Course Description:
COSC 1301 - This is a Texas Common Course Number. 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.

Coordinating Board Academic 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 Imitative (TSI) standard in Reading.

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

**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)

**You have two options for getting the textbook:**

1. Buy the textbook from the MVC bookstore - it comes with the access code
2. Buy the access code online and use the online digital textbook - if you choose this option you will need to purchase the option that says "with e-text"

**Student Learning Outcomes:**

After successful completion of this course the student should be able to:

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 (tentative schedule):

- **Week 1** – Chapter 1 & 4
- **Week 2** – Chapter 6 & 7
- **Week 3** – Chapter 8 & 9
- **Week 4** – Chapter 10 & 12
- **Week 5** – Chapter 11
- **Week 6** – Chapter 13
- **Week 7** – Chapter 14
- **Week 8** – Complete any missing assignments

Evaluation Procedures:

**Grading Criteria**

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<tr>
<th>Component</th>
<th>Weight</th>
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<tr>
<td>Lab Average</td>
<td>30%</td>
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<tr>
<td>- Check Your Knowledge Assignments</td>
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<td>- Simulation Trainings</td>
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<tr>
<td>Exam Average</td>
<td>25%</td>
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<td>- Simulation Exams</td>
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<tr>
<td>Quiz Average</td>
<td>20%</td>
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<tr>
<td>Ethics Essay</td>
<td>25%</td>
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<tr>
<td>Total Points</td>
<td>100%</td>
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**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
Completing Assignments

You will complete assignments through Myitlab.com. You will have a weekly folder in which you will work through. You will need to complete any check your knowledge assignment, simulation training, simulation exam and/or quizzes that are in your weekly folders. These assignments will be counted as a grade. If you are not sure on what you need to complete for a grade, please email me to get clarification.

You will complete ALL assignments through Myitlab.com
- Labs
- Exams
- Quizzes
- Essay

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).

Labs
The lab assignments are worth 30% 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. The lab hours are posted outside of the W141 entrance. You must have Office 2013 installed on your home or work computer to do the assignments. Any other version will not work! All Lab assignments will be completed using myitlab.com.

Instructor Attendance Policy:
(On-line Class) This is an online class and therefore it is your responsibility to make sure you complete all the assignments by the due dates listed.

(On-campus Class) 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.
Ch.1 Ethics Essay Instructions:

Ten Commandments of Computer Ethics - Use a search engine to locate the Ten Commandments of Computer Ethics published by the Computer Ethics Institute. Read each one and indicate three commandments with which you agree and three with which you disagree. Give logical and historical reasons for your opinions. You might want to reference the Bill of Rights or other historical documents to support your position. Cite your references, and present your opinions in a one-page report.

*You do not have to create footnotes.

What you have to do

You will be required to write a 1-page minimum essay on the Ten Commandments of Computer Ethics. The instructions for this essay can also be found in Myitlab. You will need to download the answersheet (provided to you in Myitlab) fill it out and from there write your 1-page essay. Think of the answersheet as your rough draft for this essay.

Your essay needs to be in MLA format.

Grading criteria and instructions for the essay:

1. Your essay needs to be in MLA format – 25 Pts.
2. Your essay needs to have 2 historical references. Use of historical references throughout your essay; do not merely state your opinion back up your opinions with historical reference (1 will be the article you find on the Internet) – 20 Pts.
3. Your essay needs to have a works cited page (this is a references page but you will create this according to the MLA format) – 15 Pts.
4. Your essay needs to have content to back-up your opinions – 40 Pts.
Once you are done with your essay you will submit 2 files in Myitlab:

1. Ch.1 Answersheet
2. Ch. 1 Ethics Essay

You will submit these 2 files in Myitlab, directions are there on how to submit your files.

If you have any questions please don't hesitate to ask me, and please don't wait until the last minute to start working on this essay and ask me questions, you will run out of time if you wait till the end.

Late Work Policy:
All work needs to be completed by the due date each week. NO ASSIGNMENT WILL BE ACCEPTED LATER THAN THE LAST DUE DATE LISTED IN THE COURSE SCHEDULE.

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. The above steps need to be completed by March 24, 2017 in order to be certified as having attended this class.

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 29, 2017______.

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 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.).

Students with Disabilities:
DCCCD/Mountain View College is committed to providing equal access to students with disabilities. If you are a student with a disability, or if you think you may have a disability, please contact the MVC Disability Services Office (DSO) at 214 860-8871, to speak with a disability specialist (please note all communication with DSO is private and confidential). If you are eligible for accommodations, please 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). Once I have been notified by DSO of your accommodations we can discuss your accommodations and ensure your access to this class or clinical setting. For more information, please visit the Mountain View College Section 504 Coordinator, Johnetta Banks at JohnettaBanks@dcccd.edu or call 214 860-8871. You may also call the Office of Institutional Equity at 214 378-1633.

A Note on Harassment, Discrimination and Sexual Misconduct
Consistent with its mission, Mountain View College seeks 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. Mountain View College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to faculty or staff and/or local resources found in the Student Handbook/Student Orientation materials, or the Office of Institutional Equity at (214) 378-1633. There are both confidential and non-confidential resources and reporting options available to you. Information regarding harassment, discrimination, sexual misconduct, relationship violence, stalking and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.
As a faculty member, I am required to report incidents of discrimination and sexual misconduct to our Title IX Coordinator, Regina Garner, garnerre@dccc.edu, 214 860-8561 and/or District Title IX Coordinator-LaShawn Grant TitleIX-District@dccc.edu (214) 378-1633. For more information about policies and resources or reporting options, please visit the following website: www.dcccd.edu/titleIX.