RICHLAND COLLEGE
School of Engineering, Business and Technology

Introduction to Computing, COSC 1401, #86401/96002/96004

SUMMER 2 TERM 2013: 4 CREDIT HOURS

MIKE PARENT
972.238.6140

OFFICE: A110 (ALAMITO BLDG SUITE 110)

VIRTUAL HOURS: VIRTUAL OFFICE HOURS (Note: Contact is always available by email. Student emails and feedback will be answered within 24-48 hours after documentation has been received.)

E-MAIL ADDRESS: mparent@dcccd.edu

ONLINE CLASS DATES: JULY 9 – AUGUST 8

DROP DATE: WEDNESDAY, JULY 31, 2013

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY

YOU MUST HAVE A WORKING E-MAIL ADDRESS IN ORDER TO TAKE THIS COURSE. SEE BELOW TO FIND OUT ABOUT HOW TO ADD YOUR ADDRESS. THIS IS AN ONLINE CLASS NOT A SELF PACED CLASS. ALL WORK FOR THE CLASS HAS SPECIFIC DUE DATES AND TIMES AND LATE WORK IS NOT ACCEPTED FOR ANY REASON. THERE IS NO EXTRA CREDIT FOR THIS CLASS.

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.)

I

Coordinating Board Academic Approval Number 1101015107
II COURSE PREREQUISITES: No prerequisites required. In the past prerequisites were developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

III REQUIRED COURSE MATERIALS: THERE ARE TWO REQUIRED BOOKS FOR THIS CLASS. PLEASE BE SURE YOU PURCHASE THE CORRECT BOOK AS THERE ARE MANY EDITIONS AND SEVERAL VERSIONS OF THE TEXTBOOKS ON THE MARKET.


IV. COURSE OBJECTIVES: and LEARNING OUTCOMES:
- Identify the components of a computer system
- Demonstrate basic understanding of commonly used applications
- Explain the impact of computers on society
- Demonstrate proficiency in basic operating system functions
- Demonstrate proficiency in Microsoft Office.

V. CORE/ WECM / SCANS 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: the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience
- Listening: the ability to analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing and reading
- Critical Thinking: the ability to think and analyze at a critical level
- Computer Literacy: the ability to understand technological society; use computer-based technology in the Lab book and chapters 1-13 in the Lecture book (time allowing).
VI. **COURSE OUTLINE:** The chart below outlines the assignments and dates of the tests. You will find opening dates when the work will be available online and when each will be due. Note please that all assignments and tests have specific completion dates and all hands-on exercises will be due by midnight Central Time on the date listed. All tests open just after midnight on the opening date and remain open until midnight on the due date. Tests must be completed by midnight and must begin before 11:00 PM on the due date.

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<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>OPEN</th>
<th>DUE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>EX # 1 - GET DATA FILES</td>
<td>JUL 9</td>
<td>JUL 11</td>
<td>40</td>
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<tr>
<td>DQ # 1 - CHANGING WORLD</td>
<td>JUL 9</td>
<td>JUL 14</td>
<td>65</td>
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<tr>
<td>TEST # 1 - CHAPTERS 1,2,3,4</td>
<td>JUL 14</td>
<td>JUL 16</td>
<td>165</td>
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<tr>
<td>EX # 2 - WORD</td>
<td>JUL 9</td>
<td>JUL 18</td>
<td>190</td>
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<tr>
<td>DQ # 2 - AMAZING HARDWARE</td>
<td>JUL 9</td>
<td>JUL 20</td>
<td>230</td>
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<td>TEST # 2 - CHAPTERS L 5,6,7</td>
<td>JUL 21</td>
<td>JUL 23</td>
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<td>EX # 3 - EXCEL</td>
<td>JUL 9</td>
<td>JUL 24</td>
<td>370</td>
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<td>DQ # 3 - COMMUNICATIONS</td>
<td>JUL 9</td>
<td>JUL 26</td>
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<td>EX # 4 - POWER POINT</td>
<td>JUL 9</td>
<td>JUL 29</td>
<td>435</td>
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<tr>
<td>TEST # 3 - CHAPTERS 8,9,10</td>
<td>JUL 28</td>
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<td>535</td>
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<td>DQ # 4 - ETHICS</td>
<td>JUL 9</td>
<td>AUG 2</td>
<td>560</td>
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<tr>
<td>EX # 5 - INTEGRATION</td>
<td>JUL 9</td>
<td>AUG 5</td>
<td>600</td>
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<tr>
<td>TEST # 4 CHAPTERS 11,12,13</td>
<td>AUG 5</td>
<td>AUG 7</td>
<td>700</td>
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**LAST DAY TO DROP – WEDNESDAY, JULY 31, 2013**

