INSTRUCTOR'S NAME: Charles Lundin
TELEPHONE NUMBER: H 972-675-0052
OFFICE NUMBER: 972-238-6140 ACCESS Office Room A-110
OFFICE HOURS: by appointment during lunch hour, or after class.
E-MAIL ADDRESS: CLundin@dcccd.edu
CLASS MEETING TIME: COSC-1301 -86001 MTWR 7:30 am – 9:00 am Room D-155
9:15 am -- 11:40 am Room D216

DROP DATES: No ‘W’ drop is Friday July 12. Drop deadline with a ‘W’ is Thursday August 1.
Lab Final Exam August 8, 7:30- 9:20 a.m. Room D-216
Lecture Final Exam August 8, 9:30-11:20 a.m. Room D-216

THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE THIS SYLLABUS AS NECESSARY.

Read and be familiar with the Syllabus; it gives details explaining the course, instructor policies and includes a detailed schedule of lectures and assignments at the end. The Syllabus is subject to change at any time.

I. COSC 1301 Introduction to Computing: Course Description:
   This is a Texas Common Course Number.
   Course Description: The student will develop the ability to use computer-based technology in communicating, acquiring information, and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society. COSC 1301 may not be applied towards a computer science major or minor. COSC 1301 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. 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.) Coordinating Board Academic Approval Number 1101015107

I. COURSE PREREQUISITES:
   No Prerequisite required. In the past the prerequisites were developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

   Skills needed for success in this class.
   Careful time management is necessary to complete work by required due dates shown in the class schedule.

   No prior COSC or BCIS course completions are required.
   Delivery Language is in US English teaching technical, English terminology and phrases.
   It is important that students read, identify, and make notes about the concepts and terminology presented; and practice effective study skills and discipline which will also be reinforced and supported in the class.

   It is extremely important that the student know how to type on the computer, known as 'keyboarding skill'. This can be learned independently or through the course POFT 1127 Introduction to Keyboarding (1). Optional keyboard skill practice and training is available in the Open Central Computer Lab and from the instructor and if you need, you should ask for it. If you are weak in keyboarding, you should spend extra time in the open lab practicing to improve accuracy and speed.

   English Language. Students should be able to communicate in standard U.S. English in writing, reading, listening and speaking at the college entry level. Several assignments will require exercise of ethical judgment and critical thinking. All written work submitted should conform to work expected of college level students, including critical thinking, logical presentation, correct word usage, correct grammar and
spelling. U.S. business style writing is expected for all communications and submitted work. (check your work!).

**Caveat:** I have often observed that students, who are unsure about English usage, need additional time to study and understand technical terms and lectures, to write reports and to prepare presentations. Please talk with me if you have a concern about this. Do not be timid but be informative about your need, otherwise it may hurt your grades.

**Caveat:** Students who have difficulty maintaining attention or who are prone to randomly miss details in spoken or written instructions are encouraged to obtain counseling support to rule out medical issues or to learn accommodation skills. Ask me for clarification if you are concerned about this.

**Caveat:** Students will make use of the computer keyboard, speakers or headsets, mouse and keyboard. Therefore students should have full functional use of their eyes, hearing, hands and fingers to work with these devices or else they should contact Disability Services office in (T-120) http://www.richlandcollege.edu/dso/staff.php to arrange accommodations. Also see “College versus High School” http://www.richlandcollege.edu/dso/college.php which explains differences between regulations that apply to secondary schools and colleges.

**Service Learning track.**
Upon student request and my approval, a service learning agreement can become an alternative for class lab work or lecture exams in which a part of the final grade is determined through a service learning project. Service Learning is an excellent way to apply knowledge, skills and talent to serve the community and looks good on job applications. A minimum of 15 service hours will be required using the MS Office tools in a service environment.

**REQUIRED COURSE MATERIALS.**
Two textbooks are required. Bring text books to class every time! Do not plan to regularly borrow or share the texts from another student. It has been tried and it results in incomplete work and presents a strain on others.

1. **Lecture Text: Discovering Computers, Complete Your Interactive Guide to the Digital World**

   This text includes a key-code to use the CourseMate online systems provided by Cengage Learning. The key code can be purchased online if you lose the one that comes in the textbook for about $83+ and it includes the electronic form of the text. This text is customized for Richland College, available at the bookstore and will not be available elsewhere.


   The Bookstore’s price of $90.55 for the used package price (be sure it includes the printed online access key code) is the best value for the printed textbook unless you can find it posted by another student on the bulletin boards across from the student government offices.

   The publisher, Cengage has an all electronic version available for $97 that includes the Course Mate online study companion. http://www.cengagebrain.com/shop/isbn/978-1-111-35301-8
This is required for individual use in lab. I discourage sharing.
An e-book version is also available at the cengage website See  http://www.cengage.com.

