COSC 1301- Introduction to Computing Syllabus
Eastfield College

Instructor Information
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Division Office and Phone: STEM Division, C-Building, Room 202 | 972-860-7297

Course Information
Course Title: Introduction to Computing
Course Number: COSC 1301
Section Number: 44490
Semester/Year: Summer 2020
Credit Hours: 3
Class Meeting Time/Location: Fully Online via eCampus (Blackboard)
Class start: 5/18/2020  Class end: 06/02/2020
Certification Date: Important! 05/19/2020. Course Orientation Quiz due 05/19
Last Day to Withdraw: 05/29/2020

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

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.)
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.

Required Textbook

CMPTR³: Computer Applications and Concepts, 3rd edition
Authors: Pinard+Romer+Morley
Publisher: Course Technology/Cengage
ISBN-10: 1305862872

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.

Required Course Materials

- **Software:** Access to Microsoft Office 2016

  Microsoft Office 2016 Professional Edition (as a registered student of DCCCD, you can get Microsoft Office for home use — for Free!

  Use the following link to get details on this - Microsoft Office download:

  Internet Connection is required (high speed preferred).

  USB Flash drives or Cloud Storage

You may also use the computers at Eastfield College in L200 for work on your assignments or ask questions on the software applications.

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 1: Grading Criteria

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Weight</th>
<th>Points</th>
<th>% Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Orientation LAB0</td>
<td>1% Bonus</td>
<td>10 Bonus</td>
<td>1% Bonus</td>
</tr>
<tr>
<td>Bonus Quiz 0</td>
<td>1% Bonus</td>
<td>10 Bonus</td>
<td>1% Bonus</td>
</tr>
<tr>
<td>Extra Credit Project</td>
<td>3% Bonus</td>
<td>30 Bonus</td>
<td>3% Bonus</td>
</tr>
<tr>
<td>Projects(PJTs)/LABs</td>
<td>5 @ 8% each</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Test/Exam 1</td>
<td>16%</td>
<td>160</td>
<td>16%</td>
</tr>
<tr>
<td>Test/Exam 2</td>
<td>22%</td>
<td>220</td>
<td>22%</td>
</tr>
<tr>
<td>Test/Exam 3 (Final Exam)</td>
<td>22%</td>
<td>220</td>
<td>22%</td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td>1000 + Bonus</td>
<td>100% + Bonus</td>
</tr>
</tbody>
</table>

Final Grade

Your grade will be determined on what you earn on your course work. I do not give grades, you earn them. Your grades will be available to you on the on-line grade book. So, you should know what grade you have at all times.

The “1000-Point Grading System” will be used for determining your grade. You can use this to figure out where you stand on the grading scale at any point throughout the semester by simply adding up the points you have earned. The following scale will convert your weighted numerical score into a letter grade. Fractional values are rounded.

Table 2: Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 and above</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>below 600</td>
<td>0-59%</td>
<td>F</td>
</tr>
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</table>
Description of Graded Work

Examinations/Tests:

- There will be (3) noncumulative examinations/tests. The content will come from the text and other material presented in lecture/notes provided in the course website. The tests/exams will consist of multiple choice, true/false and possible essay questions. Please use the “Grading Criteria” above to find out the number of tests/exams and their scope.

- Reviews and/or hints will be provided before each exam. The reviews will help you with the exams. But be sure that you have the correct answers before each exam/test. Visit eCampus/Blackboard website at http://ecampus.dcccd.edu/ to download and print the exam reviews.

- Exams/Tests must be taken as scheduled. It is very highly recommended that you take the exams/tests as suggested before they are withdrawn. Final Exam/Test IS REQUIRED. NO MAKE-UP TESTS. No exceptions. Each major exam will focus on material(s) covered since the previous exam, but may include topics previously covered.

Laboratory/Project Assignments:

- Projects, labs, and other activities will be periodically assigned to reinforce the material in the text. These assignments will require the use of a computer with a Office 2016 Professional software.

- All assignments are individual assignments, unless otherwise specified, and thus must be completely the original work of the student submitting them and include proper citations to the published work of others.

- You must complete the Online/Blackboard Orientation by the due date to be considered as a registered student for this class.

- You will complete all assignments and submit ON or BY the Deadline or Due Dates. Late submission of assignments will be assessed a penalty of 4 points per day for each part for those that are not automatically withdrawn.

- If you submit multiples files for the same assignment, I will use the last or the latest submission for your grades

- Projects/Labs must be done in Microsoft Office. Projects/Labs are only accepted in the course via the “Assignments/Lab” link on Blackboard (eCampus) and NOT through email. See individual assignment requirements in Blackboard. Be sure to check the grade book in Blackboard for an acknowledgement for each assignment submitted.

