Dallas County Community College District

COSC 1301 – Introduction to Computers

Course Syllabus

You may scroll down to read any or all of this entire document, or jump to a section in the list below by clicking on its link.

Instructor Information
Important Contacts
Course Description
Course Prerequisites
Student Learning Outcomes
Course Materials
Computer Information
Student Contributions
Grading System
Required Course Work and Late Penalty Information
Withdrawal with a "W"
Americans with Disabilities Policy Statement
Notice for Students on Financial Aid
Incomplete ("I") Grading
Repeating the Course
Academic Dishonesty
Deadline Extensions for Religious Holidays
The Family Educational Rights and Privacy Act (FERPA)
Instructor's Right to Modify

Instructor Information:

Instructor: Jameelah Ra'oof
Phone: 972-860-4626
E-Mail: jraoof@dcccd.edu
Chat Hours: open availability

<back to top>

Important Contacts:

For problems logging in to eCampus, accessing the web site or other technical issues:
  Technical Support - call 972-669-6402 or visit the ecampus web site and look for the Student Technical Assistance area.
General questions about Computer Information Technology courses offered through Brookhaven:
  Ms. Tarrilynn Wall - call 972-860-4746 or E-Mail twall@dcccd.edu or
  Toby Lackey - call 972-860-4567 or E-Mail tlackey@dcccd.edu
The Computer Information Technology Administrative Supervisor for this course is:
  Toby Lackey - call 972-860-4567 or call the Business Studies Division Office at 972-860-4160 or E-Mail tlackey@dcccd.edu
Course Description:

This course introduces the use of computers in business organizations, professional activities and personal life. 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.

Course Prerequisites:

This course does not have a prerequisite.

Student Learning Outcomes:

1. Identify and understand the terms used to describe the key components and the relationships between computer hardware, networks, system and application software.
2. Effectively organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
3. Identify ethical, privacy, and security issues related to using computers in society.

Course Materials:

This course requires you to use 2 items – a text, Introductory Computer Concepts, Ninth Edition by Parsons and Oja, published by Cengage, and an Internet website based training and testing tool called SAM 2013 which will be used for some of your lab work. You may choose either:

A SAM 2013 access code card, which includes access to your text as an eBook within the SAM website along with access to the SAM lab material. Use ISBN 978-1-305-18101-4

or

If you would rather have a printed book and a SAM 2013 access code with access to the SAM lab material, use ISBN 978-1-305-38511-5.

Your materials are available at the Brookhaven College bookstore at a special discounted price for Brookhaven students only. The ISBNs are not searchable online and you are advised to not simply search the web on your own as you will not find the discount.

You may not share SAM access with another student. The SAM system provides graded testing for only one student per access code and students are required to each do their own work.
During the course, you will be provided with a free set of PowerPoint chapter slide files for use during this course. These slides are COPYRIGHT ©2014 by Cengage Learning, Inc. and are for students' personal use only.

Computer Information:

You will need convenient access to a computer with:

- Microsoft Windows 8, 7, Vista or XP.
- Microsoft Internet Explorer 8.0 or higher, Firefox or Chrome.
- An Internet connection.
- Microsoft Office 2013 (not an earlier version), including Word, Excel and PowerPoint. Options for finding Office 2013 include:
  - Your own home or office computer.
  - If you have a friend or relative that has Office 2013, perhaps they will let you share their computer.
  - If you can get to Brookhaven College, you can use Office 2013 in our K103 lab.
  - If you are near another DCCCD school, they may have Office 2013 in an Open Lab that you can use. (Call and check, though.)
  - If you are near another local College or University, they may have Office 2013 in a Public Lab that you can use.
  - Some libraries have it and will let you work there.
  - You can buy Office 2013 outright but beware - it's quite expensive.
  - Office 2010 can be used if you have no other option, you will have to deal with differences in using it vs. Office 2013 but that's not usually a problem.

In general, you should have the following computer skills, at a minimum:

- The ability to start up your computer and get to a Windows desktop,
- Knowledge of basic mouse operations such as clicking and double clicking,
- The ability to start a program by double-clicking on its' desktop icon,
- The ability to browse to and within web pages,
- The ability to compose and send an E-Mail

We know this is an Introduction-type course, but you do need to know just a little about using a computer at the outset to navigate eCampus. Also, if you are planning to work on several different computers, or on a computer that isn't your personal one, you will need a flash drive for your files.