3. Software: Microsoft Office 2010 Professional is required for the lab assignments, and Office 2013 will work OK. If you purchase the software be sure that you include Microsoft Access with your license.

4. Personal Flash Drive / Thumb Drive Data Storage Device.
We will try an alternative to flash drives this semester. The alternative however requires that you know well how to use and create zip files. By using zip files, you can compact and upload your completed work to a central server and be able to download it when you want to continue later. Flash drives have some risks that include: being lost, forgetting them, leaving them at home or in another car, being stolen, being damaged, and getting corrupted and becoming unusable. Saving work in a compressed zip file will avoid many of those risks.

If you depend only upon using a flash drive, then bring it the first day and every day to class.. Estimated cost for a new flash drive is about $10. Available from the Book Store, any office supply store, Wal-Mart, and Target. Manufacturers include: Lexar, Maxtor, Memorex, Sony and others. Instructions to use flash drives will be included in the first DAY of class.

   Warning/ Caution about Flash Drives
   ● Improper handling can cause total loss of all data! Close all applications and ‘eject’ your flash drive before removing it from the USB port.
   ● Flash Drives get stolen or forgotten in lab. Tag it with your name and contact.
   ● Do not share your flash drive with any other student. Treat it as a device that is as important as your check book, Drivers License or credit card.

5. Richland College Student ID. This picture id is required to use the drop-in computer labs on the 2nd floor of Del Rio, as well as the Library, the checkout of reserved books at the help desk, and other student services. Keep your id card with you at all times on campus and protect it from theft. Stolen ID cards have been illegally used to access campus resources, and this has caused serious difficulties for the 'real' student.

DCCCD policies state that students are required to present their student ID upon request by any staff, teacher, administrator, or security. Failure may lead to disciplinary actions or legal citations (tickets).

6. Ecampus (http://ecampus.dcccd.edu) aka BLACKBOARD. A major tool used in this class. This web site extends our classroom and used extensively to communicate with email, hold syllabus, schedules, grades, exams, assignments, presentations, study guides, sample tests, data files, handouts, and discussion boards. Students will submit work to this site for grading. If you are not familiar with ecampus Blackboard then look for the student tutorials on the login page and study these carefully.

Login information: user id 'e' and your student id" example:  e1234567
Password: The initial password is the same as the user id, so student ID 1234567, would use "e12345467".
Blackboard Technical Help Desk: 1-866-374-7169 or 972-669-6402.

Change your password after you login to Blackboard the first time. If you forget your password, then you will have to call technical help desk to reset it, or check with me during class. After your initial login, you
should check and correct the personal information in your profile. The information you provide is available only to other classmates or be restricted.

7. Email Communication (see Class Standard for email communications). Verify your email address in your profile on Blackboard is correct and keep it up to date. Be sure to notify me if you change email address. Much communication is by email. Do Not miss important announcements by letting it remain incorrect. ( also check your econnect information is accurate).

8. Notebook: Keep dates and schedules, appointments, keep records of class lectures and notes made while reading the text. Get one with pockets to file your papers and samples of your lab work and handouts

9. Computers Lab Help I will be present in labs rooms with you to provide help. Also you can get tutoring help for free at the Del Rio help desk. Tutoring assistance forms are available at the Del Rio computer lab help desk to request tutorial help from lab assistants. These forms require your instructor's approval. You may obtain up to 1 hour of extra lab help each week depending upon the available schedule and load of lab aides. Do not wait for the instructor to tell you to get extra help, assess yourself and act! Lab assistants do not perform tutoring but will help you with basic needs to use the computers.

General tutoring is available from the Center for Tutoring and Learning Connections (972-238-6226, Medina 216) f http://www.rlc.dcccd.edu/ctlc/ Writing tutors can help with polishing your research reports.

IV. COURSE OBJECTIVES
- List and describe the functions of components of computer systems and communication appliances
- Demonstrate understanding and application of commonly used software applications.
- Demonstrate proficiency in applying computer technology to solve problems in management or science.
- Explain the impact of computers on society
- Describe fundamental programming structures
- Demonstrate proficiency in basic operating system functions.
- Describe various computer occupations

V. LEARNING OUTCOMES:
Students will develop a base of knowledge of technical terms, computers and awareness of computers and applications in society, become knowledgeable about careers and the computer industry and become familiar with information sources to maintain up to date knowledge of new technologies in the computer industry.

Students will develop the ability to use and apply computer-based technology in communicating, acquiring information, and solving problems and personal management. Students will evaluate the effects and implications of information technology on various aspects of personal life, culture and society. Technical words and terms related to computers and technology are introduced and students will learn to recognize, use and describe these terms.

