

AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: COSC 1301 – Introduction to Computing
Synonym 34105-040

Lecture: RRC, Room 2220.00, TTh, 9:00am - 10:20am

Lab: RRC, Room 2220.00, T, 10:30am - 11:25am

Instructor: Lori Brill

Office Hours: RRC, Room 2220.00 or open lab, T, 8:30am – 9:00am, Th 10:20am – 10:50am

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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 provides the required computer literacy core competencies that all students need to attain by graduation.

Pre-requisite: Reading – R.

Keyboarding and mouse operation skills recommended.

Approved Course Texts:

CMPTR, 1st Edition, Pinard/Romer, Course Technology, 2012.

NOTE: *This textbook MUST be selected from one of two BUNDLES (the only difference is that one bundle provides a 180 day license to Microsoft Office 2010)*

ISBN-10: 1-133-22090-8 : (Textbook, CourseMate, and SAM Access)

ISBN-10: 0-495-96549-9 : (Textbook, CourseMate, SAM Access, and 180 day Microsoft Office 2010 license)

Instructional Methodology: This course will have both lecture and lab each week. If students are unable to finish the assigned lab work within the lab time, they will need to visit the CIT open labs to complete their assignments. Visit the Computer Studies Website for lab schedules:

<http://www.austincc.edu/cit/> click on Open Lab Schedules in the left pane.

Course Rationale: This course meets the Computer Literacy course requirements as defined by the Texas Higher Education Coordinating Board. This course is included in several degree plans and certificates including:

- 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:

The students will learn to “use computer-based technology in communicating, solving problems, and acquiring information”. Students will have an “understanding of the limits, problems, and possibilities associated with the use of technology, and acquire the tools necessary to evaluate and learn new technologies as they become available”. After successful completion of this course, students should be able to:

1. Define and describe the hardware used in information technology (IT).
2. Define and describe the types of software used in IT.
3. Delineate and discuss societal issues involving the use of IT and networks.
4. 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.
5. Use IT to acquire, differentiate and evaluate information and technology.

SCANS (Secretary’s Commission on Achieving Necessary Skills):

Refer to <http://www.austincc.edu/cit/courses/scans.pdf> for a complete definition and explanation of SCANS. The following list summarizes the SCANS competencies addressed in this particular course:

RESOURCES 1.1 Manages Time	INTERPERSONAL	INFORMATION 3.1 Acquires and Evaluates Information 3.2 Organizes and Maintains Information 3.3 Uses Computers to Process Information	SYSTEMS 4.1 Understands Systems 4.2 Monitors and Corrects Performance
TECHNOLOGY 5.1 Selects Technology 5.2 Applies Technology to Task	BASIC SKILLS 6.1 Reading 6.5 Listening	THINKING SKILLS 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.5 Knowing How to Learn 7.6 Reasoning	PERSONAL SKILLS 8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty

Grade Policy:

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

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

Each student’s grade for this course consists of non-comprehensive exams on concepts, chapter homework on Microsoft office 2010 applications, Microsoft Office 2010 projects, and a departmental final exam.

Each Microsoft Office 2010 Lab is due by the beginning of the next scheduled *class* following the laboratory. Late assignments will be accepted for one week with a late penalty of 20%. ***No credit will be given for exercises 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 any assignment.

3 - Concept Exams	100 points	300 points total
Concept Enrichment Assignment/ Quizzes	100 points	100 points total
4 – LAB Exams	100 points	400 points total
16 Chapter Homework Assignments	5 points	80 points total
PowerPoint Presentation	45 points	45 points total
Department Assessment	75 points	75 points total
TOTAL		1000 points

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:

1. The student is unable to complete the course during the semester due to circumstances beyond their control.
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 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. For 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 November 17, 2011. 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, but not changed by his/her instructor for educational and academic reasons. Instructors have read-only access to the students' files.

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

Instructors will use the ACC online Blackboard system <http://acconline.austincc.edu> and the ACCmail accounts as the official communication system during this semester. Instructors can post lecture notes, handouts, changes to course schedule or assignments and your grades on Blackboard and can send all email communication via the ACCmail accounts. Instructors will expect all students to check both Blackboard and their ACCmail accounts on a regular basis. For information on how to log onto Blackboard 8.0 and ACCmail please visit the following sites: <http://irt.austincc.edu/blackboard/stlogin.html> <http://www.austincc.edu/google/>. Instructors/Lab Technicians will conduct a brief lab orientation during the first class laboratory period.

