Introduction to Computers
COSC.1301.62430
Winter Term 2015

COURSE ID: gulzar33513

Professor: Yasmin Gulzar
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Office Phone Number: 214-860-3607
Office Number: W217
Office Hours: Online
Meeting Days & Time: INET (Online)
Room Number: Online
Credit Hours: 4

Division: Business, Computer Science & Math Division
Office Hours: Monday – Thursday 7:30am – 7:00pm
Friday – 7:30am – 4:30pm
Office Phone: 214-860-8619
Office Location: W210

Course Description:
COSC 1301 - This is a Texas Common Course Number. The main focus of this course is on overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary 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 six (6) years. Coordinating Board Academic Approval Number 1102025404

Course Pre-requisites:
Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Imitative (TSI) standard in Reading.
Course Material’s/Supplies Needed:

1. Textbook –
   a. *Go! All in One: Computer Concepts and Applications, 2/e*
      Gaskin, Graviett & Geoghan

2. MyITLab Access Code (If book is purchased through MVC bookstore this should come with book)

Core Objectives:
DCCCD has included courses in its core curriculum that address important issues that affect the quality of students' lives and work. The objective of a computer literacy component in a core curriculum is to enable the student to explain 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 and demonstrate a basic functional knowledge of network resources, operating systems/environments, word processing, spreadsheets, and databases, while using a microcomputer to solve specific problems.

The Exemplary Educational Objectives are:

- To discuss computer and communications terminology
- To evaluate the effects and implications of computers and communication technology on society
- To demonstrate knowledge of the impact of technology on the individual's privacy, security, lifestyle, work environment, standard of living and health
- To gather information for decision making
- To participate in global communities making full use of available technology
- To create qualitative and quantitative presentations

Student Learning Outcomes:

Upon successful completion of this course, students will:
1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain information security in a computing environment.

Course Outline:

Refer to Course Calendar.

Evaluation Procedures:

<table>
<thead>
<tr>
<th>Evaluation Methodology (Grading Criteria)</th>
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</thead>
<tbody>
<tr>
<td><strong>Lab Average</strong></td>
</tr>
<tr>
<td>- Check Your Knowledge</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>- Simulation Trainings</td>
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<tr>
<td><strong>Exam Average – (Simulation Exams)</strong></td>
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<tr>
<td><strong>Quiz Average – (End-of-chapter Quizzes)</strong></td>
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<td><strong>Total Points</strong></td>
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Completing Assignments
You will complete assignments through Myitlab.com. You will have a weekly folder in which you will work through. All weekly folder assignments needs to be completed except the Practice Exams. The practice exams are optional and are there to help you prepare for the simulation exam.
- Labs
- Exams
- Quizzes

Quizzes/Exams
There will be quizzes/exams given covering the material in the text and lectures. Quizzes will cover concept chapters. Exams will cover application chapters (Word, Excel, Access, & PPT).
You will have a chance to review your exam by taking the “Practice Exam.” The practice exam will not count as a grade towards your final grade.

Labs
The lab assignments are worth 35% of the final grade for this class. You will not be able to pass this course without doing your lab assignments and, thus, being prepared to do the practical exercise on each exam. You may use the lab in W141 to complete your assignments or you may work at home if you have the appropriate software (MS Office 2013 including Word 2013, Excel 2013, Access 2013, and PowerPoint 2013) and data files on your computer. You must have Office 2013 installed on your home or work computer to do the assignments. Any other version will not work! The lab hours are posted outside of the W141 entrance. Lab exercises not submitted by the last day of class will receive a 0.

All course work will be completed using myitlab.com.

Instructor Attendance Policy:
This is an online class and therefore it is your responsibility to make sure you complete all the assignments by the due dates listed. Assignments not submitted by the last day of class will receive a grade of 0.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale:
90% and above earns an A
80% - 89% earns a B
70% - 79% earns a C
60% - 69% earns a D
0% - 59% earns an F

Late Work Policy:
NO ASSIGNMENT WILL BE ACCEPTED LATER THAN THE LAST DUE DATE.
College Sponsored Events:
Please check the college website and bulletin boards for announcements regarding events at MVC.

Certification Procedures: *(For Online Courses)*

1. Log into E-campus during the 1st week of class
2. Complete the “Introduction” Discussion Board Thread
3. Follow the steps in E-campus to get enrolled into MyITLab.com (if you cannot purchase an access code, please sign up using the Temp. access code.
4. **Certification procedures need to be completed by Tuesday, Dec. 22, 2015**

Once these steps are completed you will be certified as having attended class for financial aid purposes.

The withdraw date for this class is ___January 5, 2016______.

Academic Dishonesty:
Students that are caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

*Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.*

Institution Policies:
Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf) for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).
**Course Calendar**

**NOTE:** The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.

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### Course Schedule

All Weekly Folder work is due by Sunday @ 11:59pm

Assignments to be completed in MYITLAB.COM

Labs = Simulations Trainings & Check Your Knowledge assignments

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters Covered</th>
<th>Assignments to be completed during the week</th>
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| **Week 1**   | Chapters 1, 6, 7 & 8 | **Complete Week 1 Folder assignments**  
Chapters 1, 6, 7 and 8 – All weekly folder material (labs, exams, and quizzes). |
| **12/21 – 12/25** |                   |                                            |
| **Week 2**   | Chapters 9, 10, & 11 | **Complete Week 2 Folder assignments**  
Chapters 9, 10 and 11 – All weekly folder material (labs, exams, and quizzes) |
| **12/28-1/1/16** |                  |                                            |
| **Week 3**   | Chapters 12, 13 & 14 | **Complete Week 3 Folder assignments**  
Chapters 12, 13 and 14 – All weekly folder material (labs, exams, and quizzes) |
| **1/4/16-1/8/16** |                  |                                            |

All course work for this class must be completed and submitted no later than Sunday, January 10, 2016.