1st day handout with procedures, requirements, expectations   Keep with your notes.
ITCS 1010 COMPUTER AND INFORMATION PROCESSING PRINCIPLES
S1601 M & W 8:00 AM-9:55 22 Aug - Dec 14 2016 in room SJ139
S1609 M & W 10:00 AM-11:55 22 Aug - Dec 14 2016 in room SJ139
Use of myitlab is REQUIRED by college. Is found at http://pearsonmylabandmastering.com/
Use Course ID of   **admin 25613**
INSTRUCTOR: Wesley Arnold MA   contact by **e-mail**   profwa@gmail.com

Expect to have to put in two hours of study or lab work for each hour in class for a passing grade. If you are unwilling or unable to set aside at least this amount of time withdraw from the class rather than not do the work and get an E grade which will follow you, until you retake the class. This class is not difficult, rather just time consuming mainly because the college requires you complete with a passing grade five myitlab grader tests in Excel, four in Access, four in Word and four in PowerPoint. You are also required to do either the training or the chapter hands on exercise for each chapter in Excel, Access, Word and PowerPoint. Again these are not difficult rather just time consuming but required to pass this class. There are 9 chapters in the Technology in Action book and you are required to pass the easy test online for each of those 9 chapters. These requirements are college wide for all sections of this class.

COURSE MATERIALS The two books listed at the bookstore Technology in Action 13th edition by Evans and Exploring Office 2016 by Poatsy & Grauer are much recommended. The college requires you use the myitlab program which comes with new books. Or you can buy the myitlab code online at above Pearson address (around $89.99.) Used books can save you much money but do not have myitlab code. Required tests in myitlab are those on each chapter in Technology in Action and the Assessment Grader tests on each chapter in Excel, Access, Word and PowerPoint. There will also be several paper in class tests based on the most important items to which I give all of the answers in my lectures and notes. You need to listen to the lectures and study your notes. The student should come away with knowledge of the most important technology related items in our world today and learned medium level skills in MS Office Excel, Access, Word and PowerPoint. These are essential for success in the modern workplace. Information about important technology, jobs and the Information Technology field will also be presented. I emphasize what is practical and useful.

Supplies: Required **2 cheap USB flash drives** as files do not remain on the MCC PCs, **1 set ear sound buds.** A cheap microphone if you with to talk to the computer. Pen and bound notebook (for better organization) to take notes in every class. Also a small light in case of power loss and because I am required to continue lectures in total darkness during power failures.

SOFTWARE AND COMPUTER: You **don't** need to have a home computer with Microsoft Office to do this course. You may use the computers in the open computer labs (room J-127 at SC and E-102 at CC) and Learning Center. Check MCC's Web site, http://www.macomb.edu/library/default.asp for hours.

KEY TO SUCCESS IN THIS CLASS: You are expected to listen and take notes every class. Be ready to do that every class. Complete your assignments by the due date. The reason for due dates is to spread the work out evenly. If you have a crisis I may extend the date. All work must be completed by midnight Dec 15, 2016. There is no quota (set number) of A, B, C, D, or E grades. All students can earn an A or B or C or D or E. Your success in this course depends on you successfully completing all assignments and tests.

GRADING Total points out of the maximum total possible points for the course.
93.0 – 100 %   = A 89. – 92.9%   = A-
87.0 – 88.9%   = B+   83.0 – 86.9%   = B   79. – 82.9% = B-
77.0 – 78.9%   = C+   73.0 – 76.9%   = C   69. – 72.9% = C-
67.0 – 68.9%   = D+   60.0 – 66.9%   = D   59.9 – 62.9%   = D-   < 59.9% = E
I do not determine your grade. You determine your grade by the total points you earn. Your final grade is the average grade (using above scale on all myitlab graders, exams, my paper tests and the Internet searching assignment. Note if the myitlab program does not give you all the credit you deserve check your work, fix

mistakes and resubmit it. The myitlab grader projects require that you download and use their file on MS Office 2016. Do not change the file name. In most cases redoing work will result in a higher grade. Note always save your work on both your flash drives first or risk losing it.

