

Instructor Information	
Instructor	Raymond Sweat
Email	sweatrt@lamarpa.edu
Phone	(409) 984-6424
Office	Madison Monroe Educational - Room: 228
Office Hours	T-TR 9:00 - 10:00 AM
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 • Use basic operating system functions.
Program Student Learning Outcomes	Program Student Learning Outcomes Utilize basic software development terminology and concepts. Apply a software-development process to develop and troubleshoot a software product. Create computer graphics for inclusion into a software product. Explain ethical practices within the computer field. Identify procedures for security risk management in the computer field.
Lecture Topics Outline	Technology for Success Microsoft Office 365 & Office 219 Module 1: Impact of Digital Technology Module 2: The Web Module 3: Computer Hardware Module 4: Operating Systems and file Management Module 5: Software and Apps Module 6: Security and Safety Review the Outlook slides Managing Email messages with Outlook Managing Calendars with Outlook Managing Contacts and Personal contact information Outlook Exam Microsoft Office Assignments <u>Excel 2019</u> Creating a worksheet and a chart Formulas, Functions, and formatting Working with Large Worksheets, Charting and What-If Analysis Excel Exam Spring Break - March 10 - March 14

[illegible]

Weeks 12,13,14,15 PowerPoint 2019 >>>>>>>>>>>>>>>>>>>>>>>>> March 1 - May 10
Creating and editing Presentations with Pictures
Enhancing Presentations with shapes and Smart Art
Inserting Word Art, Charts, and Tables

Final Exam May 10 - May 13
Schedule may be revised.

Final Exam Date	May 10, 2025 - 7:0 AM Through May 13, 2025 - 9:0 PM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade	Tests - 60%, Assignments - 40%

Instructor Policies

Additional Information

Refer to the calendar in Blackboard or on Quick Links.

MyLSCPA

Academic Honesty

ADA Considerations

COVID 19 Information

Facility Policies

HB 2504

Mandatory Reporting of Child Abuse and Neglect

Title IX and Sexual Misconduct

Clery Act Crime Reporting

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