

## AUSTIN COMMUNITY COLLEGE

### DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: COSC 1300 – Introduction to Computing

Synonym 39836- Fall 2009

**Lecture: SAC -1208** Monday Wednesday 5:40 pm – 6:55pm

**Lab: SAC-1208** Monday 6:55 pm – 7:20 pm

**Instructor: David Trevino**

**Office Telephone:** 940-4967

**Office:** -- TBD --

**Office Hours:** -- TBD --

**E-mail:** dstrevin@austincc.edu

**Home page:** <http://www.austincc.edu/dstrevin> (Under Construction)

**Course Description:** A survey course discussing computer terminology, components, programming concepts, and the computer's integration into business activities. Laboratory experience includes word processing, spreadsheets, presentation software and databases.

**Pre-requisite:** Reading – R.

#### **Approved Course Texts:**

Computers: Understanding Technology - Comprehensive, by Floyd Fuller and Brian Larson, Paradigm Publishing, 2008. (ISBN 978-0-76382-935-3)

Microsoft Office 2007: Essential Concepts and Techniques, by Shelly, Cashman, Vermaat, Course Technology, 2008. (ISBN 978-1-4188-4374-8)

**Instructional Methodology:** This course will have both lecture and lab each week. If the students are unable to finish the assigned lab work within the lab time, they will need to visit the CIS open labs.

**Course Rationale:** This course is designed to be an introductory computing concepts course. The intent of the course is to teach the basics of hardware, software, program design, computer ethics, systems software, application software and the role of

computing in society today. A software suite is also used in the lab to create documents, spreadsheets, databases and presentations. There is also an internet component that will be taught in the course. This course is included in the following degree plans:

- ▶ Associate of Applied Science – Computer Programming
- ▶ Associate of Applied Science – Web Programming
- ▶ Associate of Applied Science – Local Area Network Administration
- ▶ Associate of Applied Science – User/Desktop Support
- ▶ Associate of Applied Science – Game programming
- ▶ Associate of Applied Science – Microcomputer Application Support

**Course Objectives/Learning Outcomes:** After successful completion of this course, the student should be able to:

1. Understand and discuss the history and evolution of computers.
2. Understand how hardware and software function in a computer.
3. Identify the different types and sizes of computers.
4. Understand how a computer works.
5. Explain the differences between systems and application software.
6. Understand the function of a network, a network Operating System and identify different types of networks.
7. Understand the different types of application software and their usage.
8. Understand what is a program and the development and use of programming languages.
9. Understand the Information Systems and the System Development Life Cycle.
10. Understand and discuss issues of ethics, privacy, integrity as related to computers and the laws pertaining to these issues

### **SCANS Competencies:**

Competencies have been identified that are relevant to the level of instruction in the community college environment. These competencies reflect the knowledge and skills employees need to succeed in any occupation. This course will expose the student to the concepts and application of the following competencies:

Students select relevant goal-related activities, rank them in order of importance, allocate time to these activities, and understand, prepare and follow schedules.

Students acquire and evaluate information.

Students organize and maintain information.

Students interpret and communicate information.

Students use computers to process information.

Students know how social, organizational and technological systems work and operate effectively with them.

Students understand overall intent and proper procedure for setup and

operation of equipment.

Students locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.

Students receive, attend to, interpret, and respond to verbal messages and other cues.

Students specify goals and constraints, generate alternatives, consider risks, and evaluate and chooses best alternative.

Students recognize problems and devise and implement plan of action.

Students organize and process symbols, pictures, graphs, objects, and other information.

Students use efficient learning techniques to acquire and apply new knowledge and skills.

Students discover a rule or principle underlying the relationship between two or more objects an apply it when solving a problem.

Students exert a high level of effort and persevere towards goal attainment.

Students believe in own self-worth and maintain a positive view of self.

Students demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.

Students assess self accurately, set personal goals, monitor progress, and exhibit self-control.

Students choose ethical courses of action.

