COSC 1401

Business Computer Applications
Spring 2013 Syllabus

Business, Computers, Mathematics & Technical Programs Division – 214-860-8619, fax 214-860-8874
Section 6001, 3 credit hours, MW Lecture 6:00-7:00, Lab 7:00-8:50 E110
Instructor: Kamran Z. Khan
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phone: 214-280-7124 (Business, Computer Science & Math Division office)

Course Description
COSC 1401 - This is a Texas Common Course Number. This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. This course will fulfill DCCCD’s degree requirements only if this course has been successfully completed and the date of completion does not exceed six (6) years. Coordinating Board Academic Approval Number 1101015207

Prerequisites
Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

Course Objectives
The following competencies will be measured through tests, and lab assignments. Each student will be required to:

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
- Technology in Action: by Alan Evans; published by Pearson 9th Edition
- Go! Office 2010: Introductory Concepts and Techniques by Gaskin, Ferrett, Vargas, Marks, published by Pearson Prentice Hall,
- MyitLab Key Code access
- Flash (Jump) drive

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.
Evaluation Methodology
Computation of Final Grades:
Lecture Quizzes and Lecture assignments 25% (Book & Lecture Assignments, lecture quizzes, lab quizzes)
Labs 30% From the book or MyITLab (Lab assignments)
Midterm Exam 20% (Lecture midterm (ch. 1-7) 10%, Word Midterm 5%, Excel Midterm 5%)
Final Exam 20% (Lecture Final (ch. 8-13) 10%, Access 5%, PowerPoint 5%)
Participation 5%

90% and above earns an A
80% - 89% earns a B
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 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
Labs are not optional. This is the time to get individual attention from me. The lab assignments are worth half of the final grade for this class. You will not be able to pass this course without doing your lab assignments. You may use the Open Computer Lab (located across the hall from the campus library) as a “drop-in” at times outside our scheduled lab time 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! All material to be graded for a lab exercise must be submitted no later than midnight of the due date indicated on the last page of this syllabus. Lab exercises submitted after this time will be reduced in value 15%. Lab exercises submitted later than 5 calendar days past the due date will receive a zero.

Email Availability
I check my email several times each day, including weekends, between the hours of 8 am and 5 pm. If you send an email after 5 pm I will answer it the next day. ALL EMAILS AND OTHER COMMUNICATIONS TO ME MUST BE IN FORMAL ENGLISH. That means proper capitalization, punctuation, and spelling. If you need help with English go to the Learning Skills Center.

Attendance
Attendance is mandatory! I take attendance precisely at the scheduled start time for this class. If you arrive after I call your name you are 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 (TAKS) 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 or at the number listed above 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. 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 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.

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.

Cell phones, electronic devices and pagers:
Students are expected to turn off all cell phones, electronic devices 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.

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: November 15, 2012.

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](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.