VI. Core Curriculum SCANS Intellectual Competencies (see elaboration of details below) 
U.S. Dept of Education Secretary's Commission on Achieving Necessary Skills (SCANS) Skills and Competencies Although this course does not contain all recommended skills and competencies, Richland College identifies the skills that are addressed in each class.
SCANS Foundation Skills
Basic Skills
• Listening. Students will learn essential computer terminology from listening..
• Speaking. Students will use the terminology during discussions in lecture and labs.
• Reading. Students will practice reading terminology using assigned texts, handouts, online help systems and Internet based tutorial and help systems.
• Writing: Students will practice writing the terms learned by use of note taking and completing lab exercises of creating documents using applications tools.

Thinking Skills
• Problem solving skills: Students will learn to develop and practice strategies needed to solve problems related to the use of computer applications.
• Seeing things in the Minds Eye ('Visualization') Students will visualize the working relationships between components of the computer systems and human-machine interaction.

Personal Qualities
• Self Esteem Participants will master simple computer concepts and tools which promotes Self Esteem.

Sociability. Group work and mastery of concepts and tools will promote confidence in personal interactions involving computer technology.

Interpersonal Skills
• Teach Others: Working side by side, students are encouraged to seek help from their neighbor as well as offer help to their neighbor.
• Work with Diversity. The class make up is both ethnically and culturally diverse. Students learn to appreciate and to value the contributions and search for knowledge from all class participants.

SCANS Workplace Competencies

Information
• Acquires and Evaluates Information. Students will learn to use the help systems and the Internet to seek information for computer and non-computer needs.
• Organize or maintain data. Students will learn to use files and directory structures to organize data.
• Process Data with Computers. Students will prepare document(s) using computer applications.

Interpersonal Skills
• Students will have opportunities during collaborative learning projects to work in teams, teach others, lead others, negotiate conflicts, work with diversity.

Systems
• Understands Systems. There will be opportunities to discuss the impact of computer systems on business and on non-business systems.

Using Technologies
• Select equipment and tools. Students learn to distinguish the hardware requirements for different ways in which computers are applied such as gaming, office support, networking.
• Apply technology to tasks. Students will create documents such as reports, spreadsheets, databases, email and presentations to communicate ideas.
• Maintain and troubleshoot technologies. Students will learn the boot process and recognize when it fails. They will learn solutions to limited or common computer problems.

Core Curriculum Exemplary Educational Objectives
• Discuss computer and communications terminology
• Evaluate the effects and implications of computers and communication technology on society
• Demonstrate knowledge technology impact on the privacy, security, lifestyle, work environment, standard of living, and health
• Gather information for decision-making
• Participate in global communities using available technology
• Create quantitative and qualitative data presentations

VII. SPECIFIC COURSE LEARNING OUTCOMES: (these are subject to revision or deletion)
• Create Excel spread sheets to evaluate data, use formulas, styles, Graphs, and communicate.
• Create Word documents including spell check, grammar, styles, themes, sections, headers, publications
Richland College  
School of Engineering, Business, and Technology  
972-238-6210

- Apply MS office to practice and apply management skills for self development  
- Develop Access Database, create tables, link tables, apply referential integrity, create forms and reports.  
- Create Power Point presentations, apply 6 x 6 rule, styles, layouts, incorporate pictures, sounds.  
- Integrate spreadsheets, word documents, database tables, Power Points to create single documents  
- Describe hardware components in computers and the Information Processing Cycle.  
- Describe the way computer technology and databases are applied for our security and the risks involved.  
- Explore and report on how computer technology affects people in the workforce.  
- Explore and report on how computer technology addresses the needs of disabled.  
- Describe programming languages and cycle, systems development cycle and Enterprise Computing  
- Explain the distinction between operating systems and application software.  
- Create a fictional story to portray the way technology affects our lives  
- Apply MS Office to plan a budget for college and present your plans for transferring to a University  
- Explain differences between certifications and degrees, learn requirements and income for technical careers

VIII. COURSE OUTLINE: The detailed class schedule contains all deadline dates for lecture units and topics of instruction, labs, quizzes, reports and exams. It is attached at the end of this syllabus and also on the class Blackboard website.

Our exploration and discovery in this class is set within the context of the vision and mission of Richland College. “Richland College is Teaching, Learning and Community Building”. We strive to provide the highest quality learning and work environment” This is sustained by our campus Thunder Values: Integrity, Mutual Trust, Fairness, Wholeness, Considerate and Meaningful Communications, Mindfulness, Cooperation, Diversity, Responsible Risk Taking, Joy. [http://www.rlc.dcccd.edu/thunderdoc/values.php](http://www.rlc.dcccd.edu/thunderdoc/values.php)

Please feel free to offer ideas or suggestions to me to consider for improvement of this class.

