COSC 1401 Introduction to Computing  
Spring 2013 Syllabus

Business, Computers, Mathematics & Technical Programs Division – 214-860-8619, fax 214-860-8874  
Section 63002, 4 credit hours, TR Lecture 8:00-8:50, Lab 9:00-10:50 Room E110 
Instructor: Sam Stamport 
e-mail: sam.stamport@gmail.com (Type “COSC 1401” next to the subject) 
phone: 214-860-8848 (Business, Computers, Mathematics & Technical Programs Division office)

Course Description  
This is a Texas Common Course Number.  
Course Description: Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. This course will fulfill DCCCD's degree requirements only if this course has been successfully completed and the date of completion does not exceed 10 years. (3 Lec., 3 Lab.)  
Coordinating Board Academic Approval Number 1101015107

Course Objectives  
At the end of this class students should be able to:

1. Identify the elements that comprise an information system  
2. Identify the terminology and purpose of major hardware components in personal computer systems and networks  
3. Identify the terminology and purpose of major software components in personal computer systems and networks  
4. Identify ethical, privacy, and security issues related to the use of computers in society  
5. Identify the steps used to create new software and new information systems  
6. Demonstrate ability to locate information using the Internet  
7. Demonstrate ability to create documents, spreadsheets, databases and presentations

Course Materials

   OR  

2. GO! Windows 7 Getting Started, ISBN: 97800135088319

Notes:  
• If you intend to do required work at home you will have to have Office 2010 installed on your computer which includes Word, Excel, Access, & PowerPoint.  
• If you order your books through the Internet at Amazon, Ebay, etc. order by ISBN, not by title.

Evaluation Methodology

Computation of Final Grades:  
3 Exams 30%  
Labs 60%  
Book report 10%  

90% and above earns an A  
80% - 89% earns a B
COSC 1401 Introduction to Computing
Spring 2013 Syllabus

70% - 79% earns a C
60% - 69% earns a D
0% - 59% earns an F

Tests
There will be 3 exams (including a final exam) given covering the material in the text and lectures. Missed exams may not be made up without documented excused absences. If you miss class on the day of the exam, see me or contact me by email to arrange to take the exam at another time.

Labs
This course is really two courses rolled into one. I will lecture for the first hour or so and then we will work on labs.

Labs are not optional. This is the time to get individual attention from me. You will not be able to pass this course without doing your lab assignments. You must be present in class to get the lab assignments. All material to be graded for a lab exercise must be submitted on Blackboard no later than midnight of the due date indicated on the last page of this syllabus.

If you fall behind, you may use the Open Computer Lab (Room W141 located across the hall from the campus library) or you may work at home if you have the appropriate software (Microsoft Office 2010 including Word 2010, Excel 2010, Access 2010, and PowerPoint 2010) and student data files on your computer. You must have Office 2010 installed on your home computer or work computer to do the assignments. Any other version will not work! Working in the Open Computer Lab instead of coming to class is unacceptable.

Book Report
I believe students do not read enough and that inter-disciplinary studies are not emphasized in Higher Education curriculums. Reading a book and reporting on it improves reading comprehension. Reading comprehension is necessary to learn how to effectively use computers. Reading is “food for the brain” and contributes to a well-rounded college graduate. Therefore you will have to read one book from the approved list (found in Blackboard) and submit a two-page double-spaced report for grading. All the instructions can be found in the Word file in Blackboard for this assignment. Several copies of each book are available in the campus library as well as local public libraries such as the Dallas Public Library. Do not wait until the week of the due date to read and submit the assignment! When you check out a book please finish it promptly and return it so others can read it. The due date is indicated on the last page of this syllabus. If you miss the due date you will receive a zero.

Email Availability
I respond to student emails usually within 24 hours. ALL EMAILS AND OTHER COMMUNICATIONS TO ME MUST BE IN FORMAL ENGLISH. That means proper capitalization, punctuation, grammar, and spelling. If you need help with English go to the Writing Center (room W114). Since I receive lots of email I do not want to miss yours. Please type COSC 1401 next to your subject.

Attendance
Attendance is mandatory! I take attendance precisely at the scheduled start time for this class. I use time.gov for the time rather than the school clocks. If you arrive after I call your name you must mark yourself tardy on the sheet in the back of the classroom. If you do not mark yourself tardy you will be marked absent. I take attendance each time the class meets. If you are an Early College High School student and must miss class for a standardized exam you are not absolved of the class assignments, lecture, or exam that is scheduled for that day. If you do not attend class you will not pass the exams or retain the material. If you must miss for any reason, please notify me by email prior to your absence. If you do not
attend class, it will be reflected in your inability to perform as well on exams, quizzes, and lab assignments. You will also find it impossible to hold down a good job once you graduate. It is impossible to receive an A in this class if you are chronically late to class or consistently miss class altogether. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early. If a special situation occurs during the semester (death of immediate family member, auto accident, military duty, etc.) complete a “Special Situation” form (found in Blackboard) and email it to me as soon as practical.

**Repeating This Course:**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: [https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm](https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm).