### Grade Policy:

Grade will be assigned based both on concepts and practical application. Exams, quizzes, and lab projects will be a part of the grade. An overall grade will be assigned on the following grading scale:

90% - 100%	A	1800 points and up
80% - 89%	B	1600 – 1799 points
70% - 79%	C	1400 – 1599 points
60% - 69%	D	1200 – 1399 points
0% - 59%	F	less than 1200 points

	Quantity	Total Points	Percentage
EXAMS	3	1200	60.00%
Chapter Quizzes	15	375	18.75%
Lab Projects	12	325	16.25%
Project/Presentation	4	100	5.00%
Final Exam <b>(optional)</b>	1	400 (optional)	(optional)

<b>TOTAL</b>		2000	100.00%
--------------	--	------	---------

There are 3 non-comprehensive exams, 15 chapter quizzes, 12 lab projects, one presentation and an optional comprehensive final for this course. **All lab projects are to be submitted electronically via the ACC Blackboard system by the end of the lab period as indicated in the course schedule.** Projects received within one week of the due date will receive 80% credit. **No credit will be given for projects received after one week.**

Scheduling of computer time outside of regular lab time is the Student's responsibility. Availability of computers is **NOT** an excuse for being late with a lab project assignment.

Students are expected to read and study the assigned material, per the course schedule, **BEFORE** each class. Chapter Quizzes **MUST BE TAKEN BEFORE THE EXAM** that covers that chapter to receive any credit for the quiz.

**There are no makeup EXAMS in this course.** If you miss an exam you will receive a grade of ZERO for that exam. Students may take the optional comprehensive final exam and drop their lowest exam grade (this applies to either one missed exam OR the lowest exam grade if all three exams have been taken).

Each student will be required to prepare and present a PowerPoint presentation on a computer related topic. This presentation should last approximately 5 minutes and should contain a minimum of 15 slides. The presentation should use sound, animation and run automatically once "slide show" has been selected. **The presentation must be given during the last week of class or a grade of zero will be assigned for the presentation.**

#### **Course/Class Policies:**

#### **Academic Integrity**

**A student is expected to complete his or her own projects and tests. Students are responsible for observing the policy on academic integrity as described in the current ACC Student Handbook, under "Student Discipline Policy, Section C".**

**The penalty assessed will be in accordance with the current ACC Student Handbook policy. See <http://www.austincc.edu/handbook/policies4.php> for more information.**

**For this course, the penalty for scholastic dishonesty is a grade of 'F' for the course.**

### **Incomplete**

**A student may receive a temporary grade of "I" (Incomplete) at the end of the semester only if ALL of the following conditions are satisfied:**

**The student is unable to complete the course during the semester due to circumstances beyond their control.**

**The student must have earned at least half of the grade points needed for a "C" by the end of the semester.**

**The request for the grade must be made in person at the instructor's office and necessary documents completed.**

**To remove an "I", the student must complete the course by two weeks before the end of the following semester. Failure to do so will result in the grade automatically reverting to an "F".**

### **Freedom of Expression Policy**

**It is expected that faculty and students will respect the views of others when expressed in classroom discussions.**

### **Tutoring**

**Free tutoring is provided for this course both on line and face-to-face. Face-to-face tutoring is provided at Rio Grande in Room 114 and Northridge in Room 4232 (see schedules posted on the door). For online schedules and details please refer to <http://www.austincc.edu/cit> .**

### **Attendance / Withdrawal**

**Students are expected to attend classes and will be held responsible for all material covered in class. Regular attendance helps ensure satisfactory progression towards completion of the course.**

**It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw from this class. The instructor may withdraw students from this class if their absences exceed 10% of the total number of class meetings or if the student fails to attempt 4 graded assignments by the last date to receive credit. The last date to withdraw for this semester is April 27, 2009. It is not the responsibility of the instructor to**

withdraw the students from their class even though the instructor has the prerogative to do so under the above listed circumstances.

**ALERT:** New state law for new students. *No more than six course withdrawals throughout your undergraduate education*, regardless of how many colleges you attend. Students who entered college before fall 2007 are not affected. Ask a counselor for details.

### **Student Files – Privacy**

The information that a student stores in his/her student volume in the Computer Studies Labs may be viewed by their instructor for educational and academic reasons.

### **Students with Disabilities**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make this request three weeks before the start of the semester. (Refer to the current ACC Student Handbook).