Student Contributions:

Experiences in this course include:

- Reading assignments.
- Classroom attendance.
- Written and hands-on work using Microsoft Office and SAM software.
• Communicating via E-Mail and in-class participation.

Grading System:

You will accumulate course points for work done as follows:
**You must be in attendance the day of in class group projects to receive credit.**

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>5*</td>
</tr>
<tr>
<td>Beginning of Course Survey</td>
<td>10*</td>
</tr>
<tr>
<td>4 SAM Software Assessments @ 50 points each</td>
<td>200</td>
</tr>
<tr>
<td>4 Projects @ 75 points each</td>
<td>300</td>
</tr>
<tr>
<td>5 Homework &amp; Quizzes @ 25 points each</td>
<td>125</td>
</tr>
<tr>
<td>5 In-class group exercises @ 50 points each</td>
<td>250</td>
</tr>
<tr>
<td>4 In-class assignments @ 25 points each</td>
<td>100</td>
</tr>
<tr>
<td>End of Course Survey</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

4 Projects
- Brochure
- Expense Evaluation
- Technology Survey
- Movie

5 In-Class Group Exercises
- Big Brother
- Digital Piracy
- Regulating the Web
- Viruses
- PowerPoint Exercise

5 Homework & Quizzes
- Timeline
- Quiz Unit C
- Scavenger Hunt
- Quiz Unit E
- Quiz Unit H

4 Hands-on Assignments
- Kenya Assignment
- Excel 1
- Excel 2
- Library

Your final course grade will be determined as shown:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>000-599</td>
<td>F</td>
</tr>
</tbody>
</table>
Please be aware that the table above is the only method that is used to figure out your final grade. Percentages – like "90% to 100%" earns an "A" – are not used in this course at all.

Point deductions, some severe, will be made if you violate the rules and procedures of this course. Details are noted below.

Extra Credit work is not available in this course. End-of-semester grades will not be mailed to you by the college. You may receive your grade through the Internet by using the following directions:

- Browse to the DCCCD eConnect web site.
- Click the Current Student Menu tab.
- Find the My Personal Information section.
- Click on Check My Grades (GPA).
- The system will then ask you to login, do so.
- Select Term – choose the correct semester.
- Select Grade Type (CR – Credit Grades).
- Click the SUBMIT button and your grades will display.

Required Course Work and Late Penalty Information:

Your first required coursework will be the Orientation. It includes a Beginning of Course Survey worth 10 points. *Students will not have any work graded or accepted for credit until their Orientation & Beginning of Course Survey are complete.*

This course is divided up into 9 large segments called Units. Each Unit contains several activities for you to do and due dates. Late work may result in penalties at your Instructors’ discretion. You may request a deadline extension to provide for observance of religious holidays, further information is provided below.

Within each Unit, you may have items such as:

- **Textbook reading and study**, which includes optional auxiliary material to help you learn the concepts. Your homework is based on this reading.
- **SAM Software Assessments**, which
  - are done on the SAM web site, which is separate from eCampus/BlackBoard.
  - determine if you know how to use the basic features in 4 areas of computing - Windows, Word Processing, Spreadsheet and Presentation Graphics software.
  - each begin by examining your current skills in an area. If you score 85% or better, you have passed and earn points. If you do not pass, you do not get any points – rather, you are provided with training to help you learn the material. You can then re-take the assessment several times and try to pass it.
  - should be taken very seriously - failure here in more than one area may cause you to fail the entire course.
  - are to be done on an individual basis only.
- **Projects & in-class assignments**, which
  - allow you to demonstrate the use of computer software to solve a specific "real-world" type of problem.
- are general exercises requiring you to use critical thinking, problem analysis skills and creativity. They do not have set answers, each solution is different.
- usually have some background material to review and study.
- may not be submitted more than once for credit (Correcting your mistakes and re-submitting for a higher grade isn't permitted).
- might have just one part or possibly several parts submitted in order.
- are to be done on an individual basis or as a group per your Instructor.

