

**Austin Community College**  
**Department of Computer Studies and Advanced Technology**  
**Personal Computing**  
**Fall 2010**  
**Synonym Number 16511**  
*Syllabus And Schedule – last updated August 23, 2010*

**Syllabus Outline**

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**Instructor Information**

**Instructor:** Amardeep Kahlon  
**Phone:** 512-223-2069  
**Office:** Cypress Creek Campus Room 2204.10  
**Office Hours:** First week of classes:  
Wednesday 8 am – 1 pm  
**Walk-in hours (beginning the second week of classes):**  
Monday: 8:00 am – 1 pm  
**Hours by appointment only:**  
Wednesday: 8:00 am – 1 pm  
**Visit <http://www3.austincc.edu/it/fachours/view.asp?id=6285>**  
**Meeting Times** Tues & Thurs 8:40 AM – 10:25 AM CYP2129  
**E-mail:** [akahlon@austincc.edu](mailto:akahlon@austincc.edu)

**Please remember to have your synonym number in the subject line of your email. Your synonym number is 16511. Emails sent without the proper synonym will not get a response. Additionally, my email client filters junk mail based on various factors. If the subject line of the email is blank, it is automatically treated as**

**Home page:** [Spam and dealt with accordingly.  
http://www.austincc.edu/kahlon/](http://www.austincc.edu/kahlon/)

**Course Description**

COSC 1301 PERSONAL COMPUTING (3-2-2). A hands-on course for the development of skills needed to use personal computer systems for business, individual, and educational applications. Learn word processing, database management, spreadsheet development, and how to use the operating system. Keyboarding skills are not required, but are helpful. May not be applied toward a CSC degree.

For Early College Start students, this course will satisfy the technology requirement in most high schools – please check with the high school counselor.

**Textbook / Materials**

**Textbook Information:** [Microsoft Office 2007 Illustrated: Introductory Premium Video Edition, 1st Edition. by Beskeen, Cram, Duffy, Friedrichsen, Reding](#)

**Publisher:** Course Technology

**ISBN-10:** 0324827083

**ISBN-13:** 9780324827088

Spiral-bound

**Student Data Files:** You will receive information in the textbook on how to download the student data files. There will also be a link on the Blackboard site to download the files.

**Software:** The software used in this class is Microsoft Office 2007. This software is installed in all Computer Studies labs and open labs. You can also buy this software from Microsoft for a special discounted price at <http://www.microsoft.com/student/office/en-us/default.aspx>

**Course Objectives/Learning Outcomes**

This course helps you develop personal productivity skills with the use of microcomputers for the following applications:

<b>TOPIC</b>	<b>SOFTWARE</b>
Operating System	Microsoft Windows XP
Word Processing	Microsoft Word 2007
Spreadsheet Development	Microsoft Excel 2007
Database Management	Microsoft Access 2007
Presentation Development	Microsoft PowerPoint 2007
WWW Browsing	Microsoft Internet Explorer 7 / Firefox 3.x

Students will learn how to integrate information across applications. Students will develop their computer literacy with an increased knowledge of computing concepts

and terminology. Students will also will develop skills in disk and file management using a graphical user interface (Microsoft Windows XP).

**Course Rationale**

The applications taught in this class are the current most popular software programs available. However, the skills learned can be applied to other Windows and Mac based programs. In addition to teaching the use of the software, the course also provides for group participation that is required in most work environments today.

**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:

- Uses computers to process information.
- Applies Technology to Task: Understands overall intent and proper procedures for setup and operation of equipment.
- Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.
- Seeing Things in the Mind’s Eye: Organizes and processes symbols, pictures, graphs, objects, and other information.
- Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.
- Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

**Grade Policies**

The class grade will be based on the students’ performance on the tests, completion of projects and exercises, and class participation.

Class Participation .....	50 points
Labs.....	17 @ 10 points each .. 170 points
Project .....	1 @ 30 points each
Exams.....	1 @ 50 points each
Exams.....	4 @ 100 points each .. 400 points
<b><u>Total points Possible (Excluding Extra Credit).....</u></b>	<b><u>700 points</u></b>

There may be extra credit work assigned during the semester. This work will be announced to the class in class and through Blackboard. Extra credit cannot be applied towards a missed lab or exam. **Only students who have turned in all the labs and taken all the exams will be eligible to receive the extra credit.**

**The following grading scale will be used to assign the final grade:**

630 and above.....	A
560 – 629.....	B
490 - 559.....	C
420 - 489.....	D
<420.....	F

