Introduction to Computing
COSC 1401 Section 85401
Summer 1, 2013 | 4 Credit Hours

INSTRUCTOR’S NAME: Dr. Sally Hill
TELEPHONE NUMBER: 972-979-9404
OFFICE HOURS: By appointment
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CLASS MEETING TIME: Online. No on-campus meetings.
DROP DATE: Wednesday, June 26, 2013

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

I. COURSE DESCRIPTION: Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. This course will fulfill DCCCD’s degree requirements only if this course has been successfully completed and the date of completion does not exceed 10 years. (3 Lec., 3 Lab.)

II. COURSE 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.

III. REQUIRED COURSE MATERIALS:

- Microsoft Office Professional 2010 software. If you don’t have Office 2010 on your computer, you may purchase an educational version at the Richland Bookstore or download a trial version from Microsoft.com. Be sure you order the professional version that includes the Access program. You may also choose to work in the lab on the second floor of Del Rio Hall.

You might also need:

- Richland College Student ID card if you use in drop-in computer lab on the second floor of Del Rio Hall
• Flash Drive (at least 128MB) if you work on more than one computer and wish to transfer data back and forth.

IV. COURSE OBJECTIVES:

Core Curriculum Exemplary Educational 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

V. LEARNING OUTCOMES:

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 Curriculum Intellectual Competencies

- Reading: the ability to analyze and interpret a variety of printed materials - books, documents, and articles
- Writing: the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience
- Speaking: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience
- Listening: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing and reading
- Critical Thinking: think and analyze at a critical level
- Computer Literacy: understand our technological society; use computer-based technology in communication, solving problems, and acquiring information.

VI. CORE COMPETENCIES:

Core Curriculum Intellectual Competencies

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VII. COURSE OUTLINE:

Computer Software:

• Operating System Software (XP, Vista, or Windows 7)
• Word Processing Software (Microsoft Word)
• Spreadsheet Software (Microsoft Excel)
• Database Software (Microsoft Access)
• Presentation Software (Microsoft Power Point)

Computer Literacy

• The Internet and World Wide Web
• Application Software
• Components of the System Unit
• Input, Output, and Storage
• Operating Systems and Utility Programs
• Communications and Networks
• Database Management
• Computer Security and Safety, Ethics and Privacy
• Information System Development
• Programming Languages and Program Development
• Enterprise Computing
• Computer Careers and Certification

VIII. EVALUATION PROCEDURES:

This is an online course, consisting of lab assignments and tests over Microsoft Office Professional 2007 software, discussion forums over social and ethical issues in computer technology, and tests over computer literacy. The tests are multiple choice questions and are graded by the computer. The lab assignments and discussion forums are graded by the instructor. Each student has access to an online gradebook containing his or her scores.

IX. EXAMS AND ASSIGNMENTS:

Due dates for exams and assignments are given in the table on the following page.
Points can be earned as follows:

- 5 T/F or Multiple Choice tests over chapters in *Discovering Computers*. Each test is worth 80 points.
- 5 Lab Units from covering Windows, Word, Excel, Access, and PowerPoint. Each lab unit is worth 50 points.
- 4 Lab Unit tests covering Word, Excel, Access and Power Point. Each test is worth 40 points.
- Five Discussion Board posts over social and ethical issues in computer technology. Each post is worth 30 points.
- A Discussion Board summary worth 40 points.

Grade Summary:
5 Discovering Computers tests @ 80 points 400 points
4 Lab Unit tests @ 40 points 160 points
5 Lab Units @ 50 points 250 points
5 Discussion Board Posts @ 30 points 150 points
1 Discussion Summary @ 40 points 40 points
Total points: 1000 points

X. GRADING SCALE:

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>895 and above</td>
<td>A</td>
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<tr>
<td>795-894</td>
<td>B</td>
</tr>
<tr>
<td>695-794</td>
<td>C</td>
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<tr>
<td>595-694</td>
<td>D</td>
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<tr>
<td>594 and below</td>
<td>F</td>
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Final Grades will be available through the touchtone telephone system at 972-613-1818 or online through eConnect at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). They will also be displayed on the Student Advising Report which is available in the Admissions and Student Records Office, T170.

XI. CLASSROOM POLICIES:

Attendance Policy: Since this is an online course, attendance is not checked. However, you are expected to complete all assignments on or before the due dates.

Withdrawal Policy: If you are unable to complete this course, it is your responsibility to withdraw formally. The last day for dropping this class with a “W” is Wednesday, June 26, 2013. Failure to do so will result in your receiving a 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. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.

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/6drop](https://www1.dcccd.edu/6drop).

You are encouraged to contact me if you are having difficulty with the class so that I can try to assist you. Prior to dropping the class, please let me know what your concerns are and let me see
if help is available that would enable you to continue. Please discuss your plans with me if you are considering withdrawing from this course.

XII. **Repeating a Course:** Effective since Fall 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 Semester. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

XIII. **Financial Aid:** If you are receiving any form of financial aid, you 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.

XIV. **Academic Honesty:** 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 at http://www1.dcccd.edu/catalog (Select Purpose)

XV. **ADA Statement:** If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to http://www.rlc.dcccd.edu/support/DisServ.htm

XVI. **Computer/Internet Policy:** Richland College students have access to the Del Rio computer labs for educational and instructional purposes. There are also computers available in the LRC and you are required to show your Richland Student ID when requested. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog.

XVII. **Tutoring and Other Assistance Policies:** Tutoring is available through the Center for Teaching and Learning Connections (972-238-6226, Medina 216) and the Del Rio lab (972-238-6317, (Help Desk) large counter at center of second floor). Generally, one hour per week is free when available. The Help Desk will help the student fill out a request form and the tutor will make arrangements to meet with the student. The lab assistants may be able to provide some technical help (depending upon their expertise and constraints on their time) but they are not tutors and are not expected to provide tutoring assistance.

XVIII. **Safety Policy:** Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students’ back-packs, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

XIX. **Food and Drink Policy:** To insure that we have a healthy learning environment, no food or drinks will be permitted in the computer labs.
XX. Campus Emergency Operation Plan: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv The complete Emergency Operations Plan can be viewed and printed at the following website: http://www.rlc.dcccd.edu/emergency If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by email (rlcoem@dcccd.edu)

XXI. INSTITUTION POLICIES: Refer to the Richland College website: www.richlandcollege.edu or to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf