

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

Course Syllabus: COSC 1301 (3-2-2) – Introduction to Computing
Synonym 44255 Section 042

Last revised: 1/16/2012

042 Lecture and Lab: RVSG 9142 MW 2:45 – 4:30

033 Lecture and Lab: RVSG 9142 TTh 1:00 – 2:45

Instructor: Letitia Keller

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Office Hours: M 1:45 – 2:45 pm
TTh 12:00 – 1:00 pm

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:

CMPT, 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-13: 978-1133-22090-9 or ISBN-10: 1-133-22090-8 : (Textbook, CourseMate, and SAM Access)

ISBN-13: 978-0495-96549-7 or ISBN-10: 0-495-96549-9 : (Textbook, CourseMate, SAM Access, and 180 day Microsoft Office 2010 license)

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SAM site

<http://sam2010.course.com>

Free Webinar and training for SAM

http://www.wadsworthmedia.com/tlc/SAM/SAM2010/SAM_Student_Flyer.pdf

Instructional Methodology: This course will have both 2 hours of lecture and 2 hours of 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 to complete their assignments.

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. Concept exams, lab exams, lab projects, in-class assignments and a departmental final exam will be a part of the grade. An overall grade will be assigned on the ACC grading scale:

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

Each Microsoft Office 2010 Lab is due at the beginning of the next scheduled *class* following the laboratory. Late assignments will be accepted until April 23. Scheduling of computer time outside of regular lab time is the student’s responsibility. Availability of computers is **NOT** a reason for being late with any assignment. No credit will be given for late projects received after **April 23**.

Grades will be weighted according to this table:

3 Concept Exams	30%
5 LAB Exams	30%
Lab Projects	30%
Final Exam	10%
TOTAL	100%

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 [Policies and Procedures](#) that can be accessed at <http://www.austincc.edu/current/needtoknow/> under “Student Standards of Conduct and Disciplinary Process”.

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 satisfactorily 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 23**. 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 Students Need to Know at <http://www.austincc.edu/current/needtoknow/>).

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 and ACCmail please visit the following sites: <http://www.austincc.edu/google/>. Instructors or Lab Technicians will conduct a brief lab orientation during the first class laboratory period.

COSC 1301- Introduction to Computing MW Class Schedule – Lecture and Lab

The Professor can change this schedule at any time to insure optimum learning for the class

Week	Date	Concepts Assignment (CMPTR – read ahead)	Lab Projects (CMPTR and SAM)
1	1/18	Introduction to Course	Introduction to the Lab
2	1/23	Ch 7: Exploring Windows 7	Intro to Blackboard and SAM
	1/25	Ch 8: Managing Your Files	Instructor-led exercise
3	1/30	Ch 9: Introducing Microsoft Office 2010	
	2/1	Concept Exam #1 (Ch 7 – 9)	
4	2/6	Ch 1: Introduction to Computers and the Internet	Ch 10: Creating a Document SAM Ch 10
	2/8		Ch 11: Formatting a Long Document
5	2/13	Ch 2: Computer Hardware	SAM Ch 11
	2/15		Ch 12: Enhancing a Document
6	2/20	Ch 3: Computer Software	SAM Ch 12
	2/22		Lab Exam (Word)
7	2/27	Complete and Review Ch 1 – 3	Ch 20: Creating a Presentation
	2/29	Concept Exam #2 (Ch 1 – 3)	SAM Ch 20
8	3/5	Ch 4: Computer Networks	Ch 21: Enhancing a Presentation
	3/7		SAM Ch 21
SPRING BREAK			
9	3/19	Ch 5: Introducing the Internet and Email	Lab Exam (PowerPoint)
	3/21		Ch 13: Creating a Workbook
10	3/26	Ch 6: Network and Internet Security and Privacy	SAM Ch 13
	3/28		Ch 14: Formatting a Workbook
11	4/2	Complete and Review Ch 4 - 6	SAM Ch 14
	4/4	Concept Exam #3 (Ch 4 – 6)	
12	4/9	Ch 15: Working with Formulas and Functions	SAM Ch 15

	4/11	Ch 16: Inserting and Formatting Charts	SAM Ch 16
13	4/16		Lab Exam (Excel)
	4/18	Ch 17: Creating a Database	SAM Ch 17
14	4/23	Ch 18: Maintaining and Querying a Database	SAM Ch 18
	4/25	Ch 19: Creating Forms and Reports	SAM Ch 19
15	4/30		Lab Exam (Access)
	5/2	Ch 22: Integrating Word, Excel, Access, and PowerPoint	SAM Ch 22
16	5/7		LAB Exam (Integrating)
	5/9	Final Exam (Ch 1 – 22)	