This course syllabus is intended as a set of guidelines for COSC 1301. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Instructor’s Name: Tim Gottleber
Email Address: timg@dcccd.edu
Office Phone Number: 972-273-3459
Office Location: T-129
Office Hours: By appointment

Course Information:
Course title: Introduction to Computing
Course number: COSC 1301
Section number: 76426
Credit hours: 3
Class meeting time: Internet
Lab meeting time: Internet

Course description: 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 Lecture, 2 Lab.)

Course prerequisites: This course does not have any prerequisites.
Required or Recommended Textbooks and Materials:


(NOTE: This ISBN will provide you with a Printed Access Card containing the Access Code necessary to get into the SAM system that we use for all of the Lab Assignments.)

Other: The purchase of a small USB Drive is recommended for backing up your work.

ON-LINE Students: You will need a reliable Internet connection as well as convenient access to a computer that has Microsoft's Office 2016 software (Word, Excel, PowerPoint, and Access).
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Assessments</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction &amp; Orientation</td>
<td>Ch 1 Ch 7</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office 2013</td>
<td>Ch 9</td>
<td>Quiz 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Word</td>
<td>Ch 10</td>
<td>Quiz 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Word</td>
<td>Ch 11 Ch 12</td>
<td>Quiz 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Hardware</td>
<td>Ch 2</td>
<td>Quiz 4 Test 1</td>
<td>Project One (Word)</td>
</tr>
<tr>
<td>3</td>
<td>Computer Software</td>
<td>Ch 3</td>
<td>Quiz 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Networks</td>
<td>Ch 4</td>
<td>Quiz 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internet &amp; Email</td>
<td>Ch 5</td>
<td>Quiz 7</td>
<td>Project Two (Internet)</td>
</tr>
<tr>
<td></td>
<td>Security &amp; Privacy</td>
<td>Ch 6</td>
<td>Quiz 8</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Excel</td>
<td>Ch 13 Ch 14</td>
<td>Quiz 9 Test 2</td>
<td>Project Three (Social Media)</td>
</tr>
<tr>
<td></td>
<td>Excel</td>
<td>Ch 15 Ch 16</td>
<td>Quiz 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access</td>
<td>Ch 17 Ch 18 Ch 19</td>
<td>Quiz 11</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PowerPoint</td>
<td>Ch 20</td>
<td>Quiz 12</td>
<td>Project Four (Excel)</td>
</tr>
<tr>
<td></td>
<td>PowerPoint</td>
<td>Ch 21</td>
<td>Quiz 13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review</td>
<td>Review</td>
<td>Quiz 14 End Survey Test 3</td>
<td>Project Five (PowerPoint)</td>
</tr>
</tbody>
</table>
**Evaluation Procedures:**

- There are **four** 50-question tests, each based on 100 percent. The Test portion of your final grade is calculated by averaging your three highest test grades.
- There are **fourteen** 10-question quizzes, each based on 100 percent. The Quiz portion of your final grade is calculated by averaging your 12 highest quiz grades.
- There are **fourteen** lab assignments, each based on 100 percent. The Lab Assignment portion of your final grade is calculated by averaging your 12 highest lab assignment grades.
- There are **two** discussion boards, each based on 100 percent. The Discussion Board portion of your final grade is calculated by averaging both of your discussion board grades.
- There are **six** project assignments, each based on 100 percent. The Project Assignment portion of your final grade is calculated by averaging all six of your project assignment grades.

**There are no extra credit assignments in this course.**

As a college student, writing assignments for this course are expected to meet college-level writing standards. While this is not a writing course, poor grammar, punctuation, spelling, and/or structure may well adversely affect your grade. All the answers you submit as Lab Assignments and Project Assignments should be written using complete sentences.