- **Homework & quizzes**, which
  - provide you an opportunity to perform some critical thinking about relevant issues that are part of this course.
  - vary in format – you may have a group discussion, for example, or a quiz or possibly some hands-on work.
  - often use the Internet for research, but must be written in your own words. (Copying results in a score of 0, that’s considered cheating).
  - may not be submitted more than once for credit.
  - are to be done on an individual basis or as a group per your Instructor.

You will also have an **End of Course Survey** included in the last Unit which is worth 10 points.

Detailed instructions for how to do all of these items will be provided within the course.

All coursework **must** be completed by the Last Class Day as shown in your Course Schedule.

Technical difficulties are not an acceptable excuse for failure to complete assigned work, so never wait until the last minute to submit items.

<back to top>

**Withdrawal with a "W":**

If you are unable to complete this course, **YOU** must withdraw by the official drop date for this course, which is **Month Day, Year**. If you stop “attending” class and do not withdraw you will receive a performance grade, usually an "F".

**STOP BEFORE YOU DROP!**

For students who enrolled in college level courses for the first time since 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.

Students often drop courses when help is available which would allow them to continue. Please feel free to discuss your plans with your instructor if you are considering a drop.

If you still wish to drop, after having reviewed all of the above, you should:

- Browse to the [DCCCD eConnect](#) web site.
• Click the **Current Credit Student Menu** link.
• Click the **Log In** link.
• After logging in, find and click the **Drop Classes** link (look under the Register for Classes area).

<back to top>

**Americans with Disabilities Policy Statement:**

If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847 or visit the [Disability Support Services web page](#) for advisement and counseling. They will be happy to work with you.

<back to top>

**Notice for Students on Financial Aid:**

If you are receiving Financial Aid grants or loans, be aware that:

* Your participation in this course must begin on or before the official certification date.
* If you are failing the course, you must participate after the drop date.
* You must check with the Financial Aid Office prior to Dropping/Withdrawing this course.

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

<back to top>

**Incomplete ("I") Grading:**

Incompletes are only considered in those circumstances where a student has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from completing the final few items of required work (a last Project or Exam, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your Instructor as soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after the final Absolute Deadline as shown in the Course Schedule.

<back to top>

**Repeating the Course:**

Each college of the DCCCD charges 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 being charged. Developmental Studies
and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester.

<back to top>

**Academic Dishonesty:**

All work in this course is undertaken with the understanding that academic honesty is the only acceptable behavior for students. Further, it is understood that the Instructor sets the standards of academic honesty in this course, determines when those standards have been violated and determines the consequences of that behavior by the student.

Students are expected to do their coursework by themselves unless it is specifically noted that group work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized.

Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended for Instructors only, viewing of another students’ work before or after submission for grading, file sharing, password sharing, fabrication, plagiarism, or copying from the Internet. None of these will be tolerated. Excuses such as "It was an accident" or "I didn't know we couldn't work together" will not relieve the student of penalties. There are no acceptable explanations for any of these behaviors.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire related Course Component involved in the second offense.

Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. Sharing a computer is permitted, provided:

Your Instructor is notified, which you will do as part of completing Assignment 0
AND
You work on the shared computer at a different time from the person(s) you are sharing the computer with
AND
You do not view the monitor while the other person(s) is/are working on the course
AND
You do not at anytime view any printouts or files of the person(s) you are sharing the computer with
AND
Your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your Instructor.

All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct. Failure to comply may result in legal and/or disciplinary action.

<back to top>

**Deadline Extensions for Religious Holidays:**

A student shall be granted an extension of any due date or deadline which coincides with the observance of a religious holy day, including travel for that purpose. A “religious holy day” means a holy day observed
by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students must notify the instructor in writing or via E-mail of their intent to claim any extension. This notification must take place within 7 days of the published starting date of the course and must include the date(s) for which an extension is needed. The instructor will respond with an adjusted due date or deadline.

The Family Educational Rights and Privacy Act (FERPA): is a federal law that protects students. Also known as the Buckley Amendment, this law gives students four rights:

1. The right to inspect and review education records.
2. The right to seek the amendment of education records.
3. The right to consent to the disclosure of education records.
4. The right to file a complaint with the FERPA Office in Washington, D.C.

More information about this is available at the DCCCD web site.

Instructor’s Right to Modify: Your Instructor has the right to add to, delete, change or revise segments of this course or syllabus anytime during the course.