

COSC 1301 Introduction to Computing

General Syllabus

(Note: This general syllabus presents only general course information for nonregistered students)

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Instructor Information

Name & Title

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Course Description

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, email, 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.

Learning Outcomes/Objectives

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:

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

If you plan to use your own computer to work on the software application activities in this course, then you must have the following software: Microsoft *Office 2010 (Word, Excel, Access, PowerPoint)*. If you do not have this software, then you should use the computers in the Computer Studies Computer Labs at the various campuses.

Prerequisite

Reading – R.
Keyboarding and mouse operation skills recommended.

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
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Scans Competencies

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

Course Materials

Textbook

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

The instructor delivers this course by lecture/demonstration and lab practice for in-class sections.

Course Schedule

Fall/Spring Semester (16 weeks)	
Week	Topics
1-3	Ch 1-3 (Computing Concepts)
4-6	Ch 4-6 (Networks, Internet)
6-7	Ch 7-8 (Windows 7, File Management)
7-8	Ch 9 (Office)
8-10	Ch 10-12 (Word)
10-12	Ch 13-16 (Excel)
13-14	Ch 17-19 (Access)
15	Ch 20-21 (PowerPoint)
16	Ch 22 (Integration)

Summer Semester (6 & 9 weeks)		
6 Wk	Topics	9 Wk
1	Ch 1-3 (Computing Concepts)	1
2	Ch 4-6 (Networks, Internet)	2
2	Ch 7-8 (Windows 7, File Management)	3
3	Ch 9 (Office)	4
3-4	Ch 10-12 (Word)	5
4-5	Ch 13-16 (Excel)	6
5	Ch 17-19 (Access)	7
6	Ch 20-21 (PowerPoint)	8
6	Ch 22 (Integration)	9

Course Grade

Your final course grade is the average of Concepts Exams (12) and Lab Projects (4).

Concepts Exam grade: Average of **8** Exams (multiple choice questions).

- Exam 1 (Chapters 1, 2)
- Exam 2 (Chapters 3, 4)
- Exam 3 (Chapters 5, 6)
- Exam 4 (Chapters 7, 8, 9)
- Exam 5 (Chapters 10, 11, 12)
- Exam 6 (Chapters 13, 14, 15 16)
- Exam 7 (Chapters 17, 18, 19)
- Exam 8 (Chapters 20, 21, 22)

Lab Project grade: Average of **4** Lab (SAM) Projects.

- Lab 1 (Word 2010)
- Lab 2 (Excel 2010)
- Lab 3 (Access 2010)
- Lab 4 (PowerPoint 2010)

See the Course Schedule in Blackboard for the exam dates.

Exams

Concepts Exams – (Multiple Choice Exams)

- Exams are **not** cumulative in content, i.e., the first exam covers the first section of the course content, the second exam covers the second section of the course content, etc.
- There is no cumulative final exam.
- Exams are **closed-book** exams.
- Exams contain multiple choice questions.
- Exams cover material from the textbook chapters.
- **Time limit: 1 hour 40 minutes**

Lab Projects (SAM)

Lab Projects consist of a set of skill tasks to perform.

Lab Project Procedure

1. Each project will be available in SAM 1 week before its submission deadline date.
 2. You will download datafile(s) to your computer.
 3. You will download a direction sheet.
 4. You will execute the skill tasks in a live application (Word, Excel, Access, or PowerPoint) and then save your file(s).
 5. You will upload your solution file(s) to SAM.
 6. SAM will grade your tasks.
 7. Professor Smith will post your % grade in Bb (**My Grades** button).
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Course Policies

Time Expectation

Professor Smith informs you that you should expect to spend approximately 2 hours of time doing course work outside of class for each 1 hour of in-class time per week.

Time Expectation	In-class Sections			Distance Sections
	Class Time (Weekly)	Homework Time (Weekly)	Total Time (Weekly)	Total Time (Weekly)
16 week (Fall/Spring semester)	3 hr	6 hr	9 hr	8 hr
6 week (Summer semester)	10 hr	20 hr	30 hr	25 hr
9 week (Summer semester)	6 hr	12 hr	18 hr	15 hr

You should schedule the total amount of hours each week on your calendar. If you choose not to work on this course the expected number of hours, then you should **withdraw** from this course.