***There will be no make-up exams – no exceptions will be made to this rule. All exams must be taken by the deadline listed in the schedule. Assigned projects and exercises are due by the dates indicated on the syllabus. All labs relating to a particular unit must be turned in before an exam can be taken for that unit.***

***For labs that are turned in late, the following late policy will apply:***

- a) 1 calendar day late..... 20% off
- b) 2 - 5 calendar days late..... 50% off
- c) More than 5 calendar days late..... 100% off

## Teaching Methods

This course will have both a lecture and lab component. Each class will be divided into lecture time and lab time. There are times when students may need extra time to work on the labs. This can be done in the students' own home if they have the software or in any of the Computer Studies open labs. The open lab hours, room and phone numbers can be viewed by [clicking here](#).

In this course, assignments will be disseminated online and students will submit the assignments through Blackboard as well as a hard copy if needed. As the assignment is graded, I will enter the grade in the Blackboard grade book. Students can access the grade book and view their grades online. Grades will not be sent through email for reasons of confidentiality. Students will also participate in the online discussion board in Blackboard. This will count towards class participation points. In order to log into Blackboard students will need their ACCeID. [Click here for more information](#) about ACCeID if it has not yet been activated.

[Click here to log into Blackboard](#) AFTER you have your ACCeID. Please bookmark the Blackboard login link in your browser as you will be visiting it often during this course.

All tests will be taken in the classroom on a computer.

## Course Policies

**Email Policy:** All course emails between the college and the student must take place using the ACC email account provided to students. I will not entertain emails sent from personal email accounts. All emails generated out of Blackboard and from my email client will go to the students' ACC email account. It is the responsibility of the student to check this email account regularly. More on this in the first week of class.

**Cell Phones, pagers and laptops:** The use of cell phones and pagers is not allowed in the class or lab. Students should turn their phones or pagers to silent / vibrate mode. Students may bring their laptops to class but will not be allowed to connect them to the LAN. Further, the use of laptops is only for instructor-approved classroom activities. Please do not surf either on a desktop, smartphone, iPad or a laptop while class is in session.

**Academic Dishonesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in course.

Cheating is any of the following:

1. Taking the work of another student and turning it in as your own.
2. Giving your work to another student to turn in as their own.

3. Getting information about the exam from another student.
4. Giving information about the exam to another student.
5. Copying material off the Internet and turning it in as your own.
6. Copying material off the Internet without giving credit to the source.
7. Getting someone else to do your labs for you.

I consider cheating to be a serious offense. The first incident will earn you a grade of 0 or F for that particular lab or exam. A second offense will result in an F in the course. *The burden of proof rests on ALL parties involved.*

The ACC Student Handbook defines academic dishonesty as: "Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework" (<http://www.austincc.edu/handbook/>)

### **Posting of Grades:**

Final course grades will not be posted. The final course grade is mailed to the student by the ACC Admissions and Records office. Students may also log into their ACC Online account after the end of the semester and look at their grade. A final letter grade will also be posted to the Blackboard grade book in the last week of class.

### **Incomplete:**

An Incomplete may not be used as a shelter from a potentially low grade in the class. A student may qualify for an **"I" (Incomplete) at the end of the semester only if ALL of the following conditions are satisfied:**

1. The student is unable to complete the course during the semester due to documented extenuating circumstances.
2. The student must have earned at least half of the grade points needed for a "C" by the end of the semester.
3. The request for the grade must be made in person at the instructor's office and necessary documents completed.
4. To remove an "I", the student must complete the stipulations of the Incomplete contract signed with the instructor no later than two weeks prior to the end of the next semester. Failure to do so will result in the grade automatically reverting to an "F".

### **Withdrawal:**

It is the student's responsibility to complete a Withdrawal Form in the Admissions Office or online if they wish to withdraw from this class. The last date to withdraw for this semester is **Monday, October 18, 2010**. If the withdrawal is not completed by 5 PM on October 18, the student will receive a performance grade (A, B, C, D, or F) that they have earned at the end of the semester. **Alert: State law allows only 6 withdrawals per student in the entire undergraduate degree no matter how many colleges you attend. Please see the FAQ for more information.** Due to this state law I will NOT withdraw students from the class.

**Freedom of Expression Policy:**

Each student is strongly encouraged to participate in classroom discussions on Blackboard. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**Attendance in an online class:**

Students are expected to actively participate in the class and will be held responsible for all material assigned in class. Regular interaction with the instructor and with other students helps ensure satisfactory progression towards completion of the course. You must participate in all discussions posted on the discussion board.

