

**AUSTIN COMMUNITY COLLEGE**  
**DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY**

Course Syllabus: COSC 1301 – Personal Computing Section 12729 – Summer 2010
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**Meeting Location:** Rouse High School, Room 6207

**Time:** MTWTh 8:00am – 10:40am

**Instructor:** Lori Brill, Adjunct Associate Professor of Computer Science

**Office Telephone:** 223-1795 ext.25842

**E-mail:** [lbrill@austincc.edu](mailto:lbrill@austincc.edu) (preferred)

**Home page:** <http://www.austincc.edu/lbrill>

**Office:** Computer Lab, Room 6207

**Office Hours:** MTWTh 10:40am – 11:00am, 1:40pm – 2:00pm

**Course Description:** A hands-on course for the development of skills needed to use personal computer systems for business, individual, and educational applications. Learn word processing, spreadsheet development, database management, presentation software, and how to use the operating system.

**Course Text:**

(1) Microsoft Office 2007 Illustrated Introductory, Premium Video Edition,  
Beskeen/Cram/Duffy/Friedrichsen/Reding, Course Technology, (ISBN 0-324-82708-3).

Textbooks are available at ACC bookstores, visit <http://austincc.bkstore.com/> for locations and hours. Any other required materials, including computers, printers, software. Data Files will be available on Blackboard.

**Instructional Methodology:** This course will have both lecture/demonstration and hands-on computer lab work during each class meeting. Students who do not finish the assigned lab work within the allotted time need to visit the CIT/CS open labs. Visit <http://www.austincc.edu/cit> on the Open Lab Schedules link for hours and locations. A lab orientation will be given in the first day of class.

**Course Rationale / Objectives:** Personal Computing is a beginning course that serves to introduce the Windows XP operating system and the Microsoft Office 2007 Application Suite. In addition, students will learn to create integrated Office documents. Obtained skills can be used for personal, educational, or business applications.

### 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 and are defined by the Computer Studies Department.

<b>C8</b>	Uses computers to process information.
<b>C19</b>	Applies Technology to Task: Understands overall intent and proper procedures for setup and operation of equipment.
<b>F5</b>	Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.
<b>F10</b>	Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects, and other information.
<b>F11</b>	Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills.
<b>F16</b>	Self-Management: Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

### Grade Policy:

EXAMS (4)	@150 points each	600
Lab Assignments (21)	@10-15 points each	300
Review Tests on Blackboard	1 for each Unit	100
<b>TOTAL</b>		<b>1000</b>

There are 4 non-comprehensive exams, 21 lab assignments, and Review tests on Blackboard required for this course. The point value of each component is given in the table above. The exact points of each lab assignment are shown on the course outline provided at the end of the syllabus. All lab assignments are to be submitted electronically via the ACC Blackboard system by 10 pm. on the day of the Lab indicated in the course outline at the end of the syllabus. The link to submit lab work to Blackboard will be removed at 10pm on the due date listed on the course outline. After the link is removed, the lab is considered late, but will be accepted for an additional 24 hours for 80% of possible credit. Up to 2 lab assignments may be submitted late, with students using the Data Files, Digital Drop Box on Blackboard to submit work in addition to printing a copy of the late work for the instructor for grading. Only 2 assignments will be accepted without class attendance or prior arrangements. Blackboard will be the arbiter on submission of work and submission times.

Scheduling of computer time outside of regular lab time is the student's responsibility.

Missed exams must be made up no later than the next scheduled class period. Exams can be missed only for extreme circumstances (Example: hospitalization). Proof of circumstances will be required (ie. letter from Funeral Home on Funeral Home letterhead). Please contact the instructor in advance if you will miss one of the exams so that arrangements can be made. There are **no** make up exams for unexcused absences. Only one exam may be taken as a make up exam in the semester.

**Grade Scale:**

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

**Tutoring**

For tutoring schedules and details, please visit <http://www.austincc.edu/cit> .

**Academic Integrity:**

A student is expected to complete his or her own assignments and tests. Students are encouraged to seek and receive assistance as needed. However, the end product needs to be their own. Students are responsible for observing the policy on academic integrity described in the Current ACC Student Handbook, under “Student Discipline Policy, Section C”:

“Academic work submitted by students shall be the result of their own thought, research or self-expression. For the purposes of these regulations, academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations, and homework”.

**Classroom Discipline:**

Students who listen to the lectures tend to score highest on the exams. Therefore, all students are asked to respect the right of others to listen to the lecture. Also, please model business professional behavior in speech and behavior. Refer to the Current ACC Student Handbook under “Student Discipline Policy, Section A” for student responsibilities.

**Incomplete:**

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

1. The student is unable to complete the course during the semester due to circumstances beyond his or her 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 the instructor and student will respect the right of others to express their views related to classroom discussions.

**Communication:**

The ACC online Blackboard system [Blackboard Learning System™ Entry Page](#) will be used as the official communication system during this semester. Weekly announcements, the syllabus, lecture notes, handouts, changes to course schedule or assignments will be posted on this system. All students are expected to check this system often for the latest course information. A brief orientation will be provided during the first week of class.

**Attendance / Withdrawal:**

Students are expected to attend all scheduled lectures and laboratories. In this course, new concepts build on previously mastered concepts. Regular attendance is required in order to ensure satisfactory progression towards completion of the course objectives.