The instructor reserves the right to change this syllabus and schedule at any time and will send email notice to the class when important changes are made.

Important Dates for the semester: [http://www.richlandcollege.edu/academiccalendar/](http://www.richlandcollege.edu/academiccalendar/)  
Specific dates for lectures and labs, projects and Exams are at the end of this document)

IX. EVALUATION PROCEDURES:  
Demonstrate your knowledge by successfully completing assignments, taking Exams and Quizzes, making presentations, completing reports, and discussing your work with the instructor and class. The accumulated total points of all Exams, Quizzes, Lecture, Lab, Project, Attendance, Participation Presentations, and papers will be totaled through the semester. The accumulated total points will be compared to the maximum scheduled points shown in the class schedule. The final grade is a percentage of the total scheduled points.

Waiving Syllabus Terms::This syllabus states ideal expectations for ideal circumstances for all students. The instructor reserves the right to exercise judgment to waive or change any requirement, deadline or reduce any penalty stated in the syllabus for the benefit of any student without imposing a precedent to require changing the syllabus. No more aggressive requirements or harsher penalty will be imposed unless the syllabus is changed.

Major Exams: There are 3 major exams, no midterm. Major exams assess comprehension of both lecture and text. They often have short-answer bonus questions from lecture. Each major exam will treat about 3-4 chapters.

Final Exams This class has TWO comprehensive exam. See schedule for point values.  
Lecture Final Exam is based on the lecture, text, projects and group work with objective & subjective questions.
Lab Final Exam includes application software studied and may include tasks using new applications or utilities so that you may demonstrate your ability to read and apply the concepts we study in a new way. It may have a quiz component and a performance component. The performance component will require you to complete tasks that integrate Windows, Utilities, Office applications (Word, Excel, PowerPoint, Access) and/or other software.

Lab Assignments and Projects will consist of individual or team assignments, extra lab assignments, presentations, individualized projects, and/or reports on field trips pertaining to topics in the course.

Deadlines and Test Policy. All deadlines are listed only in the class schedule. Major exams, daily quizzes and class projects may not be rescheduled and must be completed in class on the day scheduled or period assigned or as stated in the instructions. Four Major Exams will be administered. If administered on Ecampus/Blackboard, then exams will be taken at home and will be timed. Students who need special arrangements may take their test at the testing center if approved *Before hand* Make prior arrangements with me for alternative test administration. Major exams may be made up only in special cases with a 20 point penalty. See below.

Chapter Quizzes. Each lecture chapter has a quiz. Quizzes are usually posted on Blackboard or alternatively done in class. Daily quiz topics are directly from the current chapter, assignment or prior day work. Students who are absent or come to class after the quiz will not be allowed to take the quiz. Online Quizzes may be repeated 4 times to earn the highest grade, however a time limit must be met for the quiz grade to count.

Lab Assignments. Instructions for All assignments are stated in the class web site. Grades for labs are posted to the Blackboard class website. Directions and modifications to assignments are found there. Demonstrate completed work to me in class for immediate feedback & grade. The time needed for individual lab assignments range from 30 to 60 minutes. Uploaded completed assignments to the correct assignment drop box on Blackboard. Errors on lab work are penalized 2 points each, so check your work before grading. Deadlines for lab completions are shown on the class schedule Late work is not accepted.

Lab Quizzes. Lab quizzes are required for Word, Excel, Power Point, Access and Office Integration. A separate set of introductory labs are based on the first 5 chapters in the lab workbook. Lab quizzes may be repeated to earn the highest grade, quizzes must be complete within the allowed time.

Extra Credit tasks. Choose up to 3 extra credit tasks only if approved by the instructor.

Overtime Penalties on Online Exam time limits. Every major exam administered on Ecampus/Blackboard will have an assigned time limit. Exceeding the time limit imposes an overtime penalty as follows: 10% of the earned grade will be deducted for each 10% of the time limit exceeded. However the initial 15% over time will not bear a penalty. Example: A grade of 80 is earned on a test that has a 60 minute time limit. The total allowed time with grace period is 60 minutes + 9 minutes or 69 minutes.

If completed in 69 minutes, no penalty. If 70 minutes (over 69 minutes) the balance of the time is overtime. Each overtime unit of 6 minutes (10% of time) or partial of 1 to 6 minutes receives a 10% penalty on the grade. So 70 minutes and a score of 80 would be penalized 8 points to result in a score of 72.