VII. **COURSE EVALUATION:**

The course evaluation is made up of three components:

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

**Assignments** - There will be five (5) assignments submitted during the semester. Each of the five assignments will be counted equally, and each is worth 40 points.

**Discussion Questions** - These will be short questions and discussions which you will be asked to submit throughout the semester. There will be four (4) of these and each will count for 25 points.
The key to success in this course: The key to being successful in this course is to start reading the assignments, studying the materials in the textbook, and starting the required exercises on time. No work is accepted late for any reason as the assignments are open for at least a week or more. Failure of your internet connection or computer issues are not the responsibility of the instructor, and therefore are not valid excuses for late work. It is your responsibility to insure that your work is submitted in a timely fashion and before the due date and times. Be certain you submit the work in plenty of time. The instructor will respond when the work has been received.

My email address is: mparent@dcccd.edu

VIII. GRADING SCALE: The grades for this class are as follows:

Points Earned:
626-700 = A
556-625 = B
486-555 = C
416-485 = D
000-415 = F

IX. THIS IS AN ON-LINE CLASS - There are no requirements for attendance in a classroom. You will not be expected to attend any class or come to Richland College during the semester. You will be expected to submit work as listed above and some work will be due on weekends and holidays. In order to avoid these issues, you may always submit work early, just not late.

X. IMPORTANT NOTES:

A.) On-line courses have advantages and disadvantages over regular classroom classes and it's very important that you be aware of the differences. You will not be expected to attend classes, but this class has specific due dates and times when work must be submitted. THIS IS AN ONLINE CLASS, NOT A SELF PACED CLASS. The difference is that you must meet specific due dates. You may always submit work early, but not late.

B.) You must have a working e-mail address in order to take this course. I will be sending out daily email messages to all students, and these messages will include updates to the assignments, tips on how to take the course and general information about any changes or modifications that are needed. Please go to e-campus and to your personal information and check to see if your e-mail address is correct and if for any reason your address changes during the semester, you must update this information.

C.) You are always welcome to contact me and ask questions as needed. I would
encourage you to contact me so that we can discuss issues, concerns or just discuss your interests in this course. You may also hold discussion with other students as well, but you are expected to do your assignments alone. This course is more than just taking tests and accumulating points. I want you to have the opportunity to learn and to grow in your knowledge of computers and sharing ideas and thoughts will assist in this process. Copying others work is not acceptable however, and if you copy others work, you are cheating and that is a direct violation to the Student Code of Conduct.

You are expected to turn your assignments in on time and you may not turn in an assignment more than one time for credit. My policy is that assignments are set so far in advance that I do not accept your work late.

I will post weekly updates on the announcements section of e-campus. These updates will alert you to upcoming events and due dates for assignments. In addition, I will just give some general information about what you should be doing and where you should be in the course. I will also e-mail you as a group to let you know about special issues and special considerations due to technical changes or just problems.

I will make every attempt to respond to your questions within 24 hours and to grade your work within a reasonable amount of time. Some assignments are quite long and may take longer to grade than others. Please be patient.

XI. Institution Policies: Refer to the Richland College website:

www.richlandcollege.edu or to
www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf

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

XIII. INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.

XIV. IMPORTANT DATES:
July 9 (T) - Semester Begins
July 31 (W) - Last to Withdraw
August 8 (R) - Final Exams / Summer 2 Session Ends