

Instructor Information	
Instructor	Adriane Champagne
Email	champagneam@lamarpa.edu
Phone	(409) 984-6416
Office	Student Success Center - Room: 130
Office Hours	To be determined.
Additional Contact Information	
Course Information	
Description	Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> Technology for Success Microsoft Office 365 & Office 2019, Shelly Cashman Series Concepts & Office, Sandra Cable, by Cengage Publishing, ISBN# 978-0-357-02638-0
Additional Materials/Resources	None.
Corequisites/Prerequisites	None.
Learning Outcomes	Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions.
Program Student Learning Outcomes	1. Utilize basic software development terminology and concepts. 2. Apply a software-development process to develop and troubleshoot a software product. 3. Create computer graphics for inclusion into a software product. 4. Explain ethical practices within the computer field. 5. Identify procedures for security risk management in the computer field.
Lecture Topics Outline	Introduction to Course-Syllabus review, Blackboard, Self Service Banner training, and book options. Computer Concepts--Impact of Digital Technology; The Web, Computer Hardware; Operating Systems and File Management; Software and Apps; and Security and Safety Word 2019--Creating and Modifying a Flyer; Creating a Research Paper; and Creating a Business Letter Excel 2019--Creating a Worksheet and a Chart; Formulas, Functions, and Formatting, and Working with Large Worksheets; Charting, and What-if Analysis. PowerPoint 2019--Creating and Editing Presentations with Pictures; Enhancing Presentations with Shapes and SmartArt; and Inserting WordArt, Charts, and Tables Adobe Review and Final Exam Schedule subject to change
Major Assignments Schedule	Week 1: Course introduction; Online Learning Survey and schedule access. Week 2: Assignments and quiz over Computer Concepts Module 1- Role of Technology in the Workplace. Week 3: Assignments and quiz over Computer Concepts Module 2-conducting Online Research. Assignments and quiz over Computer Concepts Module 3-Cloud based storage. Week 4: Assignments and quiz over Computer Concepts Module 4 & 5-Features of Productivity Week 5: Assignments and quiz over Computer Concepts Module 6 Computer Safety and Risks; and Exam 1 Modules 1-6. Week: 6: Word 2019; Assignments and Quiz Flyer Module 1 Week 7: Word 2019, Assignments and Quiz Research Paper Module 2 Week 8: Word 2019, Assignments and Quiz Business Letter Module 3 and Exam 2 Word Modules 1-3. Week 9: Excel 2019; Assignments and quiz over-Creating a Worksheet and Chart Week 10: Excel 2019; Assignments and quiz over-Formulas, Functions, and Formatting Week 11: Excel 2019; Assignments and quiz over-Large Worksheets and What-If Analysis and Exam 3 Excel Modules 1-3. Week 12: Power Point 2019; Assignments and quiz over- Editing Presentations with Pictures; Power Point

2019; Assignments and quiz over- Shapes and SmartArt
Week 13 and Week 14 Adobe assignment.
Week 15: Review and Exam Schedule subject to change

Lab assignments
Online Learning Survey- 1st Assignment
Cybersecurity worksheet Ted talk
LinkedIn Account Assignment
Word Module 1 Flyer
Word Module 2 Formatting Citations and Comments
Word Module 3 Business Letter
Excel Creating a Worksheet and a Chart
Large Worksheets, Charting Assignment
Power Point Module 2 SmartArt

Final Exam Date May 8, 2025 - 8:11 AM Through May 8, 2025 - 9:15 AM
Grading Scale 90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade Test 40% Assignments and Quizzes 60%

Course Policies

Instructor Policies

We will respect others personal space.

Announcements: I will post announcements weekly, usually early in the week. These announcements indicate upcoming due dates and notes important to your success in this course. You should READ these Announcements every week. I also recommend using the Blackboard app on your phone, with notifications, so that you immediately receive notices of new announcements for this class. Use only your LSCPA email of office phone to communicate with me, email from other/personal email address will not be answered. This course can not be completed on a phone or chrome book.