Religious Observances: Planned and Excused Absences and Test Rescheduling Requirements. Provide a written memo to the instructor by the 12th hour of class time stating dates that you expect to miss class due to religious Holy days, rites or celebrations. Always communicate with the instructor about absences.

Make Up Exams. I will evaluate a student’s appeal to reschedule an unexcused exam on a case by case basis. Documentation is to be provided before the test or within a reasonable time after the test, more than 2 days is generally not reasonable. Under unusual circumstances, the documentation may be delayed but in every case must
be presented before the next test. The documentation must demonstrate an emergency that prevented the student from taking the test. Rescheduled exams will contain essay and short answer questions.

**Academic Success and Participation: Positive and Negative factors.** Most college students already know this (refer to the Student handbook) but it is included here for completeness. The following positives and negatives are appropriate to attain success and optimize learning in any college or university class. These also apply to business. Please discuss these with me if you are not sure you understand. **Positive factors:** Arriving on time, bringing all needed material, participating in discussions, responding appropriately to direct questions, volunteering relevant subject matter, taking notes, assisting other students with notes or catching up, asking questions that are relevant to the topic at the appropriate time, staying through class, informing the instructor of circumstances or conditions that affect learning outcomes. **Negative factors:** Sleeping through class, Arriving late to class, leaving class without a courtesy explanation, missing materials, asking questions off topic, not responding appropriately to direct questions, distracting lecture, distracting other students, using personal electronic devices, net-book or laptop in ways not connected to the class.
X. ASSIGNMENTS AND EXAMS Detailed instructions are on Blackboard and Lab Workbook

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<tr>
<th>Topic to be Assessed</th>
<th>Max Pts</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Word (4 lab assignments)</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Excel Team Report on Mgt and Decisions</td>
<td>15</td>
<td></td>
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<tr>
<td>Excel (4 labs)</td>
<td>60</td>
<td></td>
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<tr>
<td>Power Point (2 labs) and Student Introduction</td>
<td>45</td>
<td></td>
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<tr>
<td>Access Team Discussion and Report</td>
<td>15</td>
<td></td>
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<tr>
<td>Access (4 Labs) submitted in one solution file</td>
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<td></td>
</tr>
<tr>
<td>Office Integration (3 solution files)</td>
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<td></td>
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<tr>
<td>Computer Ports Class Activity</td>
<td>15</td>
<td></td>
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<tr>
<td>Quizzes: Word, Excel, PPT, ACCESS, Office Integration(20)</td>
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<tr>
<td>Lab Text: Intro chapters 1-5 Quizzes</td>
<td>50</td>
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<tr>
<td><strong>Total Lab</strong></td>
<td><strong>465</strong></td>
<td><strong>465</strong></td>
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</table>

**Major Exams:**
- Exam 1 (ch 1, 2, 3)                                        | 100     |
- Exam 2 (ch 4, 5, 6,7)                                      | 100     |
- Exam 3 (ch 8, 9, 10,11)                                    | 100     |
| **Total Major Exams**                                       | **300** |
| **Lecture Chapter Quizzes, 11 quizzes, 10 pts each.**       | **110** |

**Class Activity & Topics, Participation Grade**
- Sleep Science                                              |        |
- Career Center Visit & Team reports,                        |        |
- Personal Tech Story                                        | 10     |
- Sleep Dealer and the future of technology                  |        |
- Stephen Hawking                                            |        |
- No Place to Hide                                           |        |
- *These may be papers and/or discussions groups             | 10     |

**Projects Research Papers**
- Workforce research                                         |        |
- Power Point: Capstone University Transfer                   | 50     |
| **Total for Project and Team papers**                       | **50** |
- Management Journal Semester Project(15,15,120)             | 150    |
- Attendance (120)& Participation (30, range 0-60)           | 150    |
- Lab Final Exam                                              | 200    |
- Lecture Final Exam (excusable if ‘A’ achieved)             | 200    |
| **Total Points**                                            | **1635**|

**Extra Credit** (only 3 allowed with instructor’s permission)
- Fantasy Story about Technology & Culture (req: Capstone)   | 50    |
- Accumulated Points on CourseMate website by Cengage        | 60    |
- Java Programming                                           | 50    |
- Power Point Labs 1 and 2                                   | 30    |
- Book Report on ‘The Shallows’ or Technopoly                 | 50    |
XI. GRADING SCALE: (* see Honors Component for information about Honors designation)

<table>
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<tr>
<th>Percent of Points</th>
<th>Grade</th>
<th>Regular Pt Limit</th>
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<tbody>
<tr>
<td>90% above</td>
<td>A</td>
<td>1471.5</td>
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<tr>
<td>80% and above</td>
<td>B</td>
<td>1308.0</td>
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<tr>
<td>70% and above</td>
<td>C</td>
<td>1144.5</td>
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<tr>
<td>60% and above</td>
<td>D</td>
<td>981.0</td>
</tr>
<tr>
<td>59.99% and below</td>
<td>F</td>
<td>below 981.0</td>
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</tbody>
</table>

Note: Instructor reserves the right to modify the syllabus which may change total points & grades.

