GENERAL INFORMATION
College Name: Richland College
Division: Engineering, Business and Technology
Telephone Number: 972-238-6210

INSTRUCTOR INFORMATION
Name: Tony Mba
E-mail address: tmba@dcccd.edu
Telephone: Office: 972-761-6773 / Mobile: 214-669-1343
Office: B224
Office Hours: MTWR: 7:30am-09:30am; 01:50pm – 2:30pm
Other times by appointment; Drop-ins are welcome

COURSE INFORMATION
Course Number: COSC 1301
Section Number: 86002
Credit Hours: 4
Drop Date: July 31
Lecture Meeting Times/Room: MTWR 09:40am – 11:10am/Rm. D155
Lab Meeting Times/Room: MTWR 11:20 – 01:50pm /Rm. D220

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY.

COURSE TEXTBOOKS & MATERIAL


Cloud Storage/Flash Drive: For saving and storing. Ex: Dropbox, Skydrive, etc.

Richland College Student ID card: For access to the drop-in computer labs at Del Rio Hall and Wichita Hall that has computers with all the software required for the class.
COURSE DESCRIPTION

This is a Texas Common Course Number.
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. (3hr Lec., 3hr Lab.). Coordinating Board Academic Approval Number 1101015107

Prerequisites:

One of the following must be met:

1. Developmental Reading (DREA 0093)
2. English as a Second Language ESOL 0044
3. Have met the Texas Success Initiative (TSI) Reading standards. Additional information is available from the TSI Office in T170Tor T170S Phone number 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm.

COURSE OBJECTIVES

- Discuss computer and communications terminology
- Evaluate the effects and implications of computers and communication technology on society
- Demonstrate knowledge of the impact of technology on the individual’s 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

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.
CORE / WECM / SCANS COMPETENCIES:

- **READING**: Reading at the college level means the ability to analyze and interpret a variety of printed materials—book, article and documents.
- **WRITING**: Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience.
- **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 and identified task.
- **COMPUTER LITERACY**: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information.
- **SPEECH**: Speech at the college levels means the ability to present research and information in a variety of oral communication methods.

RICHLAND COLLEGE’S QUALITY ENHANCEMENT PLAN ~ LEARNING TO LEARN: DEVELOPING LEARNING POWER

Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto [http://www.richlandcollege.edu/qep2013/](http://www.richlandcollege.edu/qep2013/).

ATTENDANCE POLICIES:

In order to be successful students must attend and participate in the enrolled courses. Attendance: Students are expected to attend the class regularly and on time. Attendance and 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 contract with the instructor to take a make-up examination or complete an assignment that coincides with the holy day. During the first week of the semester, any student anticipating absence during the semester for holy days must provide the instructor with a list of the holy days that will be observed during the semester.

ACADEMIC PROGRESS:

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

INSTITUTION POLICIES:

Refer to the Richland College website: [www.richlandcollege.edu](http://www.richlandcollege.edu) or to [www.richlandcollege.edu/syllabusinfo/syllabusInformation.pdf](http://www.richlandcollege.edu/syllabusinfo/syllabusInformation.pdf)
### COURSE OUTLINE

<table>
<thead>
<tr>
<th>Lectures</th>
<th>Date</th>
<th>Labs</th>
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</table>
| Orientation                                   | 07/09 | Essential Computer Concepts  
|                                               |       | Exploring the Basics of Microsoft Windows  
|                                               |       | Managing your files with windows  
|                                               |       | Browser and E-mail Basics  
| Chapter 1: Introduction to Computers          |       | Getting Started with Microsoft Office 2010  
|                                               |       | Word Tutorial 1: Creating a Document  
|                                               |       | Word Tutorial 1: Creating a Document  
|                                               |       | **Lab 1 Due – Using Windows**  
| Chapter 2: The Internet and World Wide Web    |       | Word Tutorial 2: Editing, Formatting a Document  
| Chapter 3: Chapter 3: Application Software    |       | Word Tutorial 3: Creating Multiple-Page Report  
| Chapter 10: Database Management               | 07/15 | **Lab 2 Due – Creating Resume in Words**  
|                                               |       | **Exam 1**: (Chapters 1, 2, 3)  
| Chapter 4: The components of the system unit  |       | Excel Tutorial 1: Getting Started with Excel  
|                                               |       | Excel Tutorial 1: Getting Started with Excel  
| Chapter 5: Input                              |       | Excel Tutorial 2: Formatting a Workbook  
|                                               |       | **Lab 3 Due – Excel: Creating Personal Budget**  
|                                               | 07/22 | **Exam 2**: (chapters 10, 4, 5)  
| Chapter 7: Storage                            |       | Excel Tutorial 4: Charts and Graphs  
|                                               |       | **Lab 4 Due – Excel and Windows Integration**  
|                                               |       | Access Tutorial 1: Creating a Database  
|                                               |       | **Lab 5 Due – Access: Creating a database**  
|                                               |       | *(Optional– 20 extra credit points)*  
| Chapter 8: Operating Systems, Utility Programs|       | PowerPoint Tutorial 1: Creating Presentation  
| Chapter 9: Communications and Networks        | 07/29 | **Exam 3**: (Chapters 6, 7, 8)  
|                                               |       | PowerPoint Tutorial 2: Adding/Modifying Integration Word, Excel, Access, PowerPoint  
| Chapter 11: Computer Security, Ethics, Privacy|       | **Lab 6 PowerPoint: Creating a Presentation**  
|                                               | 08/08 | **Exam 4**: (Chapters 9, 11)  


LABS (Total Points = 200)

There will be a total of 4 Lab assignments. Each lab assignment is worth 50 points. Lab assignments are due on the day indicated.

