

AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: COSC 1300 (3-3-1) – Introduction to Computing Synonym 22548 – Spring 2011

Lecture:	CYP5 2129	Tuesday, Thursday	12:00 pm – 1:15 pm
Lab:	CYP5 2129	Thursday	1:25 pm – 2:15 pm

Instructor: Sidney W. (Sid) Frost, Adjunct Professor
Telephone: 694-6449
Office: CYP5 2129
Office Hours: Tuesday, Thursday 11:30 am – 12:00 pm
E-mail: sfrost@austincc.edu
Home page: <http://www.austincc.edu/sfrost/>

Course Description: A survey course discussing computer terminology, components, programming concepts, and the computer's integration into business activities. Laboratory experience includes word processing, spreadsheets, presentation software and databases.

Pre-requisite: Reading – R.

Approved Course Texts:

- (1) Computers: Understanding Technology - Comprehensive, by Floyd Fuller and Brian Larson, Paradigm Publishing, 4th Edition, 2011. (ISBN-13: 978-0-76383-728-0)
- (2) Microsoft Office 2007: Essential Concepts and Techniques, by Shelly, Cashman, Vermaat, Course Technology, 2008. (ISBN-13: 978-1-4188-4374-8)

Instructional Methodology: This course will have both 3 hours of lecture and 1 hour 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.

Course Rationale: This course is designed to be an introductory computing concepts course. The intent of the course is to teach the basics of hardware, software, program design, computer ethics, systems software, application software and the role of computing in society today. A software suite is also used in the lab to create documents, spreadsheets, databases and presentations. There is also an internet component that will be taught in the course. This course is included in the several degree plans 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:

After successful completion of this course, the student should be able to:

1. Summarize the history and evolution of computers.
2. Compare and contrast how hardware and software function together in a computer.
3. Identify and classify the different types and sizes of computers.
4. List and describe the four major functions of a computer (input, output, processing and storage).
5. Describe the differences between systems and application software.
6. Differentiate the function of a network, a network Operating System and identify different types of networks.
7. Demonstrate an understanding of different types of application software by completing laboratory exercises.
8. List and describe various types of programming languages.
9. Describe both the Software Development and System Development Life Cycle.
10. Interpret and describe issues of ethics, privacy, integrity as related to computers and the laws pertaining to these issues

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

Refer to <http://www.austincc.edu/cit/> 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
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:

Grades are based on concepts and practical application. Exams, quizzes, and lab projects will be a part of the grade. An overall grade will be assigned on the following grading scale:

90% - 100%	A	1800 points and up
80% - 89%	B	1600 – 1799 points
70% - 79%	C	1400 – 1599 points
60% - 69%	D	1200 – 1399 points
0% - 59%	F	less than 1200 points

	Quantity	Total Points	Percentage
Exams	3	1200	60.00%
Chapter Quizzes	15	375	18.75%
Lab Projects	12	325	16.25%
Group Presentation	1	100	5.00%
Current Event Reports	15	150 (optional)	(optional)
Final Exam	1	400 (optional)	(optional)
TOTAL		2000	100.00%

There are three non-comprehensive exams, 15 chapter quizzes, 12 lab projects, one presentation, 15 optional current event reports, and an optional comprehensive final for this course. ***All lab projects are to be submitted electronically via the ACC Blackboard system by the end of the lab period as indicated in the course schedule.*** Projects received within one week of the due date will receive 80 percent credit. ***No credit will be given for projects received after one week. See Blackboard for details.***

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 a lab project assignment.

Students are expected to read and study the assigned material, per the course schedule, **BEFORE** each class. Chapter Quizzes **MUST BE TAKEN BEFORE THE EXAM** that covers that chapter to receive any credit for the quiz.

There are no makeup EXAMS in this course. If you miss an exam you will receive a grade of ZERO for that exam. Students may take the optional comprehensive final exam and drop their lowest exam grade (this applies to either one missed exam OR the lowest exam grade if all three exams have been taken).

Each student will be required to join a group and work together to prepare and present a PowerPoint presentation on a computer related topic. This presentation should last approximately five minutes per person and should contain a minimum of 50 slides. The presentation should use sound and animation. **The presentation must be given during the last week of class or a grade of zero will be assigned for the presentation.**

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 ~~May 9, 2011~~ **April 25, 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 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 Handbook](#)).

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 ACCmail 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 8.0 and ACCmail please visit the following sites: <http://irt.austincc.edu/blackboard/stlogin.html> <http://www.austincc.edu/google/>. A brief orientation will be provided during the first class laboratory period.

Course Schedule

Week Num	Date 2010	Lecture	Thursday Lab
1	1/18 1/20	Course Introduction Chapter 1 – Our Digital World	Lab Orientation
2	1/25 1/27	Chapter 2 – Input and Processing Chapter 2 (continued)	Intro to Office 2007 and Windows XP
3	2/1 2/3	Chapter 3 – Output and Storage Chapter 3 (continued)	Lab 1 – Word 2007
4	2/8 2/10	Chapter 4 – System Software Chapter 4 (continued) Chapter 5 – Application Software	Lab 2 – Word 2007
5	2/15 2/17	Chapter 5 (continued) Review for EXAM 1 (Chapters 1 – 5)	Lab 3 – Word 2007
6	2/22 2/24	EXAM 1 Chapter 6 – Telecom. and Networks	Lab 4 – Excel 2007
7	3/1 3/3	Chapter 6 (continued) Chapter 7 – The Internet and the WWW	Lab 5 – Excel 2007
8	3/8 3/10	Chapter 8 – Security Issues and Strategies Chapter 9 – Database and Info. Mgmt.	Lab 6 – Excel 2007
SPRING BREAK 3/14—3/20 NO CLASSES			
9	3/22 3/24	Chapter 9 (continued) Chapter 10 – Information Systems	Lab 7 – Access 2007
10	3/29 3/31	Review for EXAM 2 (Chapters 6 – 10) EXAM 2	Lab 8 – Access 2007
11	4/5 4/7	Chapter 11 – Electronic Commerce (buffer slot for schedule adjustment) Chapter 11, Continued Assign Groups	Lab 9 – Access 2007
12	4/12 4/14	Chapter 12 – Prog. Concepts and Lang. Chapter 12 (continued)	Lab 10 – PowerPoint 2007
13	4/19 4/21	Chapter 13 – Multimedia and AI Chapter 13 (continued)	Lab 11 – PowerPoint 2007
14	4/26 4/28	Chapter 14 – Computer Ethics Chapter 15 – Information Tech. Careers	Lab 12 - Web Page
15	5/3 5/5	Review for EXAM 3 (Chapters 11 – 15) EXAM 3	Prepare for Group Presentations
16	5/10 5/12	Group Presentations Optional Exam 4	Group Presentations Optional Exam 4, Cont'd

Note: The instructor has the prerogative to change the course schedule as required.