Introduction to Computing Syllabus
Richland College

Instructor Information
Name: Professor Casandra Toler
DCCCD Email: SandyToler@dcccd.edu
Office Phone: 972-761-6757
Office Location: B226 (Bonham Hall)
Office Hours: Mon – Fri 11:00 am – 12:00 pm
Division Office and Phone: Engineering & Technology / 972-238-6290

Course Information
Course Title: Introduction to Computing
Course Number: COSC 1301
Section Number: 80448
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: This is an online class, so all lecture and lab work will be completed through eCampus.
Certification Date: 3/30/2020 is the last day to drop without a grade of W
Last Day to Withdraw: 5/1/2020 is the last day to drop with a grade of W

Course Description
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 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.) Coordinating Board Academic Approval Number 1101015107
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.

Texas Core Objectives

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

Required Course Materials

IMPORTANT: The best way to get both required eBooks is to purchase a Cengage Unlimited subscription for the semester.


3. Access to a computer and the Microsoft Office Suite of programs (Word, Excel, PowerPoint & Access). Students can download a free copy of these programs through the Richland website.

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.

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

Summary of Graded Work

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Lecture Tests &amp; Lecture Final</td>
<td>35%</td>
</tr>
<tr>
<td>Lab Exams &amp; Lab Final</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Homework &amp; Lab Assignments</td>
<td>25%</td>
</tr>
</tbody>
</table>

TOTAL: 100%

Description of Graded Work

Lecture Tests/Final Exam: Each test will have 40-50 multiple choice questions over the chapters from the lecture textbook ("Discovering Computers 2018, 1st Edition").

Quizzes: The chapter quizzes each have 20 multiple choice questions from the lecture textbook.

Homework Assignments: The homework assignments will also be questions based on the chapter from the lecture textbook.

Lab Assignments: For the lab assignments, you will follow step-by-step tutorials in the lab textbook ("New Perspectives Microsoft Office 365 & Office 2016, Introductory") to create and format documents in Word, Excel, PowerPoint and Access.
**Lab Exams/Final:** The lab exams will give you a file in Word, Excel, PowerPoint & Access and have you follow instructions to change and format that file.

**Late Work Policy**

**Missing a Test:** If you miss a test or lab exam, you may take a make up during the last week of classes. However, only one test or lab exam may be made up, so please make sure you do not miss tests.

**Missing a Quiz:** Missed quizzes cannot be made up, but the lowest quiz grade will automatically be dropped by eCampus. Therefore, if you miss one quiz, eCampus will not count it in your grade.

**Late Homework or Lab Assignments:** Assignments must be turned in on eCampus before the end of the scheduled due date to receive complete credit. A 10 point penalty will be subtracted for each day that an assignment is late. *(Note: Which means that after 10 days, you will receive a 0 on the assignment.)*

**Other Course Policies**

**Honesty:** The grades you receive for work in this course are individual grades; therefore the copying of work (assignments, tests, etc.) is prohibited and all parties involved will receive a zero for that work.

**Student Online Behavior:** When communicating with the professor or other students via email, always remember to be respectful of other people. Email communications on eCampus should be used for appropriate purposes, such as classwork or other school topics.

**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.

[Richland Institutional Policies](http://www.richlandcollege.edu/syllabipolicies)

**Course Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Assignments</th>
<th>Lab Assignments</th>
</tr>
</thead>
</table>
| 1    | Chapter 1: Introduction to Computers  
Chapter 1 Homework  
Chapter 1 Quiz  
Chapter 2: The Internet and World Wide Web  
Chapter 2 Homework | Scavenger Hunt Assignment  
Word 1  
Word 2 |
| 2    | Chapter 2: The Internet and World Wide Web  
Chapter 2 Quiz  
Chapter 3: Computers & Mobile Devices | Word 3  
Word 4 |
<table>
<thead>
<tr>
<th>Chapter 3 Homework</th>
<th>Test 1: Chapters 1,2,3 &amp; Word</th>
<th>Lab Exam: Word Excel 1 Excel 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Chapter 4: Programs &amp; Apps</td>
<td>Chapter 4 Quiz Chapter 5: Digital Safety &amp; Security</td>
</tr>
<tr>
<td></td>
<td>Chapter 5: Digital Safety &amp; Security</td>
<td>Chapter 5 Homework Chapter 5 Quiz</td>
</tr>
<tr>
<td></td>
<td>Chapter 6: Inside Computers &amp; Mobile Devices</td>
<td>Chapter 6: Homework</td>
</tr>
<tr>
<td></td>
<td>Test 2: Chapters 4,5,6 &amp; Excel</td>
<td>Access 1 Access 2 Access 3</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 7: Input &amp; Output</td>
<td>Lab Exam Access</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 8: Digital Storage</td>
<td>Powerpoint 1 Powerpoint 2 Powerpoint Lab Exam</td>
</tr>
<tr>
<td></td>
<td>Chapter 9: Digital Storage</td>
<td>Test 3: Chapters 7,8,11 &amp; Access</td>
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<tr>
<td></td>
<td>Chapter 10: Digital Storage</td>
<td>Lab Final Exam</td>
</tr>
<tr>
<td>7</td>
<td>Lecture Final Exam</td>
<td>Chapter 11: Databases Chapter 11 Homework Chapter 11 Quiz</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Chapter 11: Databases Chapter 11 Homework Chapter 11 Quiz</td>
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</tbody>
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