Course Syllabus: COSC 1300, Introduction to Computing
Spring 2011– Synonym 22560, Section 035– Spring 2010

Lecture: RGC 111 Tuesday, Thursday 12:00 - 1:15 pm
Lab: RGC 116 Thursday 1:20 - 2:10 pm

Instructor: Sarah Finney
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Office Telephone: 223-3186
Office: 3251 (in the old gym building behind the main building)
Office hours: Monday 1:15-2:15 pm RGC 116
               Tuesday 1:15-2:15 pm RGC 114
               Wednesday 1:15-2:15 pm RGC 114
               7:00-8:00 pm RGC 114
               Thursday 7:00-8:00 pm RGC 114
               (or by appointment)

Course description: A survey course discussing 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.

Texts:

Lecture Text: Computers: Understanding Technology – Comprehensive, Fourth edition, Floyd Fuller

Lab Text: Microsoft Office 2007: Essential Concepts and Techniques, Shelly, Cashman, Vermaat,

Instructional methodology: This course will have both lecture and lab each week. Lab exercises use
the Microsoft Office software suite.

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 following degree plans:

• 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:

1. Understand and discuss the history and evolution of computers.
2. Understand how hardware and software function in a computer.
3. Identify the different types and sizes of computers.
4. Understand how a computer works.
5. Explain the differences between systems and application software.
6. Understand the function of a network, a network Operating System and identify different types of networks.
7. Understand the different types of application software and their usage.
8. Understand what is a program and the development and use of programming languages.
10. Understand and discuss issues of ethics, privacy, integrity as related to computers and the laws pertaining to these issues.

SCANS Competencies:

Competencies have been identified that are relevant to the level of instruction in the community college environment. These competencies reflect the knowledge and skills employees need to succeed in any occupation. This course will expose the student to the concepts and application of the following competencies:

- Students select relevant goal-related activities, rank them in order of importance, allocate time to these activities, and understand, prepare and follow schedules.
- Students acquire and evaluate information.
- Students organize and maintain information.
- Students interpret and communicate information.
- Students use computers to process information.
- Students know how social, organizational and technological systems work and operate effectively with them.
- Students understand overall intent and proper procedure for setup and operation of equipment.
- Students locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
- Students receive, attend to, interpret, and respond to verbal messages and other cues.
- Students specify goals and constraints, generate alternatives, consider risks, and evaluate and chooses best alternative.
- Students recognize problems and devise and implement plan of action.
- Students organize and process symbols, pictures, graphs, objects, and other information.
- Students use efficient learning techniques to acquire and apply new knowledge and skills.
- Students discover a rule or principle underlying the relationship between two or more objects an apply it when solving a problem.
- Students exert a high level of effort and persevere towards goal attainment.
- Students believe in own self-worth and maintain a positive view of self.
- Students demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
- Students assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- Students choose ethical courses of action.

Course 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 for a violation will be in accordance with the current ACC Student Handbook policy. **For this course, the academic 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 the student’s 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 a deadline to be determined when the incomplete is given, which will be no later than two weeks before the end of the following semester. Failure to do so will result in the grade reverting to an “F”.

**Freedom of Expression Policy**
Faculty and students are expected to respect the views expressed by others.

**Tutoring**
Free tutoring is provided for this course both on-line and face-to-face. For on-line schedules and details please refer to http://www.austincc.edu/cit (and click “Tutoring Schedule”).

**Attendance/Withdrawal**
Students are expected to attend classes and will be held responsible for all material covered in class. Regular attendance helps ensure satisfactory progress 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 last date to withdraw for this semester is April 25, 2011. The instructor may withdraw a student for sufficient lack of progress, but it is not the responsibility of the instructor to withdraw the students from the class.

State law permits students to withdraw from no more than six courses during their undergraduate career at Texas public colleges or universities, regardless of how many colleges are attended. Students who entered college before fall 2007 are not affected.

**Student Files – Privacy**
The information that a student stores in his or her student volume in the Computer Studies Labs may be viewed by his or her 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)

**Communications**
The ACC online Blackboard system and ACC student email accounts will be used to communicate during this semester. All assignments will be posted and submitted on the Blackboard system, and
announcements will be sent via email. Students are expected to check their email regularly (roughly once a day) and to submit work as instructed using the Blackboard system. Failure to do either of these things may negatively impact the student’s grade. An orientation on both Blackboard and ACC email will be provided during the first class lab period. The following instructions summarize the necessary steps.

• To access either Blackboard or your ACC email account, you must first initialize your ACCeID, which can be done by clicking on the ACCeID link from the main ACC page: http://www/austincc.edu.
• Find information on logging into the Blackboard system at the following site: http://irt.austincc.edu/blackboard/stlogin.html.
• To access your ACC email account, click in the Online Services link on the main ACC page and log in (using your ACCeID login and password). Under the Student menu, find your initial login information for your email account. Using this information, visit the following site and click the Login button: http://www.austincc.edu/accmail/.
• Once you have logged in, you should change your email account password to something you will be able to remember.

Use of Electronic Devices

The use of cell phones and other electronic devices is 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.

Grade Policy: Grades will be assigned based both on concepts and practical application. 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 is based on three non-cumulative exams, an optional final exam, quizzes for each text chapter, 13 lab assignments, a final presentation and class participation. The grade breakdown is:

- Exam 1 (Chapters 1-5) 20%
- Exam 2 (Chapters 6-9) 20%
- Exam 3 (Chapters 10-14) 20%
- 15 Chapter Quizzes 15%
- 13 Lab Assignments 13%
- Class Participation 4%
- Final Presentation 8%

Lab assignments are due by the start of lecture on the next class day after the lab is assigned. Assignments submitted late but within one week of the due date will receive a 50% penalty, and labs submitted after that will receive no credit. Grading feedback may not be provided promptly on work submitted late. Each student has 1 free late day, which allows one assignment to be submitted up to one week late with no penalty. If a student is not able to complete a lab assignment within the scheduled lab time, he or she is expected to visit an open CIS lab outside of class time. Scheduling of computer time outside of regular lab time is the student’s responsibility and an inability to find an available computer will not result in a waived late penalty.

