Richland College  
School of Engineering, Business and Technology  
Introduction to Computing  
COSC 1301-82489  

WINTER ~ TERM 2017  
Instructor: Dr. Phyllis Camara  

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Drop Date: DECEMBER 22, 2017  

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

Catalog Description  
Coordinating Board Academic Approval Number 1101015107  
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. This course will fulfill DCCCD’s degree requirements only if this course has been successfully completed and the date of completion does not exceed 10 years. (2 Lec., 2 Lab.)

Prerequisites  
Developmental Reading 093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Additional information is available from the TSI Office in T170T or T170S (phone number 972-238-6115 or 972-238-3787) or at https://alt.richlandcollege.edu/texas-success-initiative-tsi/

Credit Hours – COSC is 3 credit hours  

Textbooks and Materials:  
- Microsoft Office 365 – Office 2016 - @Cengage Learning  
- Microsoft Office 2016 - software for lab assignments.
Course Objective
- Discuss computer and communications 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 data presentations
- Explain the basic concepts and vocabulary of computer information systems.

Learning Outcomes
- 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.

Core/WECM/SCANS 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 prose adapted 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, reading
- Critical Thinking: think and analyze at a critical level
- Computer Literacy: understand our technological society; use computer-based technology in communication, solving problems, acquiring information.
- Check DCCCD Course Catalog for more details.
Richland College’s Quality Enhancement Plan – Learning to Learn: Developing Learning Power: Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto https://alt.richlandcollege.edu/qep/what-is-the-qep/

Important Notes

- If you are unable to complete this course, you must withdraw by the official drop date, as noted in the Course Schedule. You will receive an email alerting you to the drop date during the semester, as well as seeing an announcement of the drop date. If you stop “attending” class and do not withdraw, you will receive a performance grade of an “F”. Students in the Dallas-Fort Worth area who wish to drop should contact the Richland College Admissions at 972.238.6106 or Enrollment Planning at 972.238.3718. You may also go online to DCCCD.edu and click “Just to – Drop a Class line.”

- You must have a working e-mail address in order to take this course. I will be sending out weekly updates to the assignments, tips on how to take the course and general information about any changes or modifications that are needed. Please go to e-campus and check your personal information and check to see if your e-mail address is correct and if for any reason your address changes during the semester, you must update this information.

The drop date for this term is Friday, December 22, 2017

General Course Policies

- Your work in this course should generally follow the course schedule, which includes due dates for assignments. Late assignments are discouraged and you will lose points if the assignments are not submitted on time and correct. If you need special help, or additional time, please contact me and I will see if we can work out a favorable arrangement for both of us.

- You are always welcome to contact me and ask questions as needed. I would encourage you to contact me so that we can discuss issues, concerns or just discuss your interests in this course. You may also hold discussion with other students as well, but you are expected to do your assignments alone. This course is more than just taking tests and accumulating points. I want you to have opportunity to learn and to grow in your knowledge of computers and sharing ideas and thoughts will assist in this process. Copying others work is not acceptable. However, when you do copy others work; you are really cheating yourself out of the wonderful opportunity to learn something new.

- You are expected to turn your assignments in on time and you may not turn in an assignment more than one time for credit. (i.e. Don’t correct mistakes and re-submit) If you are allowed to turn in your assignments late you will lose 30% for late work and 5% each additional day that you are late past the new due date.

- I will post weekly updates on the announcements section on e-campus. These updates will alert you to upcoming events and due dates for assignments. I will also e-mail you as a
group to let you know about special issues and special considerations due to technical changes or just problems.

- Student questions/comments/problems sent via e-mail or telephone will receive a reply within 24 hours (unless the date is during a holiday session or weekend or if I inform you that I will not be available.)

- All assignments are to be submitted to me via Ecampus and I will do my best to grade and respond to you within 24 hours.

- All of the tests must be taken within the assigned period, and all of your assignments must be submitted within the required dates. For special problems you must contact me in advance of the dates.

**Course Evaluation**

The course evaluation is made up of four components:

1. **Tests (T)** – there will be four (4) examinations given during the semester. Each of the four tests will cover 3 chapters except the last test will only cover 2 chapters.
   
   - Test 1 will cover chapters 1-3
   - Test 2 will cover chapters 4-6
   - Test 3 will cover chapters 7-9
   - Test 4 will cover chapters 10 and 11

   Each of the tests will have 50 multiple choice questions that are worth 1 points each. (4 @ 50 each) - 200 points

2. **Modules/Labs (E)** there will be eight (8) modules submitted during the semester. The modules will be worth 20 points each.

   - Word has 3 modules
   - Excel has 3 modules
   - PowerPoint has 2 modules

   Each module will be worth 20 points. Some modules may have 3 files and some modules may just have 1 file. You can check this online. (8 @ 20 points) - 160 points

3. **Ethics and Issues Essays** –There will be four (4) essays written from the Ethics and Issues sections in the Discovering Computers textbook. You must follow the format for writing this essay if you want the full 30 points. These directions are online under the Ethics and Issues Essay. (4 @ 30 points each) - 120 points

4. **Discussion Board** – there will be five (5) discussion board items worth 20 points each, that you will post or respond to. You are also expected to post responses to two other student’s responses. Your post will be worth ten (10) points and your responses to two other student’s posts will be worth ten (10) points total. A total of 100 points can be made
from the discussion board. Discussion Board posting must be completed by midnight on the day that they are due. \((5 @ 20 \text{ points each}) - 100 \text{ points}\)

**Extra Credit Points** – 30 extra credit point will be provided. Check online.

Your grade will be determined using the following information:

**Points Earned:**
- \(580 – 522 = A\)
- \(521 – 464 = B\)
- \(463 – 406 = C\)
- \(405 – 348 = D\)
- \(347 \text{ and below} = F\)

The key to success in this course is to start reading the assignments, studying the materials in the textbook, and complete the required exercises on time. Watch for the discussion board postings and submit your responses when they are due. Good Luck and contact me if you have any questions.

