# Course Information

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computing</td>
<td>Name: Myrtle Plummer</td>
</tr>
<tr>
<td>Summer II 2017</td>
<td>DCCCD Email Address: <a href="mailto:mplummer@dcccd.edu">mplummer@dcccd.edu</a></td>
</tr>
<tr>
<td>COSC 1301-36660</td>
<td>Primary Telephone Contact: 972-8608215</td>
</tr>
<tr>
<td>Time and Location: Room B116C 5:00pm – 6:30pm  Days: M/T/W/R</td>
<td>Office Location and Hours: By appointment only</td>
</tr>
<tr>
<td>Division Dean: Dr. Ruben Johnson  Phone: 972-860-8161  Location: Building B; Room 201B</td>
<td></td>
</tr>
</tbody>
</table>

## Credit Hours
- 3

## Course Description

### This is a Texas Common Course Number.

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. (2 Lec. /2 Lab.)

### Coordinating Board Academic Approval Number
- 11.0101.51 07

In addition, this is a **Green Course** — A course that teaches “Principles of Sustainability”. Students may now earn a “Green Cord” for Graduation. To earn a “Green Cord”, students must meet the following qualifications:

- Take at least 3 “Green Courses” (Green courses are so-labeled in the course notes section on eConnect).
- Students will apply for his or her “Green Cord” designation at the Office of Student Life or at Office B-217 (Dr. Steve Brown).
- Application must be received no later than 1 week prior to graduation.

See link below for details on HOW TO EARN A GREEN CORD OR search “CVC Green Cord” on Youtube.com).

[http://youtu.be/0AKRPzEOtjk](http://youtu.be/0AKRPzEOtjk)

The principle of sustainability focus in this course is the “Environment”, which is addressed in the second Discussion Board question.

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

### Required Materials Including Textbooks:

**Note**: A minimum of 9 hours per week should be devoted to course material outside of class time.

Special Package textbook is available for purchase at the Cedar Valley Bookstore. The textbook package contains the course material essentials which are:

- Textbook (hard copy if you purchase Option 1 (see below)
- eBook: SAM
- Training’s, Projects & Exams: SAM Code

**Purchase options:**

**Option 1**: (For students who wish to have a physical textbook for the lecture portion of this class)
- SAM Code + Printed Textbook (CVC Bookstore)

**OR**

**Option 2**: (No physical textbook)
- SAM Stand Alone

You must purchase ONE of the options above to receive a SAM Student Code. You cannot pass this class without the SAM Student Code. You must earn a grade 'C' or better (not a grade of 'D') to meet the Computer Literacy Requirement of this course.

**Note**: Textbook bundles MUST be purchased through the CVC bookstore to ensure the correct course material items.

### Important Dates:
- **Start Date** – July 11, 2017
- **End Date** – August 10, 2017
- **Certification Date** – July 14, 2017
- **Drop Date** – August 3, 2017

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**Disclaimer**

- The instructor reserves the right to amend this syllabus, and all other course material as deemed necessary.
Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making.

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 security in a computing environment.

http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

**CVC Faculty and Staff expect students to:**
- take responsibility for their own learning.
- commit to achieving high academic performance.
- be meaningfully engaged in the campus community.

**CVC Faculty and Staff expect to:**
- provide students a clear pathway of instruction.
- establish clear learning outcomes.
- serve as role models and mentors for students.

Course Outline

For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Intro Chapter</th>
<th>Succeeding in this Course: Tips and Pointers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introducing Today’s Technologies: Computers, Devices, and the Web</td>
</tr>
<tr>
<td>2</td>
<td>Connecting and Communicating Online: The Internet, Websites, and Media</td>
</tr>
<tr>
<td>3</td>
<td>Computers and Mobile Devices: Evaluating Options for Home and Work</td>
</tr>
<tr>
<td>4</td>
<td>Programs and Apps: Productivity, Graphics, Security, and Other Tools</td>
</tr>
<tr>
<td>5</td>
<td>Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses</td>
</tr>
<tr>
<td></td>
<td>Technology Timeline</td>
</tr>
<tr>
<td>6</td>
<td>Computing Components: Processors, Memory, the Cloud, and More</td>
</tr>
<tr>
<td>7</td>
<td>Input and Output: Extending Capabilities of Computers and Mobile Devices</td>
</tr>
</tbody>
</table>
HARDWARE AND SOFTWARE REQUIREMENTS

To participate in this course, you will need availability to hardware and software that meet the following **requirements**:

1. Computer connected to the Internet
2. E-mail address
3. Windows-based Operating System OR Mac/UNIX equivalent
4. Firefox 3.5 or higher, other browsers may not be compatible with your eCampus class

In order to complete the lab exercises that are turned in for a grade, you must have availability to **MS (Microsoft) Office 2016** which includes MS Word processing, MS Excel spreadsheet, MS **Access database**, and MS PowerPoint presentation graphics integrated software. Beginning Fall 2016, Cedar Valley College use MS Windows 7, with Office 2016.