Attendance (In-class Sections)

Professor Smith expects you to attend every class of the semester. If you have an emergency that conflicts with class, then Professor expects you to contact him before class to inform him of your absence.

Professor Smith expects you will work in class for the entire duration of the class time. If you have an emergency that requires you to leave class early, then Professor Smith expects you will inform him of your need to leave class.

Course Withdrawal

If you withdraw from the course and complete the appropriate withdrawal form at the Admissions Office, then you will receive a "W" grade. However, **do not** rely on Professor Smith to withdraw you from the course. It is your responsibility to administratively withdraw from the course to receive a "W" grade. You will receive a "W" grade, if you initiate a withdrawal through the Admissions and Records Office prior to the withdrawal deadline date. After this date, you may **not** withdraw and you will receive a grade of A, B, C, D, or F depending on your level of achievement. If you miss the withdraw deadline, then Professor Smith will **not** request a waiver of the College policy and he will **not** request a retroactive withdrawal. Professor Smith reserves the right, but not the duty, to withdraw you from the course for absenteeism over 10%, missed exams/assignments/projects, lack of progress, or you show no course activity in the first week of class.

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.

Academic Dishonesty

Exams

Cheating on an exam results in a zero (0%) grade for the exam. Professor Smith also will inform the Director of Student Services of the incident. Receiving help from anyone or giving help to another student will result in a zero (0%) grade.

Lab Projects

Lab Projects are **open-book** assessments. You may **only** use your textbook and notes. You may **NOT** receive help from another person. You may **NOT** work collaboratively with another person. If Professor Smith determines that you received assistance from another person or gave assistance to another student, then he will assign a grade of zero to you for this project.

Retesting & Extra Credit

Professor Smith does **not** allow retesting nor extra credit work to raise your grade.

Incomplete Grades

Department Guidelines for Incomplete Grades - You may receive a temporary grade of "I" (Incomplete) at the end of the semester only if you meet the following conditions:

- You are unable to complete the course during the semester due to circumstances beyond your control.
- You must have earned at least half of the grade points needed for a "C" grade by the end of the semester.
- You must make the request for the "I" grade in person at the instructor's office and complete the necessary documents. You must also bring to the instructor supporting documentation such as a physician's statement.
- To remove an "I" grade, you 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".

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Students with Disabilities (OSD) as soon as possible to better ensure that such accommodations are implemented in a timely fashion. The OSD will complete the *Approved Accommodations & Academic Adjustments* form. You **must** present this completed form to Professor Smith so he knows what accommodations and adjustments to make to accommodate your disabilities. You **must** do this at the beginning of the semester. You should expect a reasonable amount of time for Professor Smith to make changes to the course to accommodate you.

ACCmail

Professor Smith will communicate all course related information to students through their ACCmail accounts. He expects students will check their ACCmail accounts for new mail on a daily basis.

The ACC Helpdesk is the primary resource available to students with questions about the ACCmail program in general and individual accounts specifically.

Required Contacts (Distance Section only)

The State of Texas mandates that you to have at least two contacts with the instructor as a course requirement during the semester. In addition to completing the online orientation, you must make two contacts with Professor Smith either in person, by telephone, or by e-mail. You must make at least one of these contacts by midterm. Your submission of the online orientation form counts as one contact. If you haven't made contact with Professor Smith by this time, then you run the risk of having Professor Smith withdraw you from the course. See the Course Policies regarding course withdrawals.

Internet Policies (COSC 1301)

My instructor, Professor T. M. Smith, has informed me of the following information:

- The course teaches me how to search for information on the Internet.
- The Internet contains some Web pages with text, graphic, animation, and video content that is of an adult nature. Some Web pages contain nudity, sexually oriented text information, and profanity.
- Professor Smith will **not** direct me to any information on the Internet that contains sexually oriented material or material that displays profanity.
- Professor Smith has advised me to **not** view any Internet material that may be offensive to me.
- Professor Smith has warned me that I could accidentally, or with my intention, locate and view offensive material on the Internet. If this happens, then Professor Smith has advised me **not** to view this material on any computer in any ACC computer lab.

Freedom of Expression Policy

The department faculty expects each instructor and student to respect the right of others to express their views related to classroom discussions.

Student Privacy of Files

For academic purposes an instructor may view a student's information that he/she stores in his/her student volume in the Computer Studies Labs.

THE END