**Institution Policies**
Refer to the Richland College website:
- [www.richlandcollege.edu](http://www.richlandcollege.edu) or [https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/)

**Academic Progress:**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [https://richlandcollege.edu/advising/](https://richlandcollege.edu/advising/) for more details.
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Daily Activities

All Discussion Board topics are completed by making your post to the questions and answering two other posts of your peers to receive full credit.

Modules: The exercises are taken from the Microsoft Office 2016 textbook. Upload all modules to Ecampus

Extra Credit Essay – This assignment can be found in the menu in Ecampus. This Essay will be worth 30 extra credit points.

Ethics and Issues Essay These essays must follow a certain format for writing them. Please check online for details. Also remember they must be at least 300 words.

Day 1 ~ Monday ~ 12/11/2017


You will need to use the Microsoft Office 2016 textbook to complete Modules 1-8 (WORD has 3 modules, EXCEL has 3 modules and POWERPOINT has 2 modules). You will find the data files needed for these modules under the “Modules/Labs Data Files” button.

Clicking the “Daily Activities” link will give you your daily schedule.

To find the modules, click on the Modules/Labs Data Files button and then click the specific module folder. There you will find the files for your assignment. This is the same place that you will upload your files, by clicking the “attach local file” link.

Remember, NO ASSIGNMENTS WILL BE ACCEPTED LATE.
UPLOAD or complete the following by midnight tonight:
Discussion Board Topic #1

Day 2 ~ Tuesday ~ 12/12/2017

Read Chapter 2 in the textbook.
Start working on WORD – module #1
Day 3 ~ Wednesday ~ 12/13/2017
Read Chapter 3 in the textbook.
UPLOAD or complete the following by midnight tonight:
- Ethics and Issues Essay #1
- Discussion Board Topic #2
- WORD – module #1

Day 4 ~ Thursday ~ 12/14/2017
Take TEST #1. Test #1 can be found by clicking the “My Test” button in the course. It must be taken by midnight tonight, and you must end the test by 11 PM. You will be given one hour to complete the test. Test #1 will cover chapters 1, 2, and 3 from the textbook.

Day 5 ~ Friday ~ 12/15/2017
Read Chapter 4 in the textbook.
Start working on WORD – module #2

Day 6 ~ Saturday ~ 12/16/2017
Read Chapter 5 in the textbook.
UPLOAD the following by midnight tonight:
- WORD – module #2

Day 7 ~ Sunday ~ 12/17/2017
Read Chapters 6 in the textbook.
Start working on WORD – module #3
UPLOAD the following by midnight tonight:
- Ethics and Issues Essay #2
- WORD – module #3

Day 8 ~ Monday ~ 12/18/2017
Take Test #2 on-line. You must end the test by 11 PM on 3/18. You will be given one hour to complete the test. Test # 2 will cover chapters 4, 5 and 6 from the textbook

Day 9 ~ Tuesday ~ 12/19/2017
Read Chapter 7 in the textbook.
Start working on EXCEL – module #1
UPLOAD the following by midnight tonight:
- Discussion Board Topic #3.
Day 10 ~ Wednesday ~ 12/20/2017
Read Chapter 8 in the textbook
UPLOAD the following by midnight tonight:
EXCEL – module #1

Day 11 ~ Thursday ~ 12/21/2017
Read Chapter 9 in the textbook
Start working on EXCEL – module #2
UPLOAD the following by midnight tonight:
Ethics and Issues Essay #3
EXCEL – module #2

Day 12 ~ Friday ~ 12/22/2017
Today is the last day to drop this class and get a “W”
Take Test #3 on-line: You must end the test by 11 PM tonight. You will be given one hour to complete the test. Test #3 will cover chapters 7, 8 and 9 from the textbook.

Christmas Break
December 23, 2017 ~ January 1, 2018

Day 13 ~ Tuesday ~ 1/2/2018
Start working on EXCEL – module #3
UPLOAD the following by midnight tonight:
Discussion Board 4
EXCEL – module #3

Day 14 ~ Wednesday ~ 1/3/2018
Read Chapter 10 in the textbook, and
Start working on PowerPoint – module #1
UPLOAD the following by midnight tonight:
PowerPoint – module #1
Day 15 ~ Thursday ~ 1/4/2018

Read Chapter 11, and
Start working on PowerPoint – module #2

UPLOAD the following by midnight tonight:
Discussion Board #5
Ethics and Issues Essay #4
PowerPoint – module #2
Extra Credit Essay

Day 16 ~ Friday ~ 1/5/2018

Friday 1/5/2018 is the Last day of class

Take Test #4 on-line: You must end the test by 11 PM tonight. You will be given one hour to complete the test. Test #4 will cover chapters 10 and 11 from the textbook.