**Note to users of the Mac/UNIX Operating System:** Office for Mac does not include database software. You will need to use MS Access 2016 which is only available for Windows operating system.

Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, the colleges are not required to provide this equipment to you nor are they required to provide technical assistance. If you are having problems with your eCampus class, please call LeCroy Help Desk for technical support at 972-669-6402.

**Getting Started**

1. The first step in getting ready for the class is to get your computer ready before the course actually begins. In addition, you will need to have an ISP, or Internet service provider, established in order to connect to the Internet.

2. Logging in to the Class

Open your Internet browser and type the following URL in the Address text box: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu) (or from the Cedar Valley College Home Page, click the eCampus link).

a. In the **Login Here** section, type in your Student ID# with a lower case "e" in front of the number (example: e3456789) for both the Username and the Password.

b. Click the **Login** button.

c. Please go to Personal Information (link is on the left) and change your Password after your initial login. (See instructions below.)

d. If you still cannot login, please contact Technical Support at ecampus.support@dcccd.edu.

e. Click the **Courses** tab and select the course you want to work in from the list of courses you are enrolled in.
3. Begin with Assignment 0 (located underneath the "Quiz 0 - Start Here" button). This assignment will get you familiar with the Course Calendar and the Syllabus, and allow you to receive up to 10 Bonus Points by taking Quiz 0, which is required for certification. NOTE: Certification /Census Day is July 14, 2017.

- An instructor shall determine what constitutes classroom certification.
- Online Students will obtain certification by completing Quiz 0.
- Students who attend face-to-face classes (on campus students), must attend class AND complete Quiz 0.

*This is mandatory especially for those students who are receiving financial aid.*

The pace of the class is determined by your professor. You can work through instructional materials on your own, at times convenient to you, but you must complete the assignments by the time specified by your professor. If you do not complete all assignments when they are due, it will become difficult to complete the course. Falling behind is the biggest obstacle to your success.

Your professor will work with you one-on-one to evaluate your assignments and to help you privately with any questions or problems. The professor’s goal is your success.

eCampus

Familiarize yourself with the eCampus (Blackboard) on-line course system by looking at the Student Manual. Click on the “Help” content area of your online classroom for assistance.

**Evaluation Procedures**

Some assignments may incur penalty points for each day or week beyond the due date that they are received. This will be up to your instructor. Check your course schedule for the final time and date by which all work must be submitted. There will be no exceptions made to this rule. For online classes, your instructor will also be able to tell you about the time and date of your final exam (Exam 2). For on-campus students, the final exam times and dates are published in the Cedar Valley College class schedule each semester.

Print the course schedule and place it by your computer so that you can easily determine when your assignments are due. The course schedule is designed to help you pace yourself and remain on task so that you do not fall behind. As you can see from the grading system, your grade will come from a variety of activities, not just exams.

**Quiz 0 is worth up to 10 Bonus points and is also required for certification.**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Number</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Studies</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Projects</td>
<td>8</td>
<td>50</td>
<td>400</td>
</tr>
<tr>
<td>Discussions</td>
<td>3</td>
<td>33 (2=33; 1=34)</td>
<td>100</td>
</tr>
<tr>
<td>Concept Exams</td>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Project Skills Exams</td>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Assessment</td>
<td>1</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>70</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Grading Scale**

Grade: (A) = 900 – 1000; (B) = 800 – 899; (C) = 700 – 799;
Exams and Assignments

The final grade for the course reflects evaluation of the student's work on the following assignments that are calculated as follows:

Reading Assignments: The Assignments section of your course contains the reading assignments from your lecture book.

Case Studies: There are two Case Studies you will complete. The case studies will present an IT problem that will require you to research, document your sources, identify advantages and disadvantages, analyze your findings, implement and make a recommendation. You will submit your case study through SafeAssign, a type of plagiarism detection software. Your response will be graded by your instructor and the grade will be posted in your grade book.