Schedule - COSC 1301

Week	Date	Concepts Lecture	Lab Session	Lab / Homework Assignment
1	8/23	Course Orientation	Lab Orientation / SAM Logons	
	8/25	Chapter 1 (LO 1.1, 1.2)		
2	8/30	Chapter 1 (LO 1.3, 1.4)	Chapter 7 – Office XP (LO 7.1, 7.2, 7.3, 7.4, 7.5, 7.6)	Practice It 7-1
	9/1	Chapter 2 (LO 2.1, 2.2)	Chapter 8 – Managing Files (LO 8.1, 8.2, 8.3)	Practice It 8-1
3	9/6	Chapter 2 (LO 2.3, 2.4)	Chapter 9 – Intro Office 2010 (LO 9.1- 9.6)	Practice It 9-1
	9/8	Chapter 2 (LO 2.5, 2.6)	Chapter 10 – Creating a Document (LO 10.1 – 10.5)	
4	9/13	Concept EXAM (CH 1 - 2)	Chapter 10 – Creating a Document (LO 10.6 – 10.11)	Practice It 10-1
	9/15	Chapter 3 (LO 3.1, 3.2)	Chapter 11 – Formatting a Long Document (LO 11.1 – 11.5)	
5	9/20	Chapter 3 (LO 3.3 3.4)	Chapter 11 – Formatting a Long Document (LO 11.6 – 11.9)	Practice It 11-1
	9/22	Chapter 3 (LO 3.5, 3.6, 3.7)	Chapter 12 – Enhancing a Document (LO 12.1 – 12.5 only)	Practice It 12-1
6	9/27	WORD Lab Exam (SAM Projects)		
	9/29	Chapter 4 (LO 4.1, 4.2)	Chapter 13 – Creating a Workbook (LO 13.1, 13.2, 13.3)	
7	10/4	Chapter 4 (LO 4.3, 4.4)	Chapter 13 – Creating a Workbook (LO 13.4, 13.5, 13.6, 13.7)	Practice It 13-1
	10/6	Chapter 4 (LO 4.5, 4.6)	Chapter 14 – Formatting a Worksheet (LO 14.1 – 14.6)	Practice It 14-1
8	10/11	Concept Exam (CH 3-4)	Chapter 15 – Working with Formulas and Functions (LO 15.1 – 15.6)	Practice It 15-1
	10/13	Chapter 5 (LO 5.1, 5.2)	Chapter 16 – Inserting and Formatting Charts (LO 16.1 - 16.4)	
9	10/18	Chapter 5 (LO 5.3, 5.4)	Chapter 16 – Inserting and Formatting Charts (LO 16.5 –16.9)	Practice It 16-1
	10/20	Chapter 6 (LO 6.1, 6.2)		
10	10/25	EXCEL Exam (SAM Projects)		
	10/27	Chapter 6 (LO 6.3, 6.4)	Chapter 17 – Creating a Database (LO 17.1 – 17.8)	Practice It 17-1
11	11/1	Chapter 6 (LO 6.5, 6.6)	Chapter 18 – Maintaining and Querying a Database (LO 18.1 – 18.4 only)	Practice It 18-1
	11/3	Concept Exam (CH 5-6)	Chapter 19 – Creating Forms and Reports (LO 19.1 – 19.7)	Practice It 19-1
12	11/8	ACCESS Exam (SAM Projects)		
	11/10	Enrichment Assignment	Chapter 20 – Creating a Presentation (LO 20.1 – 20.4)	Practice It 20-1
14	11/15	Enrichment Assignment	Chapter 20 – Creating a Presentation (LO 20.4 – 20.7)	
	11/17	Enrichment Assignment	Chapter 21 – Enhancing a Presentation (LO 21.5 – 21.7)	Practice It 21-1
13	11/22	PowerPoint Exam (SAM Projects)		
	11/24	HOLIDAY – NO CLASS		
15	11/29	Present PowerPoint Projects		
	12/1	Enrichment Assignment	Chapter 22 - Integrating Word, Excel, Access, and PowerPoint (LO 23.1 only)	Practice It 22-1 (steps 1-15 only)
16	12/6	Enrichment Assignment		
	12/8	Department Assessment		

Note: The schedule may change as required. In class quizzes / assignments are not shown on schedule.