Course Description:

COSC 1301 - This is a Texas Common Course Number. 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. 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 Initiative (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

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

1. Identify the elements that comprise an information system
2. Identify the terminology and purpose of major hardware components in personal computer systems and networks
3. Identify the terminology and purpose of major software components in personal computer systems and networks
4. Identify ethical, privacy, and security issues related to the use of computers in society
5. Identify the steps used to create new software and new information systems
6. Demonstrate ability to locate information using the Internet
7. Demonstrate ability to create documents, spreadsheets, databases and presentations
Course Material’s/Supplies Needed:

1. GO! with Office 2016 Volume 1, 1/e – **Lab Book**
2. Visualizing Technology, Complete, 5e – **Lecture Book**
3. MyITLab w/ Pearson eText - **Access Code**

All 3 items are sold in the MVC bookstore as a bundle package.

ISBN: 0134573064

**Course Outline:**

**Week 1:**
- Lecture – Ch. 1, 2, 3
- Lab – Word Ch. 1, 2

**Week 2:**
- Lecture – Ch. 4, 5
- Lab – Excel Ch. 1, 2

**Week 3:**
- Lecture – Ch. 6, 7, 8
- Lab – PowerPoint Ch. 1, 2

**Week 4:**
- Lecture – Ch. 9, 10
- Lab – Access Ch. 1, 2

**Week 5:**
- Lecture – Ch. 11, 12
Evaluation Procedures:

**Evaluation Methodology (Grading Criteria)**

<table>
<thead>
<tr>
<th>Evaluation Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lab Average</strong></td>
<td>35%</td>
</tr>
<tr>
<td>- IT Simulations</td>
<td></td>
</tr>
<tr>
<td>- Viz Check Quizzes</td>
<td></td>
</tr>
<tr>
<td>- Simulation Trainings</td>
<td></td>
</tr>
<tr>
<td><strong>Exam Average</strong></td>
<td>30%</td>
</tr>
<tr>
<td>- Simulation exams</td>
<td></td>
</tr>
<tr>
<td><strong>Quiz Average</strong></td>
<td>20%</td>
</tr>
<tr>
<td>- End of chapter quizzes</td>
<td></td>
</tr>
<tr>
<td><strong>Writing Assignment</strong></td>
<td>15%</td>
</tr>
<tr>
<td>- Ethical Dilemma</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

**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 all assignments, *except the writing assignment*, through Myitlab.com. You will have a weekly folder in which you will work through. All weekly folder assignments need to be completed.

**Writing Assignment**

Complete the “Ethical Dilemma” assignment on page 431. You will submit your file in Blackboard under the “Writing Assignment” link. If you have any questions regarding this assignment, please ask me before the due date.
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 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. The lab hours are posted outside of the W141 entrance. All Lab assignments will be completed using myitlab.com.

Late Work Policy:

NO ASSIGNMENT WILL BE ACCEPTED LATER THAN THE LAST DUE DATE.

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

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

The withdraw date for this class is ___August 3, 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.
**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.*

**College Sponsored Events:**

Please check the college website and bulletin boards for announcements regarding events at MVC.

**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.).