Course Syllabus

Instructor Information:
Instructor: C T Cadenhead
Office: Del Rio D120
Phone: 972-238-6313 (Call for appointments)
E-Mail: ctcRunner@dccc.edu (Best way to contact C T)
Division Office: B101; Phone: 972-238-6210.
Office Hours: See Staff Information

Important Contacts:
For problems logging in, accessing the web site or other technical issues:
Technical Support - call 972-669-6402 or E-Mail: ecampus.support@dccc.edu

Course Description: Introduction to Computing
This is a Texas Common Course Number:
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. (2 Lec., 4 Lab.)
Coordinating Board Academic Approval Number 1101015107

On-line means that you take the entire course via a computer connected to the Internet and do not have to attend scheduled class meetings or visit the campus during the semester. You may study wherever and whenever you like as long as all your required work is completed by the dates shown in the Course Schedule. Fall and Spring semester students should plan to spend 7-10 hours a week on this course, Summer semester students should plan to work on it almost every day.

Important Notes:
1) On-line courses have advantages and disadvantages over regular classroom classes and it's very important that you be aware of the differences. Before the last date to register, have a look at “Should I Take an On-line Course?” It's located in the Orientation section.

2) Please be sure you have registered for the correct introductory computer course. This is COSC 1300 - Computer Literacy. But there are other introductory computer courses. Before you register for or begin your work, have a look at "What Computer Course Should I Take?" It's also located in the Orientation section.

Course Prerequisites:
Richland College
School of Business, Engineering & Technology

There are no specific prerequisites for this class beyond the general entrance requirements of Developmental Reading 093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. In general, students taking this course should have some keyboard skills, basic knowledge of Windows, the Internet, World Wide Web and E-Mail.

Course Objectives:
Upon successful completion of this course, the student will be able to:

1) Explain the basic concepts and vocabulary of computer information systems
2) Identify the devices that comprise computer systems and describe their function(s).
3) Identify the purpose, functions and distinguishing characteristics of the major categories of software
4) Demonstrate a basic operational knowledge of major application and operating system software.
5) Describe and discuss the value of data as a business and personal asset.
6) Describe the organization of data.
7) Explain the importance of data to an organization.
8) Describe and discuss the evolution of computers in meeting the needs of society.
9) Discuss the impact of computer technology on society.

Course Materials:
Students are REQUIRED to purchase both of the following books:


Important Note: These books have been packaged in a bundle available only from the Richland College Bookstore, at a price that is half the price of the separate books. The phone number is 972-231-7315. The off campus Bookstore can be reached on Walnut Street. Students outside of Dallas County may order their books via web or telephone. Detailed ordering information is available on the Dallas TeleCollege Home Page http://telecollege.dcccd.edu, by selecting "Books and Materials" from the main screen, then select the list for this semester. This will open a window that will allow you to open or save a .PDF file that list the book for all DCCCD on line classes. Then look for this section number. This may requires scrolling down quite a few pages. Clicking the BOOKS tab, in the left-hand column, will provide more information concerning purchasing these books.

You will also need convenient access to an IBM-type PC with:

1) Microsoft Windows XP, Vista, Seven or 8-1.
2) A version of Microsoft Office 2013 which includes, at least Word, Excel and PowerPoint.
3) Be sure to check your software - not all versions of Office come with PowerPoint. In addition, you may also have other software that came with your Office package. These other software applications will not be used in this course. Students are advised that Richland
Richland College
School of Business, Engineering & Technology

College provide you with a time-limited copy MicroSoft Office 2013 for personal use on your home computer for a small fee. However, students are invited to use the MS-Office 2013 software on the computers in the Del Rio Computing lab (D229) on the Richland College campus. You must show you student ID card to use these computers

4) Microsoft Internet Explorer 6.0 (or higher), Firefox or Chrome.
5) At least 100 megabytes of free hard drive space
6) A printer
7) An Internet connection, either via modem, LAN, DSL or cable
8) A 8 (or more) gigabytes flash (thumb) drive.

Student Contributions:
Experiences in this course include:
1) Reading assignments.
2) Online attendance. Although this is not a traditional class with specific meetings at given times, your “attendance” is measured by the frequency and quality of your interactions with your instructors and, in some cases, other students.
3) Hands-on assignments using software.
4) Communicating via live chat, a newsgroup-type discussion board and E-Mail.
5) Testing.

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, reading
- Critical Thinking: think and analyze at a critical level
- Computer Literacy: understand our technological society and use computer based technology in communication

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

For Students Receiving 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.
Course Evaluation:
You will accumulate course points for work done as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>5 hands-on assignments @ 80 points each</td>
<td>400</td>
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<tr>
<td>4 Forum posts @ 25 points each</td>
<td>100</td>
</tr>
<tr>
<td>3 Discovery Reports @ 30 points each</td>
<td>90</td>
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<tr>
<td>11 short quizzes @ 10 points each</td>
<td>110</td>
</tr>
<tr>
<td>3 Major Exams @ 100 points each</td>
<td>300</td>
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<tr>
<td>Total</td>
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All work is required. The Course Schedule details when these assignments are due and explains the policy for late assignments.