Projects: The SAM training’s will introduce you to Windows and teach you the basics of Microsoft Office including Word, Excel, Power Point, and Access. The labs will require you to implement what you learned in the lessons.

Discussion Board & Assessment: Discussion Board and Assessment comments are entered online under the Discussion Board navigation button. You will be encouraged to post a short biographical sketch about yourself (and a digital picture if you have one) and to share your comments/ideas about four discussion topics (and to react to the comments of others).

Concept Exams: Concept Exams will be administered on-line during the week indicated in the Course Schedule. Most of the questions on the exam will be derived from the Review Questions presented for each chapter. There is no time limit on the exams. There are 2 exams.

Project Skills Exams: Project skills exams will be administered on-line using SAM during the week indicated in the Course Schedule. Most of the questions on the exam will be derived from the Review Questions presented for each chapter. There is no time limit on the exams. There are 2 exams.

Other: These points will be used by your instructor for quizzes, class participation or any other assignments he/she wishes to add.

Honors Credit Availability

You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors. To gain Honors credit for this course you will need to:

1. Demonstrate advanced writing skills through synthesis and original thought in expanded writing projects, research papers, and critical essays. This will entail a minimum of ten pages of writing. You will be asked to read primary sources readings besides the textbook
2. Participate in an outside class activity by attending a lecture, exhibit or program outside of the class activities
3. You will practice your oral presentation skills with a 10-minute presentation to the class about a topic that you have researched

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form by (Insert appropriate dates for current semester) in order to meet the (Insert appropriate dates for current semester) deadline for submission of Honors Contracts for approval. Finally, you must earn an A or B in the course in order to receive Honors Credit.
The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College website for additional information.

http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c-65b2-4293-9ecd-5f5aa383b44d&ID=17

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access:

http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at:

http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class.

Note: Certification Day is July 14, 2017.

- An instructor shall determine what constitutes classroom certification.
- Online Students will obtain certification by completing Quiz 0.
- Students who attend face-to-face classes (on campus students), must attend class AND complete Quiz 0.

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or
participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Course Policies

Attendance is paramount. Bad behavior and dis-respectfulness is NOT permitted. No harassment. No plagiarism. No food allowed in computer lab. No cell phones.

All assignments/exams are due on the due date...no later. **NO LATE WORK ACCEPTED**, unless you have a valid reason for not submitting your assignments such as being ill or attending an immediate family member funeral, please provide a valid Doctor’s Note, or a Funeral Brochure etc...If you are ill or have a funeral to attend, please notify me within 1-4 days otherwise your assignments will not be accepted. All assignment folders will close promptly at the given time. Therefore, please submit your homework no later than 60 minutes prior to the deadline should you run into computer problems. (If you submit your assignments at the last minute there are no guarantees your assignments will be uploaded for grading) If you have computer issues, please go to a place that has Wi-Fi or internet connections. All exams must be taken in class or a grade of a 0 will be given unless your class is entirely online. Once your work has been submitted and graded, the grade is final.

Always check your course calendar and/or ecampus “announcements” for current due dates. Course Calendar is a guide and the instructor has the right to change accordingly & will alert you of the changes. Email me should you have questions regarding course work. Please get at least 3 people’s contact information should you need to know what took place in class during your absence.

Should you need to drop or change this class, please seek the Advising Department.

Tutoring Services

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call the Tutor Center 972-860-2974. For CIT specific tutoring contact Maryam Johnson 972-860-8076 to setup an appointment. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at:

[http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx](http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx)
QUALITY ENHANCEMENT PLAN
Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:  http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty

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. See Also Student Code of Conduct.
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

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 un-administered 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.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. For such an offense, a student will receive a zero on the assignment and can receive an F for the course. You cannot mix the author’s words with your own
or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.

**Plagiarism:** In regards to Plagiarism with your Case Studies, should you have 50% or more, a grade of a zero (0) will be given and no re-do of assignment. Should you plagiarize on any other assignments such as Discussion Boards, SAM Labs etc...you will be given a zero (0).

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Richland College Student Code of Conduct explained in the Richland College and district catalogs or on-line at the district website (https://www1.dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this **English 1301** class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

**ADA Statement**

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

**Emergency Alert**

Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

**Financial Aid**

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.

**Health Center Services**

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT...
Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening

- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- [www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx](http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx)
- Confidential "talks"
- Assists with health related club activities when asked and time permits

**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 take a make-up examination or complete an assignment within a reasonable time after the absence.