COURSE DESCRIPTION

Prerequisites: None

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.

This course will fulfill degree requirements established by the colleges of DCCCD only if this course has been successfully completed and the date of completion does not exceed 10 years. (2 Lec., 2 Lab.)

This is a 3 credit hour course (2 lec., 2 lab)

Coordinating Board Academic Approval Number 1101015107

STUDENT LEARNING OUTCOMES

Upon successful completion of COSC 1301, students will be able to:

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 information security in a computing environment.
5. Apply critical thinking when solving problems and providing solutions.

COURSE MATERIALS:

MindTap Computing for The New Perspectives CollectionAuthors

ISBN for the MindTap Access Code is 9781337781541

Review the Getting Started section on the class website for more details on how to obtain these materials.

A student of this institution (El Centro College) 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.

IMPORTANT: You will not be able to use a mobile device such as a phone or tablet to complete this class; you will need to use a computer.

COURSE TRANSPARENCY:
The course material for COSC 1301 is computer-based using the Blackboard Course Management System, also known as e-Campus. As a result, the material is taught in a hybrid format using both face-to-face lectures and online labs. Assignments related to the course may be completed in either the classroom sessions and/or in the virtual environment 24/7 using Microsoft Office 365 or a compatible product.

PARTICIPATION POLICY

Students are expected to attend class if they registered for a face to face class log in and participate actively via eCampus. eCampus: http://ecampus.dccc.edu. Online and face to face students are required to complete a course activity prior to the certification date.

Try to check emails daily and access the class at least 3 times a week. You must show participation in this class prior to the certification date.

After the first week, students needing additional personal training and tutoring in basic computer skills are encouraged to learn these skills outside the normal learning environment. Personal tutoring sessions are available in the learning Center (A350-3rd floor) where trained leaders are ready to serve such students. Regardless of the student’s skill while entering this course, students are still expected to submit all assignments on a timely basis.

Multiple Computer-related Skill Levels:
This is a college-level introductory computer course that does not have minimum computer skills required. Therefore, instructors are to spend enough time during the first week of class to assure that all students have the training necessary to learn, understand and use basic computer skills.

- Using a mouse and/or touch-screen devices
- Activating e-Campus (Blackboard) to download, modify, and upload computer files
- Basic office skills using software such as MS Office
- Conducting web searches and writing short reports
- Sending and receiving e-mail messages

The assignments require keyboard skills; therefore, students who are not proficient with the keyboard should consider taking “ITSC 1291 Keyboarding Skills for Computer Majors.”

MAJOR COURSE REQUIREMENTS

Discussion Board: During the course students are expected to contribute to the general discussion. Posting requirements are to EACH graded topic! Postings will be graded based on the quality. Participation points are based on the quality of the material added to the discussion and thought provoking questions and responses, not the number of messages sent. One or two sentences will not be sufficient for participation and you will not receive points for non-substantive posts. You will not get participation points for chatting or merely submitting your assignments. Statements such as “nice job,” “I agree,” etc., will not be counted toward participation.

Ted Talks: Ted Talks provide informational talks in the form of a video related to relevant industry topics. An assessment will measure comprehensive and critical thinking.

Student Lab Assignments: Student Lab Assignments are used to assess critical and creative thinking skills with a high degree of effectiveness.

Student Projects
Projects afford the opportunity to collectively apply knowledge gained from the Activity Series and Review lab assignment. The knowledge is demonstrated and reinforced using skill level assessment outcomes.

**SUBJECT MATTER**
Topics covered in the course include:

- Basic Computer Concepts
- File Management
- Ergonomics
- Internet of Things
- 5G
- Security and Surveillance
- Operating Systems
- Password Protection
- Societal Issues
- Ethics

**CONCEALED CARRY:** Persons who hold a license to carry may carry a concealed handgun on College District property as permitted by law and College District policy. A license holder who carries a handgun on College District property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e. completely or partially visible) is prohibited on College District property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage, or other parking area.

**WEAPONS:** The use, possession, or display of a weapon in violation of law and College District policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars, and any other device designed to expel a projectile or to inflict bodily harm.

Violations may result in disciplinary action and/or criminal penalties.

<table>
<thead>
<tr>
<th>Evaluation Procedures</th>
<th>Point Accumulation and Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td>Points</td>
</tr>
<tr>
<td>Discussion Posts</td>
<td>400</td>
</tr>
<tr>
<td>Student Lab Assignments</td>
<td>1,500</td>
</tr>
<tr>
<td>Syllabus/Knowledge Check/Ted Talks- Quiz</td>
<td>300</td>
</tr>
<tr>
<td>Student Activities</td>
<td>550</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,750</strong></td>
</tr>
</tbody>
</table>

**Grading Rubric**

Using the points from above, the final letter grade will be determined as follows:

- **A:** 2750–2475
- **B:** 2474–2200
- **C:** 2199–1925
- **D:** 1924–1650
- **F:** 1649 and below

**Late Work**

Late work will be subject to a 20% late penalty. Which assignments chosen to receive will be left to the discretion of the instructor.

**Incompletes**

An incomplete grade of “I” may be given when unforeseen emergency prevents you from completing the work for this class. Contact the instructor immediately if there is a situation preventing you finishing the class.
Disclaimer
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

Late work will be accepted at instructor’s discretion but will be subject to a 20% late penalty

NOTE: The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.

POLICIES
Students should click on the links below and read all of these policies.

General institutional policies