**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 do this three weeks before the start of the semester (<http://www.austincc.edu/handbook/>).

### Tentative Course Schedule

Date	Topic	Text	Lab
August 24	Course Intro Syllabus Schedule		Lab Orientation – this counts as Lab 1
August 26	The System Unit	Concepts Unit A	
August 31	Windows	Windows Units A and B	Work on Lab 2. Lab 2 is due <b>at the beginning of class</b> on September 2
September 2	<b>Internet</b>	Internet Unit A	Work on Lab 3. Lab 3 is due <b>at the beginning of class</b> on September 7
September 7	<b>WINDOWS/INTERNET UNIT EXAM</b>		Exam will be completed on the computer in the classroom
	Office 2007	Office 2007 Unit A	No lab work
September 9	Word 2007	Word Unit A	Work on Lab 4. Lab 4 is due <b>at the beginning of class</b> on September 14
September 14	Word 2007	Word Unit B	Work on Lab 5. Lab 5 is due <b>at the beginning of class</b> on September 16

*I reserve the right to amend, alter, change, delete, or modify this syllabus and schedule in any manner that I deem necessary and in the best interest of COSC1301, the Computer Studies department and ACC*

Date	Topic	Text	Lab
September 16	Word 2007	Word Units C & D	Work on Lab 6. Lab 6 is due <b>at the END of class</b> on September <b>21</b>
September 21	Word 2007	Word Units C & D	Continue to work on Lab 6 and submit it by the end of class
September 23	<b>WORD UNIT EXAM</b> – all Word labs <b>MUST</b> be submitted by the end of class on September 21 in order to be eligible to take the exam	Word Units A – D	Exam will be completed on the computer in the classroom
September 28	Excel	Excel Unit A	Work on Lab 7. Lab 7 is due <b>at the beginning of class</b> on September 30
September 30	Excel	Excel Unit B	Work on Lab 8. Lab 8 is due <b>at the beginning of class</b> on October 5
October 5	Excel	Excel Units C & D	Work on Lab 9. Lab 9 is due <b>at the END of class</b> on October 7
October 7	Excel	Excel Units C & D	Continue to work on Lab 9 – due at the end of class
October 12	<b>EXCEL UNIT EXAM</b> – all Excel labs <b>MUST</b> be submitted by the end of class on October 7 in order to be eligible to take the exam	Excel Units A – D	Exam will be completed on the computer in the classroom
October 14	Integration	Integration Unit A	Work on Lab 10. Lab 10 is due <b>at the beginning of class</b> on October 19
October 19	Access	Access Unit A	Work on Lab 10. Lab 10 is due <b>at the beginning of class</b> on October 19

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<b>Date</b>	<b>Topic</b>	<b>Text</b>	<b>Lab</b>
October 21	Access	Access Unit B	Work on Lab 11. Lab 11 is due <b>at the beginning of class</b> on October 26
October 26	Access	Access Units C & D	Work on Lab 12. Lab 12 is due <b>at the END of class</b> on October 28
October 28	Access	Access Units C & D	Continue to work on Lab 12 – due at the end of class
November 2	<b>ACCESS UNIT EXAM</b> – all Access labs MUST be submitted by the end of class on October 28 in order to be eligible to take the exam	Access Units A - D	Exam will be completed on the computer in the classroom
November 4	Integration	Integration Unit B	Work on Lab 13. Lab 13 is due <b>at the beginning of class</b> on November 9
November 9	PowerPoint	PowerPoint Unit A	Work on Lab 14. Lab 14 is due <b>at the beginning of class</b> on November 11
November 11	PowerPoint	PowerPoint Unit B	Work on Lab 15. Lab 15 is due <b>at the beginning of class</b> on November 16
November 16	PowerPoint	PowerPoint Units C & D	Work on Lab 16. Lab 16 is due <b>at the END of class</b> on November 18
November 18	PowerPoint	PowerPoint Units C & D	Continue to work on Lab 16 – due at the end of class

Date	Topic	Text	Lab
November 23	<b>POWERPOINT UNIT EXAM</b> – all PowerPoint labs MUST be submitted by the end of class on November 18 in order to be eligible to take the exam	PowerPoint Units A – D	Exam will be completed on the computer in the classroom
November 25	<b>Thanksgiving – college is closed!!</b>		
November 30	Integration	Integration Unit C	Work on Lab 17. Lab 17 is due <b>at the beginning of class</b> on December 2
December 2	Project Work Day		Work on final project – to be presented in class on December 7 and 9
December 7	Project Presentations		
December 9	Project Presentations Course Wrap Up		