Regarding tests: you must do your own work, you may not use notes, or devices or other students to get answers. Tests are used to determine what you learned. If caught copying/cheating, all students involved will receive a zero for whole course. I will watch during my paper tests. If there is an emergency the teacher may allow a make up test. Make up tests must be completed in the testing center within two weeks. Make up tests shall be limited to a total of three per student in a semester. The highest grade on a make up test will be limited to 90. Be thankful most teachers do not allow any.

ATTENDANCE AND CLASSROOM CONDUCT

You are expected to be in class on time for every class session. You are expected to actively participate in classroom discussion and/or laboratory exercises, treat each other respectfully and be cooperative. Disruptive behavior will result in academic actions or in those disturbing others being asked/required to leave.

DIFFICULTIES

If you are having difficulty with the material, presentation style, speed, or any other areas of the class, you are encouraged to talk to the instructor as soon as possible. The myitlab has tutoring videos for most of the lab exercises. Please view the short myitlab tutor video before asking me to sit next to you and show you how to do the same thing because there is only one of me and a classroom full of students. Also the Office book has step by step instructions with pictures for each exercise. **If all else fails try looking at the textbook.** Tutors are also available for this course at the labs. Check with the lab for schedule. I will also demonstrate things using the projector to the entire class. Also students report that there are some free tutor videos on YouTube.

DROPPING

If you find yourself needing to quit this class, please notify the instructor before taking any action. Your standing may not be as bad as you thought. I am willing to help you. Be sure to go to registration and withdraw so that you get a W grade and not an E. An E drags down you grade average a W doesn't.

WARNING: Non-attendance most often results in earning an E grade.

MISCELLANEOUS Absolutely no open containers of liquids in the lab. Safely closed unspillable containers are acceptable. **PUT UP A NAME SIGN EVERY CLASS.**

Before leaving the lab: SHUT DOWN your computer, and turn off the monitor. Please clean up your workstation area. Make sure you have your flash drive. Put your phone number on it. A bright ribbon tied to it can be helpful in not leaving it behind.

PROTECT YOUR BOOKS and valuables FROM THIEVES

Books are like cash do not leave your books and valuables unattended. Once you are past the refund period, write your name in the front of the book and write your name or a code word that you will remember on a specific page in your textbook. If your book is stolen, this information will help the College Police Department and the Bookstores in recovering your textbook. Writing your name in your textbook will not reduce the buyback value of your book. If your textbook is lost or stolen, report it to the College Police, and make sure that the bookstores are notified.   Your success is important to this instructor. I will be glad to answer your questions. There is no substitute for learning time. The Myitlab tests taken online are a requirement of this class and those test results are a large part of your grade. If you have a problem with Myitlab I cannot fix it. Pearson (the myitlab company) has to fix it. They offer help in several forms by chat, email and phone. Failure to use the Myitlab program which is required by the college will result in a failing grade.

Additional resources for you:

Visit Student Life & Leadership South Campus K-251 Phone: 586.445.7446 sasouth@macomb.edu They have many programs and services to help students.

Raising a family while attending college may be challenging but there are support services available to help! Visit our Child Care Resources web page for information on finding child care, resources and support!

In addition, Macomb Community College has made arrangements to provide a 10 percent discount on child care tuition at Kinder Care. For more information on this opportunity, call 877.914.7683 or visit

http://Kubusinesssolutions.com/Macomb. Also ask me if you have a child care situation.

    If you need help accessing other resources, please call the Student Options for Success (SOS) Office at 586.447.8609. Sometimes they can be a big help especially in a crisis. There is help for veterans.

Also The Food Pantry has food for those in need. South Campus K-251 586.445.7446

Macomb Career Link had many job referrals, and can assist with resumes and finding jobs, internships, work/study etc.   See financial services for financial aid etc. Also I have info on 1000 scholarships and links to many more. If you are willing to put in many applications you can get scholarships.

    There are Free Student Success Workshops (Time Management, Study Skills, Memory Skills, etc.) which help a lot of students get better grades. See the schedules in the library lobby.

Macomb Reading/Writing Studios assist students improve.

The 211 is Macomb County referral and crisis center which can assist in many situations.

Many resources are listed on the college website macomb.edu

There is no class on Sept 5. No class Nov 22-27.