**Academic Dishonesty**
CHEATING WILL NOT BE TOLERATED! You will receive a grade of 0 on any test, or lab assignment in which you cheat. It is not cheating to assist a classmate on a lab by answering a question or explaining a concept. This is acceptable. It is cheating, though, when you do someone else’s work, copy your work onto someone else’s disk, or turn in someone else’s work as your own. See the academic dishonesty policy statement in the student guide and catalog. Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm).

**Cell phones, electronic devices and pagers:**
Students are expected to turn off all cell phones, electronic devices (including iPods) and pagers during class time.

**The Texas Success Initiative (TSI)**
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm).

**Drop Policy**
Withdrawal from a course is a formal process that YOU must initiate. I cannot do it for you. You may drop in the Admissions or the Counseling Office. If you stop attending this class and do not withdraw, you will receive a performance grade, which usually is an F. Studies have shown that a large percentage of Community College students that drop courses have never contacted their instructor or other resources on campus. Help is available that would enable many to continue. Do not be a statistic! Do not fall behind in your assignments or your studying. If you have problems or questions, come see me or an academic advisor immediately – before you get in over your head. If you feel a need to withdraw for any reason, please see me before initiating the process. The last day to withdraw from this course is: **April 18, 2013.**

**Six Drop Limit - STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a W. Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

**Americans with Disabilities Act**
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact DSO at 972-860-8691 (Voice) or 972-860-3651 (TDD) or 214-860-8845 (fax).

**Religious Holidays:**
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Financial Aid Statement:**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Disclaimer Reserving Right to Change Syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Inclement Weather:**
In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Mountain View College facilities. **Announcements on TV and Radio will indicate Dallas County Community College District, not Mountain View College.** You can also call the information line at 214-860-8680, or check for updates on the Mountain View College website (http://www.mountainviewcollege.edu/1weather.aspx). Decisions for evening classes will be made by 4:00 pm.
# LAB SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture PowerPoint</th>
<th>Labs</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 20</td>
<td>Introduction PowerPoint &amp; Administrative Stuff</td>
<td>Lab 1 &amp; 2 &amp; Term Project Month 1</td>
<td>Jan 26 (Student Profile) &amp; Feb 2 (Windows &amp; Term Project Month 1)</td>
</tr>
<tr>
<td>2</td>
<td>Jan 27</td>
<td>Introduction (cont.)</td>
<td>Lab 3 &amp; 4</td>
<td>Feb 16</td>
</tr>
<tr>
<td>3</td>
<td>Feb 3</td>
<td>How it Works</td>
<td>Lab 5 &amp; 6</td>
<td>Feb 23</td>
</tr>
<tr>
<td>4</td>
<td>Feb 10</td>
<td>How it Works (cont.) &amp; Ethics</td>
<td>Lab 7 &amp; 8</td>
<td>Feb 23</td>
</tr>
<tr>
<td>5</td>
<td>Feb 17</td>
<td></td>
<td>Exam Review &amp; Exam 1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Feb 24</td>
<td>Hardware I (No class on Thursday)</td>
<td>Lab 9 &amp; 10</td>
<td>Mar 2</td>
</tr>
<tr>
<td>7</td>
<td>Mar 3</td>
<td>Internet</td>
<td>Lab 11 &amp; 12 &amp; Term Project Month 2</td>
<td>Mar 9</td>
</tr>
<tr>
<td>8</td>
<td>Mar 10</td>
<td>Internet (cont.)</td>
<td>Lab 13 &amp; 14</td>
<td>Mar 16</td>
</tr>
<tr>
<td>9</td>
<td>Mar 24</td>
<td>Hardware II, Software</td>
<td>Lab 15 &amp; 16</td>
<td>Mar 30</td>
</tr>
<tr>
<td>10</td>
<td>Mar 31</td>
<td>Software Development &amp; Viruses</td>
<td>Lab 17 &amp; Term Project Month 3</td>
<td>Apr 6</td>
</tr>
<tr>
<td>11</td>
<td>Apr 7</td>
<td></td>
<td>Exam Review &amp; Exam 2</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Apr 14</td>
<td>Communications &amp; Networks</td>
<td>Lab 18 &amp; 19 &amp; Reading Assignment</td>
<td>Apr 20</td>
</tr>
<tr>
<td>13</td>
<td>Apr 21</td>
<td>Hardware III &amp; Hardware IV &amp; Input</td>
<td>Lab 20 &amp; 21</td>
<td>Apr 27</td>
</tr>
<tr>
<td>14</td>
<td>Apr 28</td>
<td>Web Page Design &amp; Output &amp; Information Systems Development</td>
<td>Lab 22 &amp; Term Project Month 4</td>
<td>May 4</td>
</tr>
<tr>
<td>15</td>
<td>May 5</td>
<td>Information Systems Development (cont.) &amp; Databases &amp; How to PowerPoints</td>
<td>Lab 23</td>
<td>May 7</td>
</tr>
<tr>
<td>16</td>
<td>May 12</td>
<td></td>
<td></td>
<td>Final Exam</td>
</tr>
</tbody>
</table>