Your final course grade, based upon a 1000 point maximum, will be determined as following:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td>895-1000</td>
<td>A</td>
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<td>795-894</td>
<td>B</td>
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<tr>
<td>695-794</td>
<td>C</td>
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<td>595-694</td>
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<td>000-594</td>
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General Course Policies:
1) This is not a self-paced class. Your work in this course should generally follow the Course Schedule, which includes due dates for assignments. Late assignments will be assessed a penalty or may not be accepted. Your instructor will be happy to work with you and make schedule adjustments in case of illness or an absence which will take you “off-line” for a period of time. Submissions past the end of the course are not accepted unless you can prove a true emergency caused you a delay.

2) You are always welcome to ask questions of your instructor, and are encouraged to do so. You may also hold discussions with other students as well but you are expected to do your assignments alone. This course is, after all, more about learning than simply scoring a lot of points. You’re only cheating yourself if you cheat.

3) You may not turn in an assignment more than one time for credit (i.e. don’t correct mistakes and re-submit). However, your instructor, upon request, may allow you to finish an incomplete assignment.

4) The quizzes and exams are taken entirely on-line and you may not repeat one for a higher grade once you have taken it. You may use any reference materials you desire, but do not work with another student. Different people get different versions of the quizzes, so it won’t help you anyway. If you have computer difficulties while taking an exam your instructor can reset it so that you may retake it, but it may have different questions or be in a different order.
5) Your instructor may hold periodic on-line chat sessions to allow live student interaction. Your participation is invited, and can earn extra credit but is not required. During this time, you may discuss whatever you like with your instructor and other students present in the virtual classroom.

6) Your instructor will make every attempt to follow the general guidelines listed below to insure that you receive timely feedback when communicating. Times or days listed do not include weekends and holidays, and are the longest you may have to wait. In most cases you will get a response in less time.

- Student questions/comments/problems posted on the Help Bulletin Board – reply within 24 hours.
- Student questions/comments/problems sent via E-Mail - reply within 48 hours.
- Student questions/comments/problems sent via phone message – reply within 72 hours.
- Assignment submissions sent via “Assignment Manager” - grade posted, and E-Mail reply sent if requested, within 5 days after assignment due date.
- Required Discussion Forum postings - grade posted, and E-Mail reply sent if requested, within 5 days after assignment due date.

7) All of your coursework must be completed by the last course day (as noted in the Course Schedule). This is normally the first day before the start of final exams. Your instructor must submit your final course grade to the College Registrar on the next day, so it will do you no good to submit work or take a test after that time.

**Participation Policy:**
It is expected that students participate in this class regularly by submitting assignment and communicating with the instructor regularly. For the observance of a religious holiday, students will be allowed to makeup examinations or assignments missed that day IF their instructor was notified not later than the 15th day of the semester. Please refer to the college catalog Student Obligations- Attending Classes section.

**Withdrawal with a "W":** is 28 February 2015.
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.

**Incomplete ("I") Grading:**
Incompletes are only considered in those extreme circumstances where a student has had a documented 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 assignment 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.

**Institution Policies:** Refer to the Richland College website: [www.richlandcollege.edu](http://www.richlandcollege.edu) or to [www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf](http://www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf)
Finally:
You should print a copy of this syllabus and the Class Schedule so that you can refer to them often. The answers for many questions about late assignments, points required, grading schedule and other requirements can be found here. You have my best wishes that you will have a happy and fruitful online experience in this class.

**NOTE:** Professor Cadenhead reserves the right to amend this syllabus as necessary.

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### DIFFICULTIES?

If you are experiencing difficulties, you are encouraged to contact your instructor as soon as problems occur. It is very likely that together, options can be explored that will enable successful completion of this course. You should keep your instructor informed, ASAP, of any circumstances that might affect your success in this class. It is impossible to consider special arrangements at the end of the semester. Also, specific advising is available throughout the semester at [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php).

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Dates shown are for Monday of the week. All assignments are due on MONDAY, 8:00 AM of the week FOLLOWING the week assigned. This schedule represents the recommended study-plan for a week duration. Missing due dates will result in loss of points. Assignments will only be available for a week after the due date. Dates denoted with an asterisk indicate last withdrawal date or Holiday.

WITHDRAWAL (DROP) DATES: Financial Aid Certification Date is 12 September 2014.
Without grade of “W” is 12 September 2014. With a grade of “W” 13 November 2014

No late assignments after 14 December