COURSE SYLLABUS
Microcomputer Concepts and Applications COSC 1401
Section Number:  75001
Summer 1 2013
LEARNING CENTER
Business / Information Technology Center
(972) 273-3450 / Room T135
M-R 8:00am-8:30pm, F 8:00 - 4:30pm

This course syllabus is intended as a set of guidelines for COSC 1401. 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:
Lecture Instructor: Elaine Hitch
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Office Phone Number: 972-273-3450 > Leave message.
Office Location: T135
Office Hours: None

Course Information
Course title: Microcomputer Concepts and Applications
Course number: COSC 1401
Section number: 75001
Credit hours: 4
Room: T-253
Class meeting time: M/T/W/R/F  9:45 am – 11:30 am
Lab meeting time: M/T/W/R/F  11:30 am – 2:45 pm

Course Description:
This course introduces the use of computers in business organizations, professional
activities and personal life. Topics include terminology, hardware and software,
applications and systems development, networking and the use of contemporary software.
(3 Lec. 3 Lab.)

Course prerequisites: Developmental Reading 0093 or English as a Second Language
(ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.
Required or Recommended Textbooks and Materials:


Other: **A USB drive is required for this course!** A USB drive is a small device that plugs into your USB port and provides 1 GB or more of storage capacity. You may purchase one at the bookstore, online, or a local retailer.

Students may purchase their textbook and lab book anywhere they wish. There is a College Bookstore on campus for the students’ convenience located on the Central Campus near the cafeteria. If you purchase your textbook and/or lab book elsewhere, please refer to the ISBN number to get the correct edition. Some textbooks can be rented as well; check with the bookstore for details. Please note: a portion of the on-campus bookstore profits go to support Student Life and Resources at the college.

**Course Objectives:**

North Lake College has identified the following objectives as Exemplary Educational Objectives for this core curriculum 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
1. Identify the role and functions of software (including operating systems (Windows, MacIntosh, UNIX) 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

4. See Appendix A of this document.

Means of Assessment of Course Learning Outcomes:

1. There will be four (4) tests. The first three each will have 50 multiple choice or T/F questions. The fourth test will have 100 multiple choice or T/F questions. Each test will be worth up to 100 points toward the final grade.

2. There are seven (7) projects, six are worth up to 20 points toward the final grade and the seventh, which is mandatory, is worth up to 50 points towards the final grade.

3. There are 6 quizzes, each one covering two chapters in the text. These quizzes are each worth up to 20 points toward the final grade.

4. There are daily lab exercises, which are short exercises conducted during scheduled lab times. You may earn 2, 3, 5, 10 or 20 points each day by completing all lab exercises for that day.

Student Participation:
You are expected to read the assigned material prior to class and participate in class discussions and group assignments. All assignments are to be completed on or before the due date. At the discretion of the instructor, points may be deducted for work turned in late, but instructors are not required to accept any late work for credit.

Evaluation Procedures:

Tests:
There will be four (4) tests. The first three each will have 50 multiple choice or T/F questions. The fourth test will have 100 multiple choice or T/F questions. Each test will be worth up to 100 points toward the final grade. Tests can be draw from any lecture material, labs, lab book, and textbook readings but will predominately come from the textbook. Each test will be offered during a specific time period during which you must take the test at one sitting. The first three tests are over specific chapters in the textbook. The final, the 4th test, is comprehensive and will cover material from both the textbook and the labs. The grade for the final test will be used to replace the lowest of the three test grades. This will eliminate the need for make-up tests and give you an opportunity to improve your grade. The four (4) tests will comprise 300 points toward your final grade. Tests will be scheduled, and there is a due date after which you may not take the test.

Projects:

There are seven (7) projects; six are worth 20 points toward the final grade. The seventh is worth up to 50 points toward the final grade and is mandatory. All projects have a due date after which the instructor may choose not to accept the work.

24 Hours without using a digital device.

For the seventh project, 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 due date for this project. It is worth 50 points toward your final grade. Please see the project description in eCampus to get the specific details of this assignment.

Quizzes:

There are 6 quizzes, each one covering two chapters in the text. These quizzes are each worth up to 20 points toward the final grade. The quizzes are True/False and/or Multiple Choice questions. Each quiz has a due date after which you will not be allowed to take that quiz.

Lab Exercises:

Up to 200 points toward your final grade will be based upon your performance on lab exercises, conducted during scheduled lab times. These may be pass or fail. Partial credit may be available depending upon your instructor’s policy. They are intended to check your understanding of technology and application concepts. You may earn credit for lab exercises only before or during the lab period specified in the course lab schedule. Your instructor may request that you demonstrate some or all of the techniques required for successful completion of the lab exercise prior to assigning a passing grade. Your grade for this component will be determined by your mastery of all of the lab exercises assigned during a given week.
**Exams and Assignments:**
Your instructor may add additional class assignments. These will be taken into account in the final course total. These assignments may include papers, presentations, projects or other instructional activities. These class assignments will increase the total possible points for the course, and so will also alter the number of points you must accumulate to receive a specific grade.

As a college student, writing assignments for this course are expected to meet collegelevel writing standards. *While this is not a writing course, poor grammar, punctuation, spelling, and/or structure may well adversely affect your grade.*

**Grading Scale:**
There are a total of 790 possible points not counting any extra credit or additional assignments your individual instructor may assign.

