Introduction to Computing
Syllabus
STEM

Instructor Information
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Course Information
Course Title: Introduction to Computing
Course Number: COSC 1301
Section Number: 40411
Semester/Year: Spring/2020
Credit Hours: 3
Class Meeting Time/Location: Online
Class Period: March 30 – May 13, 2020
Certification Date: April 3, 2020
Last Day to Withdraw: May 4, 2020 (Monday)

Course Prerequisites
Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.
**Course Description**

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. (2Lec., 4Lab.)

**Student Learning Outcomes**

- Explain the 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.
- Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, and integration by using a microcomputer to solve specific problems.
- 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.

**Texas Core Objectives**

- 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, and persuasive language appropriate 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.

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 activities you engage in will give you the opportunity to practice two or more of the following core competencies:

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. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making

6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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**Required Course Materials:**

**REQUIRED TEXTBOOK:**

- **Additional Materials:** Scantrons, Flash drives, and other materials may be required. The instructor will provide information regarding when these materials will be needed.
- **Software:** Microsoft Office 2016 – Provided free by Eastfield College – Link shown in the Announcements

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

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**Graded Work**
The information below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**EVALUATION:**

Grading will be based on tests/exams (50%), assignments and projects (50%).

- Tests/Exams = 500 points
- Assignments and/or Projects = 500 points

**COURSE GRADE:**
*Point System*

- 1000 – 900 - A
- 899 – 800 - B
- 799 – 700 - C
- 699 – 600 - D
- Below 600 - F

*To be converted to Eastfield College Grade System*

**Eastfield College Grade System**

- 100 – 90 - A
- 89 – 80 - B
- 79 – 70 - C
- 69 – 60 - D
- Below 60 - F

**Attendance and Your Final Grade**

You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

**Late Work Policy**

Each major test will focus on material(s) covered since the previous exam, but may include topics previously covered. TEST WILL BE TAKEN AS SCHEDULED AND ANNOUNCED. ALL TESTS are REQUIRED. NO MAKE-UP TESTS unless arranged with the instructor before the test. No exceptions.

**Standard of Conduct/Classroom Etiquette**

No food, drinks or tabacco products are allowed in Eastfield College classrooms. However, if your class is in a non-lab classroom, your instructor may allow food or drink.

**Additional Resources**

[Tutoring Services](https://www.eastfieldcollege.edu/services/academic-support/tutoring/pages/default.aspx) are provided for Mathematics and Developmental Mathematics in the Eastfield library, Building L, Room 200. Students are encouraged to take advantage of this service for additional help in their course work. Visit the link above or call 972-860-7174 for more information on tutors, hours of operation and policies.
Other Course Policies

Assignments:
Exercises, projects, labs, and other activities will be periodically assigned to reinforce the material in the text. All lab assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software. All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software Microsoft Office 2016.

Dates for assignments:
You will complete all labs and submit ALL ON or BY THE Deadline Date. Late submission of assignments will be assessed a penalty of 50 percent. No exceptions

Institutional Policies
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Eastfield Institutional Policies (http://www.eastfieldcollege.edu/syllabipolicies)

Course Content
Topics for Discussion and Projects:
Windows, MS Word, MS Excel, MS Access, MS PowerPoint

Topics/Chapters to be covered:
Part 1: Concepts (Chapters 1-3)
Networks and the Internet (Chapters 4-6)
Part 2: Windows (Chapters 7-8)
Office 2016 (Chapter 9)
Part 3: Word 2016 (Chapters 10-12)
Excel 2016 (Chapters 13-16)
Part 4: Access 2016 (Chapters 17-19)
PowerPoint 2016 (Chapters 20-21)
Course Schedule

Course Outline/Calendar:

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>SUBJECTS TO BE COVERED*</th>
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<tbody>
<tr>
<td>1</td>
<td>Concepts (Chapters 1-2)</td>
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<td>2</td>
<td>Word 2016 (Chapter 10-12)</td>
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<td>3</td>
<td>Excel 2016 (Chapter 13-14)</td>
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<td>4</td>
<td>Excel 2016 (Chapter 15-16)</td>
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<td>5</td>
<td>Test 1 &amp; PowerPoint 2016 (Chapter 20-21)</td>
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<td>6</td>
<td>Access 2016 (Chapters 17-18)</td>
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(* Course coverage is subject to change)