This course syllabus is intended as a set of guidelines for COSC 1301. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Instructor’s Name: Charmaine Bentley
Email Address: ccbentley@dcccd.edu
Office Hours: By appointment

Course Information:
Course title: Introduction to Computing
Course number: COSC 1301
Section number: 75001
Credit hours: 3
Class meeting time: T208, 09:45 AM – 11:30 AM
Lab meeting time: T225, 11:30 AM – 2:45 PM

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. (2 Lecture, 4 Lab.)

Course prerequisites: This course does not have any prerequisites.
**Required or Recommended Textbooks and Materials:**

**Textbook:** *CMPTR* by Katherine T. Pinard and Robin M. Romer published by Cengage, ISBN: 978-1-11-52799-0

Other: Backing up all of your work in this course is strongly recommended! *A USB drive, a small device that plugs into a USB port and provides at least 1 Gigabyte of storage capacity is an economical solution to this potential problem.* You are solely responsible for any work “lost” due to a storage media malfunction. You should consider making backup copies of your storage media at regular intervals throughout the course.

**Course Objectives:**

North Lake College has identified the following objectives as Exemplary Educational Objectives for this course:

- To discuss computer and communications terminology.
- To evaluate the effects and implications of computers and communication technology on society.
- To demonstrate knowledge of the effect of technology on the individual's privacy, security, lifestyle, work environment, standard of living, and health.
- To participate in global communities making full use of available technology.
- To gather information for decision making.
- To create quantitative and qualitative up-to-date presentations.

**Specific Course Learning Outcomes:**

In addition to meeting the Exemplary Educational Objectives, at the completion of this course, the student will be able to:

**Concepts**

1. Explain the basic concepts and vocabulary of computer information systems including:
   - data/information
   - input/processing/output cycle
   - central processing unit
   - main memory
   - peripheral devices
   - data representation
   - software applications and systems
   - connectivity

2. Describe the functions of devices and components that comprise computer systems.

3. Describe aspects of personal security and privacy that may be compromised by the use of computational devices.

4. Discuss various systems and applications Open Source alternatives to commercial software.

5. Discuss the evolution of computing and networks including the Internet.

**Software/Systems**

1. Identify the role and functions of software (including operating systems, compilers, interpreters, application packages, and utilities).

2. Describe the value of data as a business asset.

3. Discuss the logical and physical organization of data into files, spreadsheets, and databases and its effective presentation.
# Course Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Unit</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Assessments</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a</td>
<td>Introduction &amp; Orientation</td>
<td>Ch 1, pp 2 - 28 Ch 7, pp 226 - 248</td>
<td>Survey</td>
<td>Project Zero (document submission)</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Files &amp; Folders</td>
<td>Ch 8, pp 250 – 265 Ch 9, pp 268 - 293</td>
<td>Quiz 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>c</td>
<td>Word</td>
<td>Ch 10, pp 298 – 339</td>
<td>Quiz 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Word</td>
<td>Ch 11, 344 – 378 (Selected Topics) Ch 12, 382 – 417 (Selected Topics)</td>
<td>Quiz 3</td>
<td>Project One (Word)</td>
</tr>
<tr>
<td></td>
<td>e</td>
<td>Computer Hardware</td>
<td>Ch 2, pp 30 – 74</td>
<td>Quiz 4 Test 1</td>
<td>Project Two (Hardware)</td>
</tr>
<tr>
<td></td>
<td>f</td>
<td>Computer Software</td>
<td>Ch 3, pp 76 - 105</td>
<td>Quiz 5</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>g</td>
<td>Networks</td>
<td>Ch 4, pp 108 – 138</td>
<td>Quiz 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>h</td>
<td>Internet &amp; Email</td>
<td>Ch 5, pp 140 – 184</td>
<td>Quiz 7</td>
<td>Project Three (Internet)</td>
</tr>
<tr>
<td></td>
<td>i</td>
<td>Security &amp; Privacy</td>
<td>Ch 6, pp 188 – 223</td>
<td>Quiz 8</td>
<td>Project Four (Social Media)</td>
</tr>
<tr>
<td></td>
<td>j</td>
<td>Excel</td>
<td>Ch 13, pp 424 – 453 (Selected Topics) Ch 14, pp 458 – 494 (Selected Topics)</td>
<td>Quiz 9 Test 2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>k</td>
<td>Excel</td>
<td>Ch 15, pp 498 – 525 (Selected Topics) Ch 16, pp 530 – 559 (Selected Topics)</td>
<td>Quiz 10</td>
<td>Project Five (Excel)</td>
</tr>
<tr>
<td></td>
<td>l</td>
<td>Access</td>
<td>Ch 17, Ch 18, Ch 19, pp 566 – 656 (Selected Topics)</td>
<td>Quiz 11</td>
<td>24 Hour Project</td>
</tr>
<tr>
<td></td>
<td>m</td>
<td>PowerPoint</td>
<td>Ch 20, pp 662 – 695</td>
<td>Quiz 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>n</td>
<td>PowerPoint</td>
<td>Ch 21, pp 700 – 731</td>
<td>Quiz 13</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>o</td>
<td>Review &amp; Suggested Topics</td>
<td>Review &amp; Suggested Topics</td>
<td>Quiz 14 Test 3</td>
<td>Project Six (PowerPoint)</td>
</tr>
<tr>
<td></td>
<td>p</td>
<td>Final Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Evaluation Procedures:

- There are four 50-question tests, each based on 100 percent. The Test portion of your final grade is calculated by averaging your three highest test grades.
- There are fourteen 10-question quizzes, each based on 100 percent. The Quiz portion of your final grade is calculated by averaging your 12 highest quiz grades.
- There are fourteen lab assignments, each based on 100 percent. The Lab Assignment portion of your final grade is calculated by averaging your 12 highest lab assignment grades.
- There are seven project assignments, each based on 100 percent. The Project Assignment portion of your final grade is calculated by averaging all seven of your project assignment grades.
- There is also one “24 Hours Without Digital" project.