It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if he or she wishes 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. The last date to withdraw for this semester is [ACC Summer 2010 Academic Calendar](#). Withdrawal due to excessive absences is at the discretion of the instructor. However, **do not** assume that the instructor will withdraw you from the course.

**ALERT Concerning Withdrawals:** 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.

**Students with Disabilities:**

"Each ACC campus offers support services for students with documented disabilities. Students with disabilities should apply for services with the Office for Students with Disabilities at the primary campus they expect to attend. Each semester students need to meet with the OSD coordinator at all campuses they are attending in order to discuss accommodation needs. Sample accommodations include, but are not limited to, interpreters, note takers, registration assistance, and testing with accommodations. Students with disabilities are urged to apply for accommodations well ahead of, but no less than three weeks before, the start of a term for the accommodations to be prepared for the first day of classes. ACC works with the Texas Department of Assistive and Rehabilitative Services and community service organizations to provide support services to students".

Visit [www.austincc.edu/support/osd](http://www.austincc.edu/support/osd) for more information.

Please give any OSD accommodation forms to the instructor.

**A note to High School Students:**

All students enrolled in ACC classes follow the ACC college calendar. Your particular High School may have different or additional days off than ACC. However, your High School calendar does not apply to classes taken at ACC. Also, there is a Federal Law named FERPA. Visit the following webpage for information on FERPA : [ACC FERPA](#) A statement from the site:

"Generally, schools must have written permission from the student in order to release any information from a student's education record." The instructor is bound by law to abide by FERPA.

# Personal Computing – Summer 2010

## Course Outline

### Section 12729

Please make every effort to turn in lab work at the end of class.

Lab work received after 10pm on the Graded Assignment Due Date is late.

Up to 2 lab assignments may be submitted late via Digital Drop box by 10pm of the day following the due date (24 hours) for 80% of possible points

Only 2 lab assignments will be accepted without class attendance or some portion of the assignment done in class.

NOTE: Lab “Steps” in the book are required.

Review tests are available on Blackboard – take as many times as you would like until the due date – due at beginning of exam.

<b>Date</b>	<b>Unit/Topic</b>	<b>Graded Assignment Due on Date</b> <b>Note: IC means Independent Challenge</b>
6/7	Introduction to course, review syllabus, Student Information Sheet (required) Concepts Unit A, Windows XP Unit A Windows Unit B	***NOTE*** START WORKING ON UNIT REVIEW TESTS ON BLACKBOARD
6/8	Word Unit A Word Unit B	Word Unit A -Visual Workshop( <b>10 pts</b> ) Word Unit B - Skills Review ( <b>10 pts</b> )
6/9	Word Unit C	Word Unit C - IC2 ( <b>15 pts</b> )
6/10	Word Unit D	Word Unit D -Visual Workshop ( <b>15 pts</b> )
6/14	<b>Exam 1:Word Units A-D</b>  Excel Unit A	<b>Review tests for Exam 1 Due (on Blackboard)</b>  Excel Unit A – Visual Workshop( <b>10 pts</b> )
6/15	Excel Unit B	Excel Unit B – IC1 ( <b>15 pts</b> )
6/16	Excel Unit C	Excel Unit C – IC1 ( <b>15 pts</b> )
6/17	Excel Unit D	Excel Unit D – IC3 ( <b>15 pts</b> )
6/21	<b>Exam 2: Excel Units A-D</b> Integration Unit A	<b>Review Tests for Exam 2 Due</b> Integration Unit A – Steps only ( <b>15 pts</b> )
6/22	Excel 2007 Capstone Project 1	Capstone projects, Page 6 at back of book ( <b>15 pts</b> )
6/23	Access Unit A	Access Unit A – Visual Workshop ( <b>15 pts</b> )

<b>Date</b>	<b>Unit/Topic</b>	<b>Graded Assignment Due on Date</b> <b>Note: IC means Independent Challenge</b>
6/24	Access Unit B	Access Unit B – IC1 ( <b>15 pts</b> )
6/28	Access Unit C	Access Unit C – IC1( <b>15 pts</b> )
6/29	Access Unit D	Access Unit D – Visual Workshop ( <b>15 pts</b> )
6/30	Integration Unit B	Integration Unit B – Steps only ( <b>15 pts</b> )
7/1	Integration Capstone Project 1	Capstone projects, Page 18 at back of book ( <b>15 pts</b> )
7/5	<b>Exam 3: Access Units A-D</b> PowerPoint Unit A	<b>Review tests for Exam 3 Due</b> PowerPoint Unit A – IC1 ( <b>15 pts</b> )
7/6	PowerPoint Unit B	PowerPoint Unit B – IC2 ( <b>15 pts</b> )
7/7	PowerPoint Unit C	PowerPoint Unit C – IC2( <b>15 pts</b> )
7/8	PowerPoint Unit D	PowerPoint Unit D – IC3( <b>15 pts</b> )
7/12	<b>Exam 4: PowerPoint Units A-D</b>	<b>Review tests for Exam 4 Due</b>
7/13	Integration Unit C	Integration Unit C – Steps ( <b>15 pts</b> )

Note: The course outline may change as required.