If you score:
- 711 points or more, 90% - 100%, you will receive an A.
- 632 to 710 points, 80% - 89%, you will receive a B.
- 553 to 631 points, 70% - 79%, you will receive a C.
- 474 to 552 points, 60% - 69%, you will receive a D.
- Fewer than 474 points, you will receive a failing grade F.

If your instructor assigns additional assignments, the total points possible for the semester may be increased. To compute your grade, you will need to use the percentage values of 90%, 80%, etc. of the total number of points for your section.

**Discipline / Course / Department / Policies:**

**Taking Tests and Quizzes**
Tests and quizzes may be administered during lecture or lab periods, usually during the lab period. *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. There will be a specific window during which the test will be available. Students will be required to take the tests in the lab (T-253) at the specified times.

**Communications (Phone / E-mail Response Policy)**
Messages left with Division Office will be returned within 24 hours after the next class meeting. E-mails received from 8 am to 4pm, Monday through Friday will be answered within 24 hours. E-mails received after 4pm on Fridays and on weekends and holidays will 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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

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:
Summer 1 (June 5-July 3) – 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 to help 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.
  o After logging on to eCampus, click on the Community Tab at the top.
  o Type “Owl” in the search field and click “Go.”
  o Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  o 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.

**LEARNING ACTIVITIES, OUTCOMES, AND ASSESSMENT:**

**Specific Learning Activities:**

<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>Provide a brief description of the learning activity.</td>
<td>Concepts: 1, 2, 3. Software/Systems: 1, 2, 3.</td>
<td>Tests, quizzes, and in class discussion.</td>
<td>EEOs: 1, 23, 4, 5 CCICs: 1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>1. Discus computer technology</td>
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<tr>
<td></td>
<td>Concepts: 1, 2, 3. Software/Systems: 1, 2, 3.</td>
<td>Tests, quizzes, and in class discussion.</td>
<td>EEOs: 1, 3, 4, 5 CCICs: 1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>2. Evaluate the effects and implications of computers and communication technology on society.</td>
<td>Concepts: 1, 2. Software/Systems: 2, 3</td>
<td>Tests, quizzes, and in class discussion.</td>
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<tr>
<td>3. Learn the effects of technology on the individual's life.</td>
<td>Concepts: 1, 3.</td>
<td>Tests, quizzes, and in class discussion, completion of the 24 hour project.</td>
<td>EEOs: 2, 3, 4, 5 CCICs: 1, 2, 3, 4, 5, 6</td>
</tr>
</tbody>
</table>
4. Create an effective presentation.
Software/Systems: 3
Delivering a presentation in the laboratory setting.
EEOs: 4, 5, 6
CCICs: 1, 2, 5, 6

**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 impact 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 6 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. Core-educated 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.
## Appendix A: Lecture/Project Schedule

<table>
<thead>
<tr>
<th>Class Day</th>
<th>Lecture Topic</th>
<th>Project</th>
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</thead>
<tbody>
<tr>
<td>1 6/5</td>
<td>Orientation Ch-1 Intro to Computers</td>
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<tr>
<td>2 6/6</td>
<td>Ch-2 The Internet</td>
<td><strong>Project 0 Due</strong></td>
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<tr>
<td>3 6/7</td>
<td>Ch-3 Application Software</td>
<td></td>
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<tr>
<td>4 6/10</td>
<td>Ch-4 The System Unit</td>
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<tr>
<td>5 6/11</td>
<td>Ch-5 Input</td>
<td><strong>Project 1 Due</strong></td>
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<tr>
<td>6 6/12</td>
<td>Exam 1 Ch 1 thru 4</td>
<td></td>
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<tr>
<td>7 6/13</td>
<td>Ch-6 Output</td>
<td></td>
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<tr>
<td>8 6/14</td>
<td>Ch-7 Storage</td>
<td><strong>Project 2 Due</strong></td>
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<tr>
<td>9 6/17</td>
<td>Ch-8 Operating Systems</td>
<td></td>
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<tr>
<td>10 6/18</td>
<td>Mac – OS X</td>
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</tbody>
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<thead>
<tr>
<th>Class Day</th>
<th>Lecture Topic</th>
<th>Project</th>
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<tbody>
<tr>
<td>11 6/19</td>
<td>Exam 2 Ch 5 thru 8</td>
<td><strong>Project 3 Due</strong></td>
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<tr>
<td>12 6/24</td>
<td>Ch-9 Communications and Networks</td>
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<tr>
<td>13 6/25</td>
<td>Ch-10 Database Management</td>
<td></td>
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<tr>
<td>14 6/26</td>
<td>Ch-11 Security and Safety, Ethics, and Privacy</td>
<td><strong>Project 4 Due</strong></td>
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<tr>
<td>15 6/27</td>
<td>Ch-12 Information System Development</td>
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<tr>
<td>16 6/27</td>
<td>Open Source Unix</td>
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<tr>
<td>17 7/1</td>
<td>Exam 3 Ch 9 thru 12</td>
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<tr>
<td>18 7/2</td>
<td>Ch-13 Programming Languages and Program Development</td>
<td><strong>Project 5 Due</strong></td>
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<tr>
<td>19 7/3</td>
<td>Final Exam Comprehensive</td>
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