XII. CLASSROOM POLICIES: (Instructor Policies may be amended during the semester)

Safety Policy: Students should participate in this class in a safe manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. Also watch out for boxes and paper, chairs, students’ back-packs, etc. Build good work and computing habits to prevent eyestrain, carpal tunnel syndrome, etc. Many of these are described in the texts

Academic Honesty Policy and Student Code of Conduct Penalties.
CAUTION: Grade Penalty for Violations of Academic Honesty Policy / Student Code of Conduct Violations of the Student Code of Conduct (See Student Handbook) [http://www.richlandcollege.edu/conduct/](http://www.richlandcollege.edu/conduct/) will result in a Negative Grade of the possible points that could have been earned and may multiplied by 2 for multiple offenses. This penalty may be increased for subsequent violations. Additional actions include: assign grade of zero on the assignment, assign an immediate F for the class, submit a formal request to the administration that the offending student be suspended or withdrawn from college. My reason for assigning the negative grade is that it is a true penalty, whereas assigning a zero would be the same is if the work had not been attempted. Penalty grades can occur at any time and can have the effect of changing a previously acceptable positive grade to a max negative grade.

Code of Conduct Recommendation and Caution: Protect your own work from unauthorized use by others, refuse to give work to others who ask for it, report it to me if they do ask for it, and do not ask others to provide a copy of their work to you. Example: Student A asks student B for a copy of a 15 point lab assignment and Student B allows the work to be copied. Student A then changes the author name and submits that as their own work. When discovered, I will assign minus-15 points to Student A and change student B’s grade on the assignment to a minus-15. A second occurrence penalty may be -30 points. A 15 point lab assignment may take 45 minutes to perform correctly, so making up for such a penalty will require correctly completing at least 3 additional labs, if any additional labs are offered.

Food and Drink Policy: No food or drinks are permitted in either the classroom or the laboratory rooms. The instructor may occasionally waive this in non computer classrooms, and if done, it is the student's responsibility to clean away trash and clean up spills.

DCCCD Computer Use Policy. Students may not use computers for either commercial or for illegal purposes. For Further details and restrictions. See [https://www1.dcccd.edu/cat0708/ss/computer.cfm](https://www1.dcccd.edu/cat0708/ss/computer.cfm) Laptops may not be connected to connections in any computer lab on the campus.

Open Computer Labs: Richland College students have access to the open Del Rio computer labs and RLC computers for educational and instructional purposes. You are required to show your Richland Student ID when requested by lab personnel. A fee is charged for printing in the labs. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog.

Printers Use Restrictions.
The only work authorized for you to print in the lab classroom is for lab assignments for this class. Assignments for other classes may be printed in the Library or in the open lab room, and printing fees are charged.
Final Grades will be available on eConnect. Login at http://econnect.dcccd.edu to see your grades.

Lost and Found If you find student materials, texts, jackets, floppies, flash drives etc. Please turn them into the central computer lab help desk. Please attach a note stating when and in what room the item was found.

Email Standards for effective Email and written communications. This class promotes use of computers, software, applications and communications in a business environment. Students are expected to communicate using email and other forms in a professional manner. Failure to compose communications and email in a form acceptable to business may affect the participation grade. Egregious failures may result in work being returned, unanswered or ungraded. Use Subject correctly, start with greeting, and end with courtesy thanks and your name, write in clear Business style English.

Electronic Communications and Entertainment Devices Prohibited: Turn OFF cell phones, PDA's or pagers while in class, unless medically necessary. Leave the classroom if you must use a cell phone. Do not use or wear Walkmans, XM radios, iPods, cell phones, PDAs, and similar devices during class. Laptops and PDAs may be used during lecture for note taking only, be prepared to demonstrate how you use if for lecture.

Help outside of class. Tutoring and Other Assistance Policies: Tutoring is available through the Center for Tutoring and Learning Connections (972) 238-6226, Medina 216) and the Del Rio computer lab ((972) 238-6317. Consult the Del Rio help desk or lab staff. You can sign up for tutorial help with my approval. Generally, one hour per week is free when available. You may also email questions to me. I occasionally offer extra tutoring on Tuesday and Thursday afternoons.