24 Hours Without Being Digital:

You will be required to spend 24 consecutive hours without using any digital devices except those explicitly allowed in the assignment. This assignment may be completed any time before the last week of class and is a required assignment. This grade for this assignment is worth 10% of your final grade. Please see the online course documents for the specific details of this assignment.

Your instructor may add additional class assignments. These will be taken into account in the final grade. These assignments may include papers, presentations, projects, or other instructional activities.

There are no extra credit assignments in this course.

As a college student, writing assignments for this course are expected to meet college-level writing standards. While this is not a writing course, poor grammar, punctuation, spelling, and/or structure may well adversely affect your grade. All of the answers you submit as Lab Assignments and Project Assignments should be written using complete sentences.

Grading Scale:

This is how your final grade is calculated.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Average (Highest 3 of 4)</td>
<td>40 %</td>
</tr>
<tr>
<td>Quiz Average (Highest 12 of 14):</td>
<td>15 %</td>
</tr>
<tr>
<td>Lab Assignment Average (Highest 12 of 14):</td>
<td>15 %</td>
</tr>
<tr>
<td>Project Assignment Average</td>
<td>20 %</td>
</tr>
<tr>
<td>24 Hour project</td>
<td>10 %</td>
</tr>
<tr>
<td>Total For All Components</td>
<td>100 %</td>
</tr>
</tbody>
</table>

If you earn:

- 90% - 100%, you will receive an A.
- 80% - 89%, you will receive a B.
- 70% - 79%, you will receive a C.
- 60% - 69%, you will receive a D.
- Below 60 %, you will receive a failing grade of F.
Discipline/ Course/ Department/Policies:

Taking Tests and Quizzes

Tests and quizzes are administered during the lab period for on campus classes. **It is imperative that you become familiar with your instructor's testing procedure.** You are responsible for completing tests and quizzes on or before the due dates specified by your instructor. No makeup tests will be provided unless approval has been obtained from the instructor prior to the test date. For on campus classes, there will be a specific window during which the test will be available. On campus students will be required to take the tests in the Computer Lab (T-225) at the specified times.

Communications (Phone / Email Response Policy)

Messages left with the Division Office will normally be returned within 24 hours after the next class meeting. Email messages received from 8 am to 4pm, Monday through Friday will normally be answered within 24 hours. Email messages received after 4pm on Fridays and on weekends and holidays will normally be answered on the next class day.

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES  
[http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion”.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

   3) Cheating on a test includes:
      a) Copying from another student’s test paper;
      b) Using, during a test, materials not authorized by the person giving the test;
      c) Collaborating with another student during a test without permission to do so;
      d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
      e) Substituting for another student, or permitting another student to substitute for you to take a test; and
      f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) "Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.
NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.

http://www.northlakecollege.edu/resources/disability.html

ADMINISTRATIVE WITHDRAWAL

Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY

If you are unable to complete this course, you must officially withdraw by Wednesday, June 26, 2013. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to:

http://www.DCCCD.edu/thirdcourseattempt.

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

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 are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

COUNSELING SERVICES (A430)

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

THE ACADEMIC SKILLS CENTER (ASC)

The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in foreign language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center helps students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.
TESTING CENTER (A 425)

Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.–3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor's name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

Specific Learning Activities:

LEARNING ACTIVITIES, OUTCOMES, AND ASSESSMENT:

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>EEO’s &amp; CCIC’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read the textbook and complete the Lab Assignments and Project Assignments.</td>
<td>Effectively communicate using word processing, spreadsheet, presentation, and database software.</td>
<td>Project Assignment grading rubric.</td>
<td>(CICs 1-6) (EEOs 1-5)</td>
</tr>
<tr>
<td>2. Read the textbook and complete the Lab Assignments and Project Assignments.</td>
<td>Identify and understand the terms used to describe the key components and the relationships between computer hardware, networks, system and application software.</td>
<td>Quiz grading rubric.</td>
<td>(CICs 1-6) (EEOs 1-5)</td>
</tr>
<tr>
<td>3. Read the textbook and complete the Lab Assignments and Project Assignments.</td>
<td>Identify ethical, privacy, and security issues related to using computers in society.</td>
<td>Test grading rubric.</td>
<td>(CICs 1-6) (EEOs 1-6)</td>
</tr>
</tbody>
</table>

Exemplary Educational Objectives:

1. To discuss and compare communications terminology
2. To evaluate the effects and implications of computers and communication technology on society
3. To demonstrate knowledge of the effects of technology on the individual's privacy, security, lifestyle, work environment, standard of living and health
4. To gather information for decision making
5. To participate in global communities making full use of available technology
6. To create qualitative and quantitative presentations.
Core Curriculum Intellectual Competencies:

This course reinforces all six of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. **READING**: Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

2. **WRITING**: Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

3. **SPEAKING**: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

4. **LISTENING**: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. **CRITICAL THINKING**: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

6. **COMPUTER LITERACY**: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Students should have an understanding of the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.