoft Suite of application software, and how to organize file and folders.

Prerequisites/Co-requisites

None

Scans

4, 6, 7, 8, 9

Course Objectives

1. Identify system working environments (4)
2. Explain the general function of system software (6)
3. Perform a successful internet search on a specific topic (4)
4. Identify software and hardware tasks to accomplish goals. Identify disk drive and folder structure and arrangement (7)
5. Understand data storage devices and processes (6)
6. Create shortcuts, customized menus, keyboard, and mouse (8)
7. Customize the desktop, add sounds to events and create screen saver (9)
8. Research and build a resume and cover letter. (4)

Required Materials

1 ream computer paper

Assignment Schedule

Date	Assignment	Description
Jan 18-24	Daily work to be submitted after each class period.	Starting Windows XP, start and close a program, work with Windows, use commands in a Windows XP program, use Windows XP Help, end a Windows XP session.
Test 1	Total points 20	Jan 26
Jan 31-Feb 7	Daily work to be submitted after each class period.	Create, save and print a file, create shortcuts and folders on the Windows XP desktop, work with My Computer, set folder options
Test 2	total points 20	Feb 9

Feb 14-21	Daily work to be submitted after each class period.	Copy and move files and folders, manage folders, compress files, work with explorer toolbar, work with pictures, manage the recycle bin and share files and folder.
Test 3	total points 20	Feb 23
Feb 28-March 7	Cover Letter and Resume Due March 9 50 points each assignment	Research and write cover letters and resumes.
Comprehensive Final March 9		200 points

Grading Policy

Grading- This class is graded on points system. Here is a breakdown of the points available.

Total points= 360

324-360= A

288-323= B

257-287= C

216-251= D

215 and Below= F

You have 5 days from the date that the grades are posted to dispute that grade. After that, I will not change your grade. It is up to you to check your grades weekly to make sure that assignment grades were posted correctly.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer :*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.