Discussion Questions /Group Projects (if any):

Discussion Questions /Group Projects may also be assigned to enhance the learning process. Make efforts to complete and submit this on/before the due dates. This may come in the form of discussion questions via the Discussion forum of Blackboard and/or individual/group participations online.

Late Work Policy

Exams/Tests: There will be no make-up examinations/quizzes. It is the student’s responsibility to arrange for an excused absence before the test. A grade of zero will be assigned for all tests missed without an excused absence.
Assignments/Projects: You will complete all assignments and submit ON or BY the Deadline or Due Dates. Late submission of projects/assignments will be accepted at a penalty of -4 points per day, including weekends.

Attendance Policy:
Attendance policy for Online classes is evaluated based on participating in Blackboard Collaborate Live meeting, when scheduled, completion of assignments, discussions board activities, Exams, and other required activities during the course period. You are expected to login to eCampus (Blackboard) course site at least twice a day and keep updated with Course Announcements and Weekly Activities.

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

Remember, I am here to help you successfully complete this course. You are always welcome to contact me and ask questions. If you have any questions or concerns, please email me at RShrestha@dcccd.edu – Email is the best way to contact me. 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 assignments on your own. This course is more than just taking test and accumulating points. I want you to have the opportunity to learn and to grow in your knowledge of computers and sharing ideas and thoughts will assist in this process.

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 at: Eastfield Institutional Policies

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

IMPORTANT DATES:
May 18 (M): Classes Begin
May 19 (T): Certification/Census Date
May 29 (F): Last Day to Withdraw with a grade of ‘W’
June 2 (T): Semester Ends
Course Schedule/Calendar
Please Begin Work as soon as you can because this is a very short semester.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Assignments</th>
<th>Reading</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course introduction and overview</td>
<td>LAB0 Due: 5/19 (Blackboard)</td>
<td>Course Syllabus</td>
</tr>
<tr>
<td>May 18 To May 22</td>
<td>LAB0 Due [Scope: Introduction to class on eCampus]</td>
<td>Quiz0 Due: 5/19 (Syllabus)</td>
<td>[PR] Ch.1 &amp; 7</td>
</tr>
<tr>
<td></td>
<td>Chapter 1 - Introduction to Computers and the Internet</td>
<td>Test1 Due: 5/21 – 5/22</td>
<td>Test1 Review</td>
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<tr>
<td></td>
<td>Chapter 7 - Exploring Windows 10 and Managing Files</td>
<td>PJT1 Due: 5/22</td>
<td>[Chaps. 1, 7]</td>
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<td></td>
<td>Exam/Test1 [Scope: Chapters 1 &amp; 7]</td>
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<tr>
<td></td>
<td>PJT1 Due [Scope: Chapter 7]</td>
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<tr>
<td>Week 2</td>
<td>Chapter 10 - Creating a Document</td>
<td>PJT2 Due 5/24</td>
<td>[PR] Ch.10, 20, 17 &amp; 13</td>
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<td>May 23 To May 27</td>
<td>Chapter 20 - Creating a Presentation</td>
<td>PJT3 Due: 5/25</td>
<td>Test 2 Review</td>
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<td>Chapter 17 - Creating a Database</td>
<td>PJT4 Due: 5/26</td>
<td>[Chaps. 10, 20, 17 &amp; 13]</td>
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<td>Chapter 13 - Creating a Workbook</td>
<td>PJT5 Due: 5/27</td>
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<td>Test 2 Due [Scope: Chapters 10, 20, 17 &amp; 13]</td>
<td>Test2 Due: 5/26 – 5/28</td>
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<tr>
<td>Week 3</td>
<td>Chapter 2 - Computer Hardware</td>
<td>Test3 Due: 5/31 – 6/2</td>
<td>[PR] Ch. 2, 3, 4 &amp; 6</td>
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<tr>
<td>May 28 To 6/2</td>
<td>Chapter 3 - Computer Software</td>
<td>Extra CrPJT Due: 6/2</td>
<td>Test 3 Review</td>
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<td>Chapter 4 - Computer network</td>
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<td>[Chaps. 2, 3, 4 &amp; 6]</td>
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<td>Chapter 6 - Security &amp; Privacy</td>
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<td></td>
<td>Test3 Due [Scope: Chapters 2, 3, 4 &amp; 6]</td>
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<tr>
<td></td>
<td>Extra Credit Project [Scope: MS Office]</td>
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Note: We have Blackboard Collaborate Sessions on Tuesdays and Thursdays from 2:00 PM to 3:00 PM throughout the duration of this course. This on-line platform is provided for you to ask questions, share your thoughts or just have discussions on computer topics.

June 2, 2020 – Deadline for All Assignments/Projects, Exams, etc.
No Assignments will be accepted after this DATE!