YOU MUST HAVE A WORKING E-MAIL ADDRESS IN ORDER TO TAKE THIS COURSE.

Catalog Description
Coordinating Board Academic Approval Number 1101015107
Introduction to Computing is an 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 Lec., 4 Lab.)

Prerequisites
Developmental Reading 093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm

Credit Hours – COSC is 3 credit hours

Textbooks and Materials:
- Microsoft Office 2010 Professional

Course Objective/Learning Outcomes
- Explain the basic concepts and vocabulary of computer information systems.
- Describe the role and functions of software and systems in meeting the needs of organizations.
- Discuss the impact of computer technology on society.
• Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, graphs, and integration by using a microcomputer to solve specific problems.

Important Notes
• On-line courses have advantages and disadvantages over regular classroom classes and it’s very important that you are aware of the differences. While you will have the freedom to take this course from any location, there are real due dates and assignments that must be turned in on schedule. You must be a well organized self learner with some working knowledge of computers. Finally you must read all of the materials very carefully and try to work at least one week ahead of schedule.
• If you are unable to complete this course, you must withdraw by the official drop date, as noted in the Course Schedule. You will receive an email alerting you to the drop date during the semester, as well as seeing an announcement of the drop date. If you stop “attending” class and do not withdraw, you will receive a performance grade of an “F”. Students in the Dallas-Four Worth area who wish to drop should contact the Richland College Admissions at 972.238.6106 or Enrollment Planning at 972.238.3718. You may also go online to DCCCD.edu and click “Just to – Drop a Class line”.
• You must have a working e-mail address in order to take this course. I will be sending out weekly updates to the assignments, tips on how to take the course and general information about any changes or modifications that are needed. Please go to e-campus and to your personal information and check to see if your e-mail address is correct and if for any reason your address changes during the semester, you must update this information. **The drop date for this semester is Thursday May 30, 2013.**

General Course Policies
• This is not a self-paced class. Your work in this course should generally follow the course schedule, which includes due dates for assignments. Late assignments are discouraged and you will lose points if the assignments are not submitted on time and correct. If you need special help, or additional time, please contact me and I will see if we can work out a favorable arrangement for both of us.
• You are always welcome to contact me and ask questions as needed. I would encourage you to contact me so that we can discuss issues, concerns or just discuss your interests in this course. You may also hold discussion with other students as well, but you are expected to do your assignments alone. This course is more than just taking tests and accumulating points. I want you to have opportunity to learn and to grow in your knowledge of computers and sharing ideas and thoughts will assist in this process. Copying others work is not acceptable. However, when you do copy others work; you are really cheating yourself out of the wonderful opportunity to learn something new.
• You are expected to turn your assignments in on time and you may not turn in an assignment more than one time for credit. (i.e. Don’t correct mistakes and re-submit)
• I will post weekly updates on the announcements section on e-campus. These updates will alert you to upcoming events and due dates for assignments. In addition, I will just give some general information about what you should be doing and where you should be in the course. I will also e-mail you as a group to let you know about special issues and special considerations due to technical changes or just problems. **YOU MUST HAVE A WORKING AND CURRENT E-MAIL ADDRESS.**
I will make every attempt to follow the general guidelines listed below to insure that you receive timely feedback when you communicate with me. In most cases, I will respond quicker than listed below, but please be aware of weekends and holidays when I will not be available.

Student questions/comments/problems sent via e-mail or telephone will receive a reply within 24 hours (unless the date is during a holiday session or weekend or I inform you that I will not be available.)

All assignments are to be submitted to me via Ecampus and I will do my best to grade and respond to you within 24 hours.

All of the tests must be taken within the assigned period, and all of your assignments must be submitted within the required dates. For special problems you must contact me and the further in advance of the dates the better.

Course Evaluation
The course evaluation is made up of four components:

1. **Tests (T)** – there will be four (4) examinations given during the semester. Each of the four tests will cover a unit of material and each test will count equally in determining your semester grade. Each of the tests will count for 100 points and the point scale for grades is below.

2. **Exercises (E)** – there will be five (5) exercises submitted during the semester. Each of the five exercises will be counted equally, and each is worth 40 points.

3. **Discussion Questions (DQ)** – These will be short questions and discussions which you will be asked to submit throughout the semester. There will be four (4) of these and each will count for 25 points.

4. **Discussion Board (DB)** – there will be ten (10) discussion board items worth 20 points each, that you will post or respond to. You are also expected to post responses to two other discussions. Your post will be worth ten (10) points and your responses to two other posts will be worth ten (10) points. A total of 200 points can be made from the discussion board. Discussion Board posting must be completed by midnight on the day that they are due.

