Delaware County Community College
Course Syllabus: DPR 100 – Introduction to Information Technology, Fall - 2011
Section # 81, CRN # 050, 9:55 a.m. – 11:25 a.m., Tuesday & Thursday, Room 104
Section # 80, CRN # 811, 11:35 a.m. – 1:05 p.m., Tuesday & Thursday, Room 104

Instructor: Bill Watson, M.S. Ed.
wwatson@dccc.edu

Description:
This course introduces students to computer concepts and applications. Students are introduced to computer hardware, software, and operating systems. Also covered are the Internet, application software, databases, networks, computer security, mobile devices, software programming, IT privacy issues, and future trends in technology.

Learning Outcomes/Objectives:
Upon successful completion of this course, the student should be able to:
- Understand and describe the types of computers and their purposes.
- Understand and describe how the components of a computer system function
- Understand and use Operating System software.
- Understand and use productivity software such as Microsoft Office (Word, Excel, PowerPoint, and Access).
- Understand the concept of computer programming.
- Understand and describe the concepts of IM, Wiki, Blog, E-portfolio.
- Understand and describe databases.
- Understand the legal and privacy issues concerning information technology.
- Demonstrate the use of the Internet for research.
- Use technology as an effective communication tool.

Suggested Audience:
This is a required course in the Business/Computer Information Systems area. The course fulfills College Competency #9 for all other students enrolled in the college and is, therefore, required in many other majors in the college.

Prerequisite/Co-requisites: None  Credit Hours: Three (3)

List Of References, Resource, Learning Materials
Textbook: *Discovering Computers Fundamentals, 2012*
Gary B. Shelly, Misty E. Vermaat, Course Technology, Cengage Learning

*Microsoft Office 2010- Brief*
Gary B. Shelly, Misty E. Vermaat
ISBN 13: 978-1-4390-7842-6 (Soft Cover) or
USB Drive, blank CDs or CD-RWs for practice files & submission of final project. Students will submit assignments through WebStudy system, available through delaGATE.

Outline Of Topics And Learning Activities:  

Accumulation of Grade Points will be based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>Approximately 10 Assignments @ 20 points each</td>
</tr>
<tr>
<td>Three Tests</td>
<td>4 Tests: Best 3 of 4. Each worth 100 points</td>
</tr>
<tr>
<td>Mid Term Project</td>
<td>Worth 200 Points</td>
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<tr>
<td>Final Project</td>
<td>Worth 200 Points</td>
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<tr>
<td>Final Exam</td>
<td>Worth 100 Points</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
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</tbody>
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Assignments, unless otherwise directed, should be submitted through WebStudy, or email to the instructor at wwatson@dccc.edu. Assignments will be graded based on a maximum of 20 points for successful completion of all tasks required for the assignment. It is important to keep up with the class schedule regarding assignments. No assignments will be accepted after the class following the due date. Turning an assignment in several weeks late and/or after the test date, doesn’t do you a lot of good. Projects turned in late and/or tests taken late without specific permission of the instructor will be given a grade reduction of one letter grade.

Testing:
Tests will be taken on scheduled days in class. Any individual needing an exception must make arrangements with the instructor prior to test date. If you miss a test on the scheduled day, you will sit with me one-on-one and take the test. You will not be permitted the assistance of any kind including, your textbook and/or notes.

Grading:
A student’s final grade for the course will be determined using the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90% – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>F</td>
<td>0% - 59%</td>
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</tbody>
</table>

DCCC Employs the Carnegie Standard for Credit Courses

Deadline For Student Withdrawal Friday, November 4, 2011, 5:00 PM

It is up to you to take care of this. I will not withdraw you. Do not take this lightly. Withdrawing from a class may impact your status (Full Time vs. Part Time), Financial Aid, Insurance Eligibility, etc. Be sure to consult with an advisor and Financial Aid Representative before doing this.
Students with Special Needs

Special Needs Students with learning, physical or psychological disabilities who require accommodations for this course must contact The Director of Special Needs Services in Room 1320 (Marple Campus) in the Career Counseling Center, or call 610-325-2748, or go to the Learning Center at the Southeast Center. Please meet with the Director to discuss your accommodation letter. If you have arranged accommodations, please make the instructor aware of any special needs as soon as possible.

Tutoring & Extra Help:

Students who need help planning, editing or documenting written assignments can schedule a tutoring session in the Writing Center, room 4277 (Marple Campus). The Center is open from 9:00 a.m. – 3:00 p.m. Monday through Friday. Appointments are strongly recommended, but walk-ins are welcome. Call for an appointment at 610-359-5018.

Tutoring is also available at the Southeast Center Learning Center (Room 108). The instructor is available before or after class, or through email wwatson@dccc.edu

Attendance Policy:

Students who miss three hours (one class for Saturday class, two classes for T-TH or summer class, three classes for M-W-F class) will be considered for dismissal from the class with “W”, as per DCCC Academic Policies. (See Student Handbook). Attendance during the presentation of new material is just as critical as the timely submission of assignments. You cannot succeed in this class with excessive absences.

DCCC Classroom Behavior:

Students are expected to show respect for their classmates, themselves, and their instructors by conducting themselves with maturity, demonstrating sincere interest in the ideas of others, and employing good manners. The college polices regarding student conduct can be found on pages 44 – 58 on the Student Handbook.

Students are expected to show appreciation for the diversity of backgrounds and skills of their classmates. Violations of equal educational opportunities should be reported according to procedures given on pages 54 - 57 of the Student Handbook. General complaint and sexual harassment complaint procedures are detailed on pages 53 - 57 of the Student Handbook.

Turn Off Your Cell Phone Now! And keep it off during the entire class. Leaving it on “Vibrate” is not considered “OFF”. Students with cell phones on will be asked to leave the class.

You may sometimes have an emergency situation that requires you to need your cell phone on. Please follow the following guidelines:

1) Let me know before class, so I know to expect a possible interruption from you.
2) Set your phone on vibrate
3) In the event of an emergency call, please leave the room and take the call outside the building. Remember there is a campus wide policy of No Cell Phones in the Building.

Extra Credit: Students who want to do “Extra Credit” to raise their grades must first complete all required assignments.