

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

Course Syllabus: COSC 1301 (3-2-2) – Introduction to Computing  
Synonym 31488 – SUMMER SPRING 2015

<b>Lecture/Lab</b>	Northridge 4211 Tuesdays/Thursdays	6:20 pm to 7:50 pm
	Northridge 4233 Tuesdays/Thursdays	8:00 pm to 9:30 pm
<b>Instructor</b>	Murt Ally	
<b>Office</b>	Northridge Faculty Room (NRG 4216A)	
<b>Office Hours</b>	Tuesdays/Thursdays	5:50 pm – 6:20 pm
<b>Phone</b>	512-299-6402	
<b>E-mail:</b>	mally@austincc.edu	
<b>Home page:</b>	<a href="http://www.austincc.edu/mally/">http://www.austincc.edu/mally/</a>	

**COURSE DESCRIPTION/RATIONALE**

*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.

*Instructional Methodology*

This course will have 50% lecture and 50% laboratory. 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 and Computer Support
- Associate of Applied Science – Game and Visualization Programming
- Associate of Applied Science – Information Technology Application
- Associate of Applied Science – Security Administration

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- Associate of Applied Science – Software Testing

**Student Learning Outcomes/Learning Objectives**

*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:

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

**Readings**

*Approved Course Texts*

Concepts Plus Microsoft Office 2010: Custom Edition for Austin Community College, Pinard/Romer, Course Technology, 2014, with SAM 2010 access, and 180 day Microsoft Office 2010 license. (ISBN-13: 978-1-305-02960-6).

**This is only available in campus and Bevo bookstores**

## Course Requirements

### 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

1. 4 non-comprehensive exams on concepts. The concepts exams are closed book exams.
2. 12 Lab assignments on Microsoft office 2010 using SAM2010. Each Microsoft Office 2010 Lab is due date will be stated in SAMS. You need to check SAMS on regular bases. 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. The last date to submit assignments for consideration this semester is July 25, 2015
3. 4 Microsoft Office 2010 Exams. The lab exams are SAM based, and you may use your textbook, your notes, or the Windows/Office "Help" feature as references. However, you may not seek or use the aid of another person.
4. 6 quizzes. The quizzes are based on class lectures and concepts (chapter 1 to 6 in your text book). Quizzes cannot be made up.
5. 1 Presentation based on current computer related topics. At least 10 slides are required for your presentation. Must be presented in class.

Description	Unit Points	Total % Grade
Concept Exam 1	100	10%
Concept Exam 2	100	10%
Concept Exam 3	100	10%
Lab Exam – Word	100	7%
Lab Exam – Excel	100	7%
Lab Exam – Access	100	7%
Lab Exam – PowerPoint	100	7%
Homework Assignments – Word (3)	2% each	6%
Homework Assignments – Excel (4)	2% each	8%
Homework Assignments – Access (3)	2% each	6%
Homework Assignments – PP (2)	2% each	4%
Presentation	100	10%
Quizzes (6)	.05% each	3%
Student Engagement	50	5%
TOTAL		100%

## **COURSE / CLASS POLICES**

### *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 policy**

(<http://www.austincc.edu/admrule/1.04.006.htm>).

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://cis.austincc.edu>

### *Attendance / Withdrawal*

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw from this class. The last date to withdraw for this semester is July 17, 2015. 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.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 are charged a higher tuition rate. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC College Catalog.

### *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 Policies).

### *Communication*

The ACC online Blackboard system <http://aconline.austincc.edu> and the ACCmail accounts 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 Blackboard and all email communication will be via the ACC mail accounts. All students are expected 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://irt.austincc.edu/blackboard/StudentSupport.php> and <http://www.austincc.edu/google/>.

### *Safety Statement*

Each student is expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency posters and Campus Safety Plans are posted in each classroom. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency/>.

Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and / or barred from attending future activities.

### *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.

### Course Subjects

Week	Date	Concepts Lecture	Lab Session	Homework Assigned
1	06/02	Course Orientation, Chap 1	Lab Orientation / SAM Logons; Chap. 7 – Windows 7; Chap. 8 – Managing Files	
2	06/04	Chap. 1, Chap. 2	Chap. 9 – Intro Office 2010	
3	06/09	Chap. 2	Chap. 10 – Creating a Word Document	LAB – Word 1
4	06/11	<b>Concept Exam 1-Ch 1,2</b>	Chap. 11 – Formatting a Long Document	
5	06/16	Chap. 3	Chap. 12 – Enhancing a Document	LAB – Word 2, Word 3
6	06/18	Chap. 3	<b>WORD Lab Exam (SAM Projects)</b>	
7	06/23	Chap. 4	Chap. 13 – Creating a Workbook	LAB – Excel 1
8	06/25	<b>Concept Exam 2-Ch 3,4</b>	Chap. 14 – Formatting a Worksheet	
9	06/30	Chap 5	Chap. 15 – Working with Formulas and Functions	LAB – Excel 2, Excel 3
10	07/02	Chap 6	Chap. 16 – Inserting and Formatting Charts	LAB – Excel 4
11	07/07	<b>Concept Exam 3-Ch 5,6</b>	<b>Excel Lab Exam (SAM Projects)</b>	
12	07/09		Chap. 17 – Creating a Database; Chap. 18 – Maintaining and Querying a Database;	LAB – Access 1,
13	07/14		Chap. 19 – Creating Forms and Reports	LAB – Access 2, Access 3
14	07/16		<b>Access Lab Exam (SAM Projects);</b> Chap. 20 – Creating a Presentation	
15	07/21		Chap. 21 – Enhancing a Presentation	LAB – PP 1, PP2
16	07/23		<b>PowerPoint Lab Exam (SAM Projects);</b>	
17	07/28		<b>Present PowerPoint Projects</b>	
18	07/30		<b>Present PowerPoint Projects</b>	

**NOTE:** The instructor has the prerogative to change the course schedule as required. Students are expected to read and study the assigned material, per the course schedule, **BEFORE** each class, **this includes the lab assignments!!**