**Grading Scale:**

This is how your final grade is calculated.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Average (Highest 3 of 4)</td>
<td>30%</td>
</tr>
<tr>
<td>Quiz Average (Highest 12 of 14)</td>
<td>20%</td>
</tr>
<tr>
<td>Lab Assignment Average (Highest 12 of 14)</td>
<td>15%</td>
</tr>
<tr>
<td>Discussion Board Average</td>
<td>10%</td>
</tr>
<tr>
<td>Project Assignment Average</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total for All Components:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

If you earn:

- 90% - 100%, you will receive an **A**.
- 80% - 89%, you will receive a **B**.
- 70% - 79%, you will receive a **C**.
- 60% - 69%, you will receive a **D**.
- **Below 60%**, you will receive a failing grade of **F**.
**Discipline/ Course/ Department/Policies:**

**Taking Tests and Quizzes**

Tests and quizzes are administered during the lab period for on campus classes. **It is imperative that you become familiar with your instructor’s testing procedure.** You are responsible for completing tests and quizzes on or before the due dates specified by your instructor. No makeup tests will be provided unless approval has been obtained from the instructor prior to the test date. For on campus classes, there will be a specific window during which the test will be available. On campus students will be required to take all quizzes and tests in their assigned classroom at the specified times.

**Communications (Phone / Email Response Policy)**

Messages left with the Division Office will normally be returned within 24 hours after the next class meeting. Email messages received from 8 am to 4pm, Monday through Friday will normally be answered within 24 hours. Email messages received after 4pm on Fridays and on weekends and holidays will normally be answered on the next class day.

**INSTITUTIONAL POLICIES**

**DCCCD EMERGENCY OPERATING PROCEDURES**  
[http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

**ACADEMIC DISHONESTY**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit.
Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. http://www.northlakecollege.edu/resources/disability.html

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 teams, (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.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by: August 10, 2017. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a
higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

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

FINANCIAL AID STATEMENT AND CERTIFICATION OF ATTENDANCE
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.

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 are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311.
For additional information, go to:
http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.

Friday-Saturday: 8:30 a.m.–3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.

Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

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**DCCCD OIE Faculty Syllabi Statement - Summer 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.

<table>
<thead>
<tr>
<th>College Disability Services Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
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<tr>
<td>Cedar Valley</td>
</tr>
<tr>
<td>Eastfield</td>
</tr>
<tr>
<td>El Centro</td>
</tr>
<tr>
<td>Mountain View</td>
</tr>
<tr>
<td>North Lake</td>
</tr>
<tr>
<td>Richland</td>
</tr>
</tbody>
</table>

**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](http://www.dcccd.edu/titleIX).

<table>
<thead>
<tr>
<th>College Title IX Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
</tr>
<tr>
<td>Cedar Valley</td>
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<tr>
<td>Eastfield</td>
</tr>
</tbody>
</table>
Online Component

As this is a class with an online component, there are required online study materials and activities that are available on eCampus for the entire semester and accessible almost 24/7. Therefore, access to a computer with Internet access and updated software (available free from Adobe.com) are required. If a student does not have a home computer or Internet, such options as the Student Resource Center located in the North Lake Library or at a local public library are available. Students may also search for other locations with such services.

Specific Learning Activities:

LEARNING ACTIVITIES, OUTCOMES, AND ASSESSMENT:

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>EEO’s &amp; CCIC’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a brief description of the learning activity.</td>
<td>Briefly list the specific learning outcomes/objectives for the activity.</td>
<td>How will the activity be assessed?</td>
<td>Which EEO’s and CCIC’s are addressed by the learning activity?</td>
</tr>
<tr>
<td>1. Read the textbook and complete the Lab Assignments and Project Assignments.</td>
<td>Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications. (ACGM: #1)</td>
<td>Grading rubric.</td>
<td>(CICs 1-6) (EEOs 1-5)</td>
</tr>
<tr>
<td>2. Read the textbook and complete the Lab Assignments, Discussion Boards, and Project Assignments.</td>
<td>Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior. (ACGM: #2)</td>
<td>Grading rubric.</td>
<td>(CICs 1-6) (EEOs 1-5)</td>
</tr>
<tr>
<td>3. Read the textbook and complete the Lab Assignments and Project Assignments.</td>
<td>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. (ACGM: #3)</td>
<td>Grading rubric.</td>
<td>(CICs 1-6) (EEOs 1-6)</td>
</tr>
</tbody>
</table>
4. Read the textbook and complete the Lab Assignments and Discussion Boards.

Describe the need and ways to maintain security in a computing environment. (ACGM: #4)

Grading Rubric

(CICs 1-6)

(EEOs 1-6)

Core Curriculum Intellectual Competencies:

This course reinforces all six of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. **READING**: Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

2. **WRITING**: Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling and punctuation are each essential in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

3. **SPEAKING**: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

4. **LISTENING**: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. **CRITICAL THINKING**: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

6. **COMPUTER LITERACY**: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Students should understand the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.