Assignments: No emailed work is accepted. You must submit all of your assignments in Blackboard. Homework and/or quizzes will be given each week. The assignments will open by Tuesday and will be due by the following Monday night. This is subject to change. **LATE WORK is not encouraged. Late work will only be accepted with instructor approval at instructor discretion. Due dates are given and enough time is given to complete all work.** Students are responsible for completing all assigned homework, including reading assignments, by the required due dates. Students are responsible for completing all assigned reading and video viewings even if you miss class. A failure to follow oral and/or written instructions could result in a 0 being given for the assignment.

Grades: All grades will be posted to your Blackboard under MyGrades. I will not discuss your grades over the phone or by e-mail. If you want to discuss your grades, you must come to my office hours or schedule a virtual meeting on TEAMS.

Exams: Exams will be provided within a BlackBoard examination window. The exams will be timed and limited to 60 minutes maximum. Make-up exams will NOT be given. There will be a final exam. All students must take the exam on the scheduled date, and time, and failure to do so will result in a 0 on the exam. Your exam will be graded immediately by Blackboard if multiple choice if project-based grades will be returned the following week. Feedback on specific exam questions will be given 24 hours after the exam is due by request. You must work alone while taking the exam. Cheating on exams is not acceptable and will be subject to violations of the Academic Dishonesty policy which could include failing the course. If you miss an exam your lowest exam grade will count twice at the end of the semester. If you miss two or more exams you will receive a zero on all exams missed.

Textbooks/supplies: **Every student MUST have their own copy of the required textbooks by the end of the first week of class.** The student will be responsible for any assignments given from the textbook. You will also need supplies to take notes and access to a computer outside of class time to complete homework assignments.

Academic Dishonesty: Copying, stealing, and/or submitting someone else's work is considered a violation of the Academic Dishonesty policy. Academic Dishonesty of any kind will not be tolerated **this includes the use of AI.** A student violating this policy will receive a zero on any assignment (first offense); a second incidence of academic dishonesty can result in failure of the class and meeting with program coordinator and/or department chair.

Software Requirements: If you are in a course that is using a specific software, you MUST have the software available to you either on your home computer or you must use one of the open labs on campus. Reliable Internet access is required for all courses. Computer failure and lack of internet access are not acceptable excuses for missed assignments, projects, quizzes, or exams. There is access available on campus in the testing center and the Education Building computer lab. DO NOT wait until the last minute to complete class work or exams. Do not complete assignments, quizzes, or exams on a phone or Chrome book as they will not submit properly. You need to submit assignments in the format you that were given to you. Pictures of assignments, hand written or Google docs are not acceptable in this course.

E-Mail/Voice Mail Etiquette: Students must use appropriate phone and e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name and course name. Voice mail messages should be clearly spoken identifying students name, course, and a return phone number.

Attendance Policy

Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student attendance daily. In addition, attendance on a regular basis is necessary for proper skill development. ~ To be successful in this course, the student MUST purchase the assigned textbook and log into BlackBoard at least 2-3 times weekly. Regular, reliable access to BlackBoard via Internet is required for this course. Attendance is monitored via Blackboard reports of logins and interaction with face to face course. ~ Students are responsible for completing all assigned homework and for being prepared for each class face to face or online meeting. This applies even if you were absent for the previous class meeting.

Additional Information

Classroom Etiquette: The following behaviors will result in the student being asked during class time to cease the action and/or leave the classroom: using cell phones, talking, or keying while the instructor is giving instructions or during class discussions; surfing the Internet during lecture; displaying a rude or negative behavior toward the instructor or other students also, walking into class late and asking instructor to repeat lecture/instructions after they have already been given.

Institutional Policies

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

Academic Honesty

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

ADA Considerations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

COVID 19 Information

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

Facility Policies

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

HB 2504

This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.

Mandatory Reporting of Child Abuse and Neglect

As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

Title IX and Sexual Misconduct

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

Clery Act Crime Reporting

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

Grievance / Complaint / Concern

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

Department Information

Business and Industrial Technology

Chair: [Sheila Guillot](#)

Email: guillsr@lamarpa.edu

Phone: (409) 984-6381