

COSC 1300 Introduction to Computing

General Syllabus

Fall 2009

Instructor Information

Name & Title

Thomas Michael Smith, Ph.D.
Professor, Computer Studies and Computer Science

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Office Hours

Office Hours – Fall 2009 August 24 – December 10		
Location	Days	Time
SAC (South Austin) RM 1213.1	M, W	08:00am - 08:45am
SAC (South Austin) RM 1213.1	M, W	10:25am - 11:25am
SAC (South Austin) RM 1213.1	Tu, Th	08:00am - 08:45am

Course Description

This course is designed to be an introductory computing concepts course. The intent of the course is to teach the basics of hardware, software, 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 following degree plans:

- Associate of Applied Science – Computer Programming.
- Associate of Applied Science – Local Area Network Administration.
- Associate of Applied Science – Microcomputer Application Support.

Course Goals

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

- Identify and analyze ways computers are used in society and explain why they are important in the workplace and in the home.

- Identify and describe various computer input devices, explain how a computer system processed data into useful information, identify and describe various computer output devices, and identify and explain a variety of storage devices and media.
- Distinguish between system software and application software and explain their purposes.
- Explain what an operating system is and why it is necessary.
- Explain the purpose and use of utility software and identify several utility programs that can benefit a computer user.
- Explain what a network is and how telecommunications enables users to share information across the Internet.
- Identify various security measures that may be undertaken to protect computer systems and users.
- Explain why electronic databases are important and identify possible uses of databases.
- Tell how electronic commerce has changed many fundamental business operations.
- Explain the meaning of the term multimedia and give an example of an application that may require the use of multimedia.
- Explain the importance of applying acceptable computer ethics when using computing resources.

If you plan to use your own computer to work on the software application activities in this course, then you should have the following software: Microsoft *Office 2007 (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

None

Course Rationale

This course is a beginning course that serves as a prerequisite to many other courses in the Computer Studies Department.

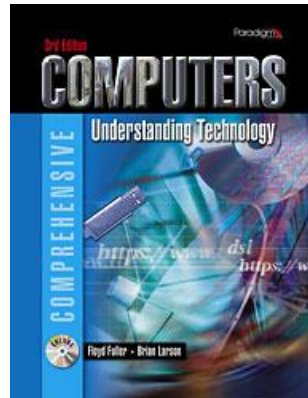
Scans Competencies

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

Course Materials

Textbook #1

Computers: Understanding Technology, 3e - Comprehensive. Floyd Fuller, Brian Larson, Paradigm Publishing, 2008.
ISBN-13: 978-0-76382-935-3



Textbook #2

Microsoft Office 2007: Essential Concepts and Techniques, Second Edition. Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, Thomson Course Technology, Inc, 2008.
ISBN-10: 1-4188-4374-1
ISBN-13: 978-1-4188-4374-8



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
1-4	Course Orientation Textbook Chapters 1-3 Word 2007
5-8	Textbook Chapters 4-6 Excel 2007 Access 2007
9-1	Textbook Chapters 7-9 PowerPoint 2007
15-16	Textbook Chapters 11, 13, 14

Summer Semester (5.5 weeks)	
Class	Topics
1-2	Course Orientation Textbook Chapter 1 Word 2007
3-6	Textbook Chapters 2-6 Word 2007
7-10	Textbook Chapters 5-8 Excel 2007
11-14	Textbook Chapters 9-11 Access 2007
15-18	Textbook Chapters 13 PowerPoint 2007
19-22	Textbook Chapter 14

Course Grade

Your final course grade is the weighted average of the following eight grades:

- Concepts Exams 1, 2, 3, 4 - Multiple Choice Exams taken in-class in Blackboard
- Computer Applications Exams 1, 2, 3, 4 - Computer Exams taken in-class on the computer.

Weighting Factor: Concepts: Applications = 3 : 1, i.e., Concepts exams count 3 times the Applications exams.

See the Course Schedule for the exam dates.

Exams

General Information

The 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.

Concepts Exams – (Multiple Choice Exams)

The Multiple Choice Exams are **closed-book** exams and they contain multiple choice questions. These exams cover material from the following sources: Professor Smith's lectures, textbook chapters, and practice/review test questions. **Time limit: 1 hr 35 minutes**

Computer Application Exams

The Computer Applications Exams are **closed-book** exams and they consist of a set of computer activities similar to the application textbook's practice activities. On the exam each item or task in an activity will have specific points assigned to it. You will perform the task with the application software tool on the computer in the lab, and then submit your printouts to Professor Smith. **Time limit: 1 hr**

You can see your exam grades on Blackboard (Tools → My Grades).

Course Policies

Course Withdrawal

If you withdraw from the course and complete the appropriate withdrawal form **before the deadline date**, 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, or lack of progress.

Missed Exam Deadline

If you do not take an exam by the scheduled deadline and **have NOT made prior arrangements** with Professor Smith, then he will give you an opportunity to take a make-up exam as soon as possible. However, Professor Smith will reduce your exam score by 10% if you take the exam within one week after the exam deadline date. If you take the exam between one and two weeks after the deadline date, then Professor Smith will reduce your exam score by 20%. If you do not take the exam by two weeks after the deadline date, then you will not be able to take the exam and Professor Smith will assign a grade of zero (0%).

Missed Last Exam Deadline

You may not take a make-up exam for the last exams of the semester (Concepts and Computer Applications exams). If you miss taking the last exam of the semester and have **not** made **prior** arrangements with Professor Smith, then you will receive a zero (0%) grade for the exam. There is **no** makeup exam for the last exam of the semester.

Penalty Waiver

In order to waive the 10% or 20% score reduction on the make-up exam, you will need to meet the following criteria.

- You must have experienced an unforeseen and sudden emergency. Note: Getting behind in the course is not an unforeseen emergency.
- You must present to Professor Smith documented proof of your emergency.
- You must contact Professor Smith in person, by phone, or by e-mail of your emergency **on** or **before** the exam administration date and class time.

Missed Exam Deadline Summary	
Up to 1 week past exam date	10% penalty
Up to 2 weeks past exam date	20% penalty
After 2 weeks past exam date	Grade = 0%
Missed deadline date for last Exam (Concept or Computer)	Grade = 0%

Academic Dishonesty

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.

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.

Open Campus (PCM) Sections - Required Contacts

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. You completing the online student information 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

My instructor, Professor Thomas Michael Smith, has informed me of the following information:

- This course will teach 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, 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.

Last Revised: 7/22/2009

The End