Introduction to Computers
COSC.1301.63470
Spring 2016
February 01, 2015 – May 12, 2015

COURSE ID: gulzar57682

Professor: Yasmin Gulzar
Email: ygulzar@dcccd.edu
Office Phone Number: 214-860-3607
Office Number: W217
Office Hours: TR 8:15 AM – 9:15 AM / 11:00 AM – 12:30 PM
Meeting Days & Time: INET
Room Number: INET
Credit Hours: 4

Division: Career and Technical Education
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. COSC 1301 Introduction to Computing
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.
Approval Number................................................................. 11.0101.51 07

Course Pre-requisites:
Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

Course Material’s/Supplies Needed:

1. **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:**

**Evaluation Methodology**

<table>
<thead>
<tr>
<th>Evaluation Methodology</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Lab Average</td>
<td>35%</td>
</tr>
<tr>
<td>- Check Your Knowledge</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
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<tr>
<td>- Lab projects</td>
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</tr>
<tr>
<td>Exam Average</td>
<td>30%</td>
</tr>
<tr>
<td>Quiz Average</td>
<td>20%</td>
</tr>
<tr>
<td>Final PPT</td>
<td>15%</td>
</tr>
<tr>
<td>Total Points</td>
<td>100%</td>
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**Completing Assignments**
You will complete all assignments through Myitlab.com
- Labs
- Exams
- Quizzes

**Quizzes/Exams**
There will be quizzes/exams given covering the material in the text and lectures. **Missed quizzes/exams may not be made up without documented excused absences.** If you know that you must miss class on the day of the quiz/exam, see me or contact me by email to arrange to take the quiz/exam prior to your absence.

**Labs**
Lab attendance is mandatory, it is not optional. This will be the best time to get individual attention from me. 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 as a “drop-in” at times outside our scheduled lab time 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 within 5 calendar days of the due date will receive a zero.** All Lab assignments 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.

*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:**
All work needs to be completed by the due date. Assignments not submitted after 5 calendar days of the due date will receive a grade of 0. No assignments will be accepted later than the last class 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
4. Complete Week 1 Folder assignments.

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

The withdraw date for this class is ___April 14, 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](https://www1.dcccd.edu/catalog/ss/code.cfm).*

**Institution Policies:**
Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%2](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%2)
0Policies.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
COSC 1301 Online Feb Flex
Course Schedule

All Weekly folder work is due by **Sunday 11:59pm**
All work will be completed in *Myitlab.com*

<table>
<thead>
<tr>
<th>CK = Check Your Knowledge</th>
<th>ST = Simulation Training – Not graded Lab Project</th>
<th>Simulation Exams Quizzes</th>
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<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters</th>
<th>Assignments to be completed during the week</th>
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</table>
| Week 1 2/01-2/05 | **Chapter 1**
Computers & Information Processing | Complete Week 1 folder activities in Myitlab.com
Ch. 1 – CK, Quiz
Ch. 3 – ST, Simulation Exam |
| | **Chapter 3**
Intro to MS Office 2013 | |
| Week 2 2/08-2/12 | **Chapter 4**
The Internet | Complete Week 2 folder activities in Myitlab.com
Ch. 4 – CK, Quiz |
| | | |
| Week 3 2/15-2/19 | **Chapter 6**
Hardware | Complete Week 3 folder activities in Myitlab.com
Ch. 6 – CK, Quiz |
| | | |
| Week 4 2/22-2/26 | **Chapter 7**
Microsoft Word | Complete Week 4 folder activities in Myitlab.com
Ch. 7 Word – ST, Simulation Exam, Lab Project |
| | | |
| Week 5 2/29-3/04 | **Chapter 8**
Microsoft Word | Complete Week 5 folder activities in Myitlab.com
Ch. 8 Word – ST, Simulation Exam, Lab Project |
| | | |
| Week 6 3/07-3/11 | **Chapter 9**
System Software | Complete Week 6 folder activities in Myitlab.com
Ch. 9 – CK, Quiz |
<table>
<thead>
<tr>
<th>Week 7 3/14-3/18</th>
<th>SPRING BREAK – ENJOY YOUR WEEK OF 😊</th>
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</table>
| Week 8 3/21-3/25 | **Chapter 10**  
Microsoft Excel  
Complete Week 8 folder activities in Myitlab.com  
Ch. 10 Excel – ST, Simulation Exam, Lab Project |
| Week 9 3/28-4/01 | **Chapter 11**  
Microsoft Excel  
Complete Week 9 folder activities in Myitlab.com  
Ch. 11 Excel – ST, Simulation Exam, Lab Project |
| Week 10 4/04-4/08 | **Chapter 12**  
Networks, Security & Privacy  
Complete Week 10 folder activities in Myitlab.com  
Ch. 12 – CK, Quiz |
| Week 11 4/11-4/15 | **Chapter 13**  
Microsoft PowerPoint  
Complete Week 11 folder activities in Myitlab.com  
Ch. 13 PPT Part A – ST, Simulation Part A Exam, Lab Project |
| Week 12 4/18-4/22 | **Chapter 13**  
Microsoft PowerPoint  
Complete Week 12 folder activities in Myitlab.com  
Ch. 13 PPT Part B – ST, Simulation Part B Exam |
| Week 13 4/25-4/29 | **Chapter 14**  
Microsoft Access  
Complete Week 13 folder activities in Myitlab.com  
Ch. 14 Access Part A – ST, Simulation Part A Exam, Lab Project |
| Week 14 5/02-5/06 | **Chapter 14**  
Microsoft Access  
Complete Week 14 folder activities in Myitlab.com  
Ch. 14 Access Part B – ST, Simulation Part B Exam  
*Finish working on Final PPT  
All coursework for this class due Sunday May 08, 2016, 11:59PM* |
| Week 15 5/09-5/12 | *Finals Week – GOOD LUCK!* |