### **Communication**

The ACC online Blackboard system <http://acconline.austincc.edu> will be used as the official communication system during this semester. Lecture notes, handouts, changes to course schedule or assignments and your grades will be posted on this system. All students are expected to check this system on a regular basis. A brief orientation will be provided during the first class laboratory period. For information on how to log onto Blackboard 6.0 please visit the following site <http://irt.austincc.edu/blackboard/stlogin.html>.

### **Use of Electronic Devices**

The use of cell phones, pagers and personal electronic devices are not allowed at any time in the class or lab. The use of a laptop computer in class or lab is restricted to instructor approved activities.

### **Introduction to Computing**

Course Schedule – Section 28997 Monday Wednesday

<b>Week Num</b>	<b>Date</b>	<b>Lecture- M-W</b>	<b>Blue</b>	<b>Lab --</b>
1	8/24 8/26	M. W.	Course Introduction Chapter 1 – Our Digital World	<b>Red 2007</b> <b>Lab Orientation</b> <b>Intro to Office 2007 -</b>
2	8/31 9/02	M W.	Chapter 1 – ContChapter2 - Input and Processing	<b>Begin Lab 1 – Word 2007</b>
3	9/07 9/09	M. W	Labor Day - Chapter 2 (continued)	<b>Lab 1 due 09/09</b> <b>Begin Lab 2 – Word 2007</b>
4	9/14 9/16	M. W .	Chapter 3 – Output and Storage Chapter 3 (continued)	<b>Word Lab 2 due 9/21</b>
5	9/21 9/23	M. W .	Chapter 4 – System Software Chapter 4 – Continued	<b>Begin Lab 3 – Word 2007</b> <b>Word lab 3 due 9/28</b>
6	9/28 9/30	M. W .	Chapter 5 Application Software Chapter 5 Continued Project 1 Review for EXAM I (Chapters 1 – 5)	<b>Begin Lab 1 – Excel</b> <b>Excel lab 1 due 10/5</b>
7	10/5 10/7	M. W .	<b>EXAM I –Chpt 6</b> Telecom. and Networks Chapter 6 – Telecom. and Networks	<b>Begin Lab 2 – Excel 2007</b> <b>Lab 2 - Excel due 10/12</b>
8	10/1 2 10/1 4	M. W	Chapter 7 The Internet and the WWW Chapter 8 – Security Issues and Strategies	<b>Begin Lab 3 – Excel 2007</b> <b>Excel Lab 3 due 10/19</b>
9	10/1 9 10/2 1	M. W	<b>Chapter 9 – Database and MgmT Chapter 9 Continued</b>	<b>Begin Lab 1 – Access 2007</b> <b>Access 1 lab Due 10/26</b>
10	10/2 6 10/2 8	M. W	Chapter 10 – Information Systems Chapter 10 Continued	<b>Begin Lab 2– Access 2007</b> <b>Access Lab 2 Due 11/2</b>

11	11/02 11/04	M. W	Project 2 and Review for EXAM II (Chapters 6 – 10) <b>EXAM II</b>	<b>Begin Lab 3 – Access 2007</b>  <b>Access Lab 3 Due 11/09</b>
12	11/09 11/11	M. W	Chapter 11 – Electronic Commerce Chapter 12 – Prog.. Concepts and Lang.	<b>Begin Lab 1 - PowerPoint 2007</b>  <b>Lab 1 PP Due 11/16</b>
13	11/16 11/18	M. W	Chapter 13 – Multimedia and Artificial Intelligence Chapter 14 Computer Ethics	<b>Begin Lab 2 – PowerPoint 2007</b>  <b>Lab 2 Due 11/24</b>
14	11/24 11/25	M. W	Chapter 15 – Information Tech. Careers Project 3 completion and submission	<b>Lab 1 - Web Page using PowerPoint 2007</b> <b>Web Lab Due 11/30</b>
15	11/30 12/02	M. W	Review for EXAM III (Chapters 11 – 15)  <b>EXAM III - work on presentation</b>	<b>Work on Presentations</b>
16	12/07 12/09	M. W	<b>Work on Presentations</b>  <b>FINAL EXAM (Optional)</b>	<b>Individual Presentations Using PowerPoint 2007</b>

**Note: The instructor has the prerogative to change the course schedule as required.**