Your grade will be determined using the following information:

**Points Earned:**

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\begin{align*}
900 – 810 &= A \\
809 – 720 &= B \\
719 – 630 &= C \\
629 – 540 &= D \\
539 and below &= F
\end{align*}
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The key to success in this course is to start reading the assignments, studying the materials in the textbook, and complete the required exercises on time. Watch for the discussion board postings and submit your responses when they are due. Good Luck and contact me if you have any questions.
Institution Policies

Institution Policies:
Refer to the Richland College website:
www.richlandcollege.edu or www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf

"Richland's Quality Enhancement Plan (QEP) provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective lifelong learners empowering success in college and in life."

NOTE: The instructor reserves the right to amend this syllabus as necessary.
Daily Activities

Introduction to Computing

May Semester - 2013

COSC 1301

All Discussion Board topics must be completed by midnight on the same day. (You need to make a post and answer two other posts of your peers to receive full credit.)

Day 1 – Friday 5/17

- All assignments for this course are located under the “Assignment” button. Clicking the “Start Here” link will give you the daily schedule. I will also post that schedule once a week showing a 7 day period under the announcements. You should see folders titled: exercises, discussion questions and the optional essay.
- Begin working on Exercise #1. To find the exercises, click on the Assignment button and then click on exercises folder. There you will find the files for your assignment. This is the same place that you will upload your files, by clicking the “attach local file” link. Please read and print a copy of this assignment and closely follow the instructions.
- Submit Exercise #1 and Discussion Board Topic #1 by midnight Central time tonight.
- No assignments will be accepted late.

Day 2 – Saturday 5/18

- Read Chapter 2 in the textbook
- Complete Discussion Board Topic #2 by midnight.
- Submit Discussion Question #1 by midnight. Discussion Question # 1 is detailed in the assignments section under Discussion Questions.

Day 3 – Sunday 5/19

- Read Chapter 3 in the textbook.
- Complete Discussion Board Topic #3 by midnight.

Day 4 – Monday 5/20

- Complete Discussion Board Topic #4 by midnight.
- Take Test # 1. TEST # 1 can be found by clicking the “My Test” button in the course. You will not be allowed to begin TEST #1 after 10 PM and you must end the test by 11 PM. You will be given one hour to complete the test. Test # 1 will cover chapters 1, 2 and 3 from the textbook.
Day 5 – Tuesday 5/21

- Read Chapter 4 in the textbook.
- Complete Discussion Board Topic #5 by midnight.

Day 6 – Wednesday 5/22

- Read Chapter 5 in the textbook.

Day 7 – Thursday 5/23

- Read Chapter 6 in the textbook.
- Submit Discussion Question #2.

Day 8 – Friday 5/24

- Take Test #2 on-line. You will not be allowed to begin TEST #2 after 10 PM and you must end the test by 11 PM. You will be given one hour to complete the test. Test #2 will cover chapters 4, 5, and 6 from the textbook.

Day 9 – Saturday 5/25

- Read Chapter 7 in the textbook.
- Complete Discussion Board Topic #6 by midnight.

Day 10 – Sunday 5/26

- Read Chapter 8 in the textbook.
- Submit Discussion Question #3.

Day 11 – Monday 5/27

- Read Chapter 9 in the textbook.
- Complete Discussion Board Topic #7 by midnight.

Day 12 –Tuesday 5/28

- Take Test #3. You will not be allowed to begin TEST #3 after 10 PM and you must end the test by 11 PM. You will be given one hour to complete the test. Test #3 will cover chapters 7, 8, and 9 from the textbook.
- Complete Discussion Board Topic #8 by midnight.
Day 13 – Wednesday 5/29

- Read Chapter 10 in the textbook.
- Submit Discussion Question #4 by midnight
- Submit Exercise #3.

Day 14 – Thursday 5/30

- Read Chapter 11 in the textbook.
- Complete Discussion Board Topic #9 by midnight
- This is the last day to drop this course with a Grade of “W”

Day 15 – Friday 5/31

- Optional Essay Due.
- Submit Exercise #4.

Day 16 – Saturday 6/1

- Complete Discussion Board Topic #10 by midnight.

Day 17 – Sunday 6/2

- Submit Exercise #5.

Day 18 – Monday 6/3

- Take Test #4. You will not be allowed to begin TEST #4 after 10 PM and you must end the test by 11 PM. You will be given one hour to complete the test. Test #3 will cover chapters 10 and 11 from the textbook.

Day 19 – Tuesday 6/4

- Optional Essay.