XIII. ATTENDANCE POLICIES
Attendance is taken and does count 10% toward the final grade. Tardies (arriving late & leaving early, etc) do not earn full credit. Tardies will earn half credit. Report in advance of absences or tardies just as you would to your supervisor at work, and be sure that I make a note of it on the attendance roster.

Absences: Report absences in advance as you would for your supervisor at work. Sleeping in class is treated as an absence. I may excuse an absence for a justifiable reason. If an emergency causes an absence, student must get information missed from classmates. If you want to ask for an excused absence after the fact, it must be justifiable and you should be prepared with documentation.

Religious Holidays: Absences for observance of a religious holy day may be excused, notify the instructor before the census date,. See institutional Policies link at number XIV.

Attendance and Participation are graded. Attendance is graded. Each student is responsible for contributing to the group learning experience of the entire class. Attendance is expected in lecture and in lab. At the end of the semester, the maximum attendance points are apportioned to your attendance less points lost on daily work. A participation grade is also assigned in the range of 0 to 60. Expected participation for freshmen is 30.

Certification of Attendance for Financial Aid.
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Additionally, DCCCD must document initial class attendance for students receiving financial aid as required by the Federal Title IV regulation 34 CFR 690.80. Instructors must now report attendance of students receiving financial aid for the class dates prior to the State Certification Date (12th day of classes for the semester). Failure to attend may receive reduced funding or future delays in aid.

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.

**Instructor emergency absence. Instructions for all** scheduled assignments labs are listed in the eCampus/Blackboard website and due dates are in the class schedule. Students are responsible to know the material in the lecture text whether or not chapter material is presented in lecture. In the event of an absence, there will be instructions posted on the classroom door. A cancellation of lecture does not imply a cancellation from lab, a cancellation from lab does not imply a cancellation of lecture. Students are expected to take responsibility to self-direct their work and to continue their learning even in the event of an instructor absence. Work may be done in the library or the general computer lab. In such an event, the classroom will have a notice posted on the door and students will not be allowed to use the usual room, it will be locked. Scheduled assignments are to be turned in to Blackboard as scheduled or if paper form then by the next class.

**Campus closing for Bad Weather or Emergencies (See Campus Policies link below).**
This will not hurt attendance grade. In the event of an emergency the campus may be closed and students sent home. If this happens, do not go into any building, instead immediately leave the campus. Make a backup plan with another student if you do not have a car and coordinate your backup plan with your family.

Bad weather closures are announced on public radio, primarily KRLD 1080am and on local TV networks. If the campus is closed, do not attempt to come to campus. Buildings are locked, campus police will turn you away.

**XIV. INSTITUTION POLICIES:** Refer to the Richland College website: [www.richlandcollege.edu](http://www.richlandcollege.edu) or to [www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf](http://www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf) to find Richland Policies for the following:

a. Six-Drop Limit  
b. Withdrawal Policy  
c. Repeating a Course  
d. Financial Aid  
e. Academic Honesty  
f. ADA Statement  
g. Religious Holidays  
h. Campus Emergency Operation and Contingency Plan  
i. Classroom Policies  
j. Right to Change the Syllabus

**XV. QEP: Learning to Learn: Developing Learning Power**
Richland’s Quality Enhancement Plan (QEP) provides techniques, practices and tools to help students develop habits, traits and behaviors needed to be effective life-long learners. The goal is to help students succeed in college and in life. – Richland QEP Core Team. Reference: [http://www.richlandcollege.edu/qep/goals.php](http://www.richlandcollege.edu/qep/goals.php)
### COSC 1301-86001

