Eastfield College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Eastfield College

STEM Division

Spring 2017

Introduction to Computing
COSC-1301-43433
3 Credit Hours

Online

Darryl White

Contact Information:

(972-860-7956)
dwhite@dcccd.edu
Office Hours: By appointment only

Course Description (from Eastfield Catalog):

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

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec. 3 Lab.)

Textbooks and Other Course Materials:


- Additional Materials: USB Flash drives
- Software: Microsoft Office 2016, information for free download can be found at http://www.dcccd.edu/MSOffice

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office. https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4
Student Learning Outcomes

- Explain the 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.
- Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, and integration by using a microcomputer to solve specific problems.
- Organize, manage and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
- Identify and describe the key components and the relationships between computer hardware, networks, system and application software.
- Recognize and evaluate ethical, privacy and security issues related to using computers in society.

Course Objectives:

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, and persuasive language appropriate 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 and reading.
- Critical Thinking: think and analyze at a critical level.
- Computer Literacy: understand our technological society, computer–based technology in communication, solving problems and acquiring information.

EDUCATIONAL OBJECTIVES:
- Discuss computer and communication 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 date presentation.

Evaluation Procedures:

**EVALUATION:**

- **Tests = 400 points**
  - Tests = Multiple choice
    - Test 1 = 100 points
    - Test 2 = 100 points
    - Test 3 = 100 points
    - Test 4 = 100 points

- **Projects = 600 Points**
  - Project 1 = 100
  - Project 2 = 100
  - Project 3 = 100
  - Project 4 = 100
  - Project 5 = 100
  - Project 6 = 100
Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework.
## Course Outline:

<table>
<thead>
<tr>
<th>DAY / DATE</th>
<th>STUDY TOPIC Chapters to read</th>
<th>Chapters</th>
<th>Due DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Class Orientation (Read all of the documents) Introduction to Computer and the Internet Introducing the Internet and Email</td>
<td>Chapter 1 Chapter 5</td>
<td>*** Project 0 (Due 3/24)***</td>
</tr>
<tr>
<td>Week 2</td>
<td>Exploring Microsoft Windows &amp; Managing Files Exploring Internet Explorer and Mail</td>
<td>Chapter 7 Chapter 8</td>
<td>Project 1 (Due 3/27)</td>
</tr>
<tr>
<td>Week 3</td>
<td>Creating a Document Formatting a Long Document</td>
<td>Chapter 10 Chapter 11</td>
<td>Project 2 (Due 4/03)</td>
</tr>
<tr>
<td>Week 4</td>
<td>Creating a Presentation Enhancing a Presentation</td>
<td>Chapter 20 Chapter 21</td>
<td>Test 1 – Multiple Choice Chaps 1, 5, 7 &amp; 8 (Due 4/2) Project 3 (Due 4/10) Test 2 – Multiple Choice Chaps 10, 11, 20 &amp; 21 (Due 4/15)</td>
</tr>
<tr>
<td>Week 5</td>
<td>Creating a Workbook Formatting a Workbook Working with Formulas and Functions</td>
<td>Chapter 13 Chapter 14 Chapter 15</td>
<td>Project 4 (Due 4/17)</td>
</tr>
<tr>
<td><strong>W Day</strong></td>
<td><strong>4/29/16</strong></td>
<td><strong>W Day</strong></td>
<td>Last Day to Withdraw with a W</td>
</tr>
<tr>
<td>Week 6</td>
<td>Creating a Database Maintaining and Querying a Database</td>
<td>Chapter 17 Chapter 18</td>
<td>Project 5 (Due 4/26) Test 3 – Multiple Choice Chapt. 13,14,15,17 &amp; 18 (Due 4/30)</td>
</tr>
<tr>
<td>Week 7</td>
<td>Computer Hardware Computer Software Computer Networks Network and Internet Security and Privacy</td>
<td>Chapter 2 Chapter 3 Chapter 4 Chapter 6</td>
<td>Project 6 (Due 5/09)</td>
</tr>
<tr>
<td>Week 8</td>
<td><strong>Test 4 – Multiple Choice Chapters 2,3,4 &amp; 6</strong></td>
<td></td>
<td><strong>Test 4 to be completed by 5/11</strong></td>
</tr>
</tbody>
</table>

May 10–Deadline for Accepting All Projects/Assignments
No Assignments will be accepted after this DATE!
Projects / Assignments: All assignments are due on the due date. All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software Microsoft Office 2016. You can visit this link if you need to install a copy of MS Office 2016 http://www.dcccd.edu/MSOffice

You will complete all Assignments (Projects, Labs and Team Presentations) and submit ALL ON or BY THE Deadline Date in ecampus. Assignments sent to my email or submitted in class will not be graded. Late submission of assignments will be assessed a penalty of 50 percent. No exceptions.

<table>
<thead>
<tr>
<th>Projects</th>
<th>DATE TO BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>Internet Lab</td>
</tr>
<tr>
<td>Project 2</td>
<td>Letter/MS Word</td>
</tr>
<tr>
<td>Project 3</td>
<td>Resume/MS Word</td>
</tr>
<tr>
<td>Project 4</td>
<td>Presentation/MS PowerPoint</td>
</tr>
<tr>
<td>Project 5</td>
<td>Budget/MS Excel</td>
</tr>
<tr>
<td>Project 6</td>
<td>Database/MS Access</td>
</tr>
</tbody>
</table>

Test Coverage:
Each major Test will focus on material(s) covered since the previous Test, but may include topics previously covered. TEST WILL BE TAKEN AS SCHEDULED. All 4 TEST are REQUIRED.

<table>
<thead>
<tr>
<th>TEST</th>
<th>TEST DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Chapters 1, 5, 7 &amp; 8</td>
</tr>
<tr>
<td>Test 2</td>
<td>Chapters 10, 11, 20 &amp; 21</td>
</tr>
<tr>
<td>Test 3</td>
<td>Chapters 13, 14, 15, 17 &amp; 18</td>
</tr>
<tr>
<td>Test 4</td>
<td>Chapters 2, 3, 4 &amp; 6</td>
</tr>
</tbody>
</table>

TEST REVIEW MATERIAL: A review will be available before each Test. The reviews will help you with the Tests. For additional reviews please visit http://www.course.com/uc10/

Attendance Policy:
Students who are receiving any form of financial aid 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.

The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Any student who misses three (3) or more days will automatically be dropped one letter grade.
Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge 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 to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

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 at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

ADA Statement

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up Test or complete an assignment within a reasonable time after the absence.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by April 29, 2017. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more
STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in 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. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic Groups, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received.

Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Children on Campus
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
DCCCD OIE Faculty Syllabi Statement- SPRING 2017

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shandice’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

The instructor reserves the right to amend this syllabus as necessary.