ATTENDANCE / PARTICIPATION (Total Points = 50)

Attendance will be measured by submission of a paper at the end of each class meeting. Each student will spend a few minutes before the end of each class answering two questions in writing: (1) What main ideas are you taking from this class meeting; (2) What questions do you still have? Note: Failure to submit this paper at the end of each class meeting will be recorded as absent for the class meeting.

EXAMS (Total Points = 400)

There will be four (4) examinations. The exams are online and will be taking at the lab on the due date scheduled. There will be forty (40) questions on each exam, and each exam is worth a total of 40 points. The grand total for all for exams is 160 points.

Team Activities (Total Points = 50)

Team/Group activities will be assigned. Teams of 4 persons each will be created. Sometimes, team numbers may vary due to number of students in the class.

EXTRA CREDIT POINTS: (Total EXTRA POINTS = 20)

1. College Resources:
A list of various campus resources will be given in class (such as: TRIO/Student Support Services, counseling Services, Career Services, Disability Services, Learning Center, Office of Student Life, library Services, health center, Working Wonders Program, Athletic Fitness Center, Chronicle offices, etc.). Visiting these places and reporting back what services they offer may be used to earn up to 20 extra points.

2. Service Learning Extra Credit:

Service Learning is another way to earn extra Credit. This will be discussed in class.
EVALUATION PROCEDURES:

GRADERS

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Number</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Assignments</td>
<td>4</td>
<td>50</td>
<td>200</td>
</tr>
<tr>
<td>Exams</td>
<td>4</td>
<td>50</td>
<td>200</td>
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<td>Team Activities</td>
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<tr>
<td>Attend/Participation</td>
<td></td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Total Points</td>
<td></td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>

Grade Scale:
A = 450 - 500 (89.5%--100%)
B = 400 - 449 (79.5%--89.4%)
C = 350 - 399 (69.5%--79.4%)
D = 300 - 349 (59.5%--69.4%)
F = 299 or below

The final grade in the course will be determined in the following manner:

1. Four Regular Exams = 200 points
2. Four Lab Assignments = 200 points
3. Group Projects = 50 points
4. Attendance / End Class Papers = 50 points
   Total Points = 500 points
   Extra Credit (Service Learning) = 20 points
   Grand Total = 520 points
STUDENTS RIGHT TO QUESTION AN ASSIGNED GRADE:

Students have every right to request an explanation of an assigned grade on any assignment. However, given various instructor responsibilities and time constraints it is expected that students will monitor their grades and course progress and request a review in a timely manner—i.e., within 5 days of the grade posting. The posted grade will become final at the end of the 5 day period.

COURSE WEBSITE

Also, please register on the eCampus (Blackboard) site as soon as it is available. You will be using both the eCampus and the Webcom site during the term.

Blackboard

1. Go to: http://ecampus.dcccd.edu/
2. Click “Login”, Enter the letter “e” followed by your seven digit Student ID number.
3. Enter your Password, then Press Enter
4. Click on the “Courses” tab at the top of the page. Your own Blackboard (Bb) page will appear with your name and courses listed.
5. Click on the course name to enter the course.

To avoid “security problems”, change your Password after accessing the course.

Go to “Student Tools/Personal Information”. Choose Change Password. Be sure to verify/enter your own personal e-mail address under “Edit Personal Info”. Click, “Submit” at the bottom of the page. The email address that you provide will be our primary means of communication regarding exams, deadlines, etc. during the semester. Please update your email address if it changes during the semester.

For “Technical Assistance” with Blackboard (eCampus) contact: http://d2.parature.com/ics/support/default.asp?deptID=8023 or 972-669-6402

Free Tutoring Assistance:

The Learning Center, Medina Hall M-216, Ph: 972-238-6226. Call for current schedule.

INSTITUTIONAL POLICIES

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.

ADA Statement
If you are a student with a disability or special needs who requires accommodations, please contact the college Disability Services Office at Thunderduck Hall, Rm. T120, Phone: 972-238-6180 (voice/TTY).

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.

Academic Honesty
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.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by the drop date, which is listed in the course schedule. (If you are taking a Flex Term or Fast Track class, drop deadlines are different! Please contact the Admissions Office for drop dates. It is YOUR responsibility to withdraw from a course. Your instructor cannot initiate this procedure for you. Failure to drop by the deadline will result in your receiving your actual performance grade, usually an “F.”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. Please talk with your instructor prior to withdrawing to determine if there is an alternative for you.

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 than 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: http://www.dcccd.edu/Current Students/Registration/Pages/Dropping or Withdrawing.aspx

REPEATING A 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 not be repeated for the third 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.

FINANCIAL AID

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the census date by either e-mailing/contacting the instructor or logging on to eCampus. Failure to participate in your classes by the census date may result in partial or complete loss of financial aid. The census date is listed on your class schedule. 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.

Disclaimer

The instructor reserves the right to amend this syllabus as necessary.