**Introduction to Computing**

**Syllabus Schedule of Lecture & Assignments.**

**Summer 2, 2013**

**Instructor C. Lundin**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Lecture: 7:30 am - 9:00 am Room D-155</th>
<th>Lec Pts</th>
<th>Lab: 9:10 am - 11:40 am Room D-212</th>
<th>Lab Pts</th>
<th>Homework: Lecture: What To Study: Lecture Studies Homework</th>
<th>Daily Total Points</th>
<th>Total Points</th>
</tr>
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<tbody>
<tr>
<td>7/9/2013</td>
<td>Tue</td>
<td>Orientation Syllabus, Ecampus Success: Its about time: Management Cycle ZIP files Ch 01 Introduction to Computers</td>
<td></td>
<td>Using Applications Software for Success ZIP Files, Downloading &amp; Creating Create Class working folders **Start Management Journal, Create Pers Schedule, Background doc Initial Management Journal Entry Upload Management Journal 1 (15) Make PPT Student Introductin(15)</td>
<td>30.00</td>
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<tr>
<td>7/10/2013</td>
<td>Wed</td>
<td>Orientation Syllabus, Ecampus Success: Its about time: ZIP files Ch 01 Introduction to Computers Ch 02 World Wide Web Quiz Ch 1(10) Quiz Ch 2 (10)</td>
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<td>Initial Lab Chapters in Lab work book Quiz Essential Concepts (10) Quiz BEB (Browser &amp; Email Basics) (10) Quiz Windows (10) Quiz Windows File Mgt (10) Quiz Orientation to Office(10)</td>
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<td>7/11/2013</td>
<td>Thu</td>
<td>Ch 03 Application software Quiz Ch 3 (10)</td>
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<td>Update Mgt Journal New Entry-Save Orientation to MS Word Word 1 Tutorial/Review (15) Word 2 Tutorial/Review (15)</td>
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<td>7/12/2013</td>
<td>Fri</td>
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<td>7/13/2013</td>
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<td>7/14/2013</td>
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<td>7:30-9:00 9:10 am - 11:20 am</td>
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<td>7/15/2013</td>
<td>Mon</td>
<td><strong>Review End of chapter questions Exam 1 (Ch 1, 2, 3)</strong></td>
<td>100.0</td>
<td>Update Mgt Journal New Entry Insert additional Questions for Mgt Journal 2 SUBMIT Mgt Journal 2 (15) Word 3 Tutorial/Review (15) Word 4 Tutorial/Review(15) Quiz MS Word (20)</td>
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<td>7/16/2013</td>
<td>Tue</td>
<td>Handout for Pers Tech Story (10) &amp; class discussion Chapter 4: System Unit Quiz Ch 4(10)</td>
<td>20.00</td>
<td>Update Mgt Journal-Save Ports class activity (15) Excel Team Discussions(15) Excel 1 Tutorial/Review(15)</td>
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<td>7/17/2013</td>
<td>Wed</td>
<td>Ch 5 Input DevicesCh 6 Output DevicesQuiz Ch 6(10)Quiz ch 5(10)</td>
<td>20.00</td>
<td>Update Mgt Journal-Save Excel Lab 2 (Tutorial/Review) (15) Excel Lab 3 (Tutorial/Review)(15)Power Point 1Tut/Rev (15)</td>
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<td>Date</td>
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<td>7/18/2013</td>
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<td>Dr. Stephen Hawking Ch 7 Storage Devices Quiz Ch 7 (10) Review</td>
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<td>Quiz Ch 7 (10) Update Mgt Journal - Save Excel Lab 4(Tutorial/Review) (15) Quiz Excel (20) Power Point 2 Tutorial/Review(15) Capstone Power Point Project -Introduction LIFE AFTER DEATH BY POWERPOINT</td>
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<td>7/19/2013</td>
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<td>7/22/2013</td>
<td>Mon</td>
<td>Review End of Chapter Questions Exam 2( Ch 4,5,6, 7)</td>
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<td>Update Mgt Journal - Save Orientation to Access-Teams(15) Quiz Power Point(20)</td>
<td>35.00</td>
<td>Study: <a href="http://www.stephenHawking.com.uk">www.stephenHawking.com.uk</a> (History and about his Disease)</td>
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<td>Ch 8 Operating Systems Update Mgt Journal - Save Access 1 Tutorial Access 2 Tutorial</td>
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<td>Ch 9 Telecommunications Quiz Ch 9(10) Update Mgt Journal - Save Submit Access Labs 1, 2, 3, 4 (60) Quiz Access (20)</td>
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<td>Ch 11: Security, Ethics &amp; Privacy Quiz ch 11(10) Update Mgt Journal - Save Submit Office Integration 1,2,3(45)</td>
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<td>7/31/2013</td>
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<td>End of Chapter Review Questions Exam 3( Ch 8,9,10,11) Handout Take Home Lab Final Exam</td>
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<td>8/3/2013</td>
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<td>8/5/2013</td>
<td>Mon</td>
<td>Finish capstone Presentations Meet in Lab classroom work on Final Exam</td>
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<td>8/6/2013</td>
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<td>8/7/13</td>
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<td>Finish capstone Presentations</td>
<td>Meet in Lab classroom</td>
<td>0.0</td>
<td>1235.0</td>
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<td>8/8/13</td>
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<td>MEET IN LAB CLASSROOM</td>
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<td>9:30 am - 11:20 am Lecture Final (200)</td>
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<td>(Lecture Final waived if 'A')</td>
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<td>8/9/13</td>
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<td>Semester Sub Totals Lecture</td>
<td>Lecture Final (200)</td>
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<td>1</td>
<td>Sun</td>
<td>Class hours and Study time analysis</td>
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<td>Lab Days</td>
<td>19.0</td>
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<td>Weekends during semester 5</td>
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