Chapter quizzes are taken on the ACC Blackboard website. Quizzes for all chapters covered in an exam will become unavailable at the start of the exam, and will remain unavailable for the rest of the term.

Class participation contributes 4% to the final grade in the class. Students are encouraged to bring and
present a relevant news article, piece of computer hardware or software or other relevant item. Students can choose when and what to bring, but full credit will be received for presenting at least 2 relevant items.

Exams will be open-book. There are no makeup exams given in this course. Students may choose to replace the lower of the first three exam grades with their score on the optional final exam; this applies to either one missed exam OR the lowest exam grade if all exams have been taken. If the optional final grade is lower than the other exam grades, the original grades will be retained.

Each student is required to prepare and present a PowerPoint presentation on a computer related topic. Students may work individually or in pairs. The presentation should last approximately five minutes per person. The detailed requirements of the presentation will be provided in week 14 of the course, and the presentation will be given to the rest of the class on the final class day.

**Course Schedule:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture Topics(s)</th>
<th>Reading</th>
<th>Lab</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan. 18</td>
<td>Intro; Chapter 1: Digital Data and Devices</td>
<td>p. 1-15</td>
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<td></td>
<td>Jan. 20</td>
<td>Chapter 1: Overview of Computers</td>
<td>p. 15-43</td>
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<td>2</td>
<td>Jan. 25</td>
<td>Chapter 2: Input</td>
<td>p. 45-63</td>
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<td></td>
<td>Jan. 27</td>
<td>Chapter 2: Processing</td>
<td>p. 63-78</td>
<td>LAB1: Windows XP</td>
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<td>3</td>
<td>Feb. 1</td>
<td>Chapter 2: Memory and Interfaces</td>
<td>p. 78-87</td>
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<td></td>
<td>Feb. 3</td>
<td>Chapter 3: Output</td>
<td>p. 99-124</td>
<td>LAB2: Word</td>
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<td>4</td>
<td>Feb. 8</td>
<td>Chapter 3: Storage</td>
<td>p. 124-140</td>
<td>LAB3: Word</td>
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<td></td>
<td>Feb. 10</td>
<td>Chapter 4: Operating Systems</td>
<td>p. 153-182</td>
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<td>5</td>
<td>Feb. 15</td>
<td>Chapter 4: Utility Software</td>
<td>p. 182-189</td>
<td>LAB4: Word</td>
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<td>Feb. 17</td>
<td>Chapter 5: Productivity Software</td>
<td>p. 201-224</td>
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<td>6</td>
<td>Feb. 22</td>
<td>Chapter 5: Other Application Software</td>
<td>p. 225-240</td>
<td>LAB5: Excel</td>
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<td></td>
<td>Feb. 24</td>
<td><strong>Exam 1</strong></td>
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<tr>
<td>7</td>
<td>Mar. 1</td>
<td>Chapter 6: Intro. to Networking</td>
<td>p. 253-269</td>
<td>LAB6: Excel</td>
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<td></td>
<td>Mar. 3</td>
<td>Chapter 6: Networking</td>
<td>p. 269-291</td>
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<tr>
<td>8</td>
<td>Mar. 8</td>
<td>Chapter 7: The Internet</td>
<td>p. 303-318</td>
<td>LAB7: Excel</td>
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<td></td>
<td>Mar. 10</td>
<td>Chapter 7: Using the Internet</td>
<td>p. 319-344</td>
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<td><strong>Spring Break</strong></td>
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<tr>
<td>9</td>
<td>Mar. 22</td>
<td>Chapter 9: Databases</td>
<td>p. 399-419</td>
<td>LAB8: Access</td>
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<td></td>
<td>Mar. 24</td>
<td>Chapter 9: Database Design and Admin</td>
<td>p. 419-430</td>
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<td>Mar. 31</td>
<td><strong>Exam 2</strong></td>
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<td>11</td>
<td>Apr. 5</td>
<td>Chapter 8: Security Threats</td>
<td>p. 357-375</td>
<td>LAB10: Access</td>
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<td>Apr. 7</td>
<td>Chapter 8: Security Strategies</td>
<td>p. 386</td>
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<td>12</td>
<td>Apr. 12</td>
<td>Chapter 11: Electronic Commerce</td>
<td>p. 481-525</td>
<td>LAB11: PowerPoint</td>
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<td>Apr. 14</td>
<td>Chapter 12: Programming Concepts</td>
<td>p. 539-551</td>
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<tr>
<td>13</td>
<td>Apr. 19</td>
<td>Chapter 12: Prog. Languages and Tools</td>
<td>p. 552-569</td>
<td>LAB12: PowerPoint</td>
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<td>Apr. 21</td>
<td>Chapter 13: Multimedia</td>
<td>p. 581-604</td>
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<td>14</td>
<td>Apr. 26</td>
<td>Chapter 13: Artificial Intelligence</td>
<td>p. 604-614</td>
<td>LAB 13: PowerPoint</td>
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<td>Apr. 28</td>
<td>Chapter 14: Computer Ethics</td>
<td>p. 625-666</td>
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<td>15</td>
<td>May 3</td>
<td>Chapter 15: IT Careers</td>
<td>p. 679-705</td>
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<td>May 5</td>
<td><strong>Exam 3</strong></td>
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<td>16</td>
<td>May 10</td>
<td>Optional Final Exam</td>
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<td>May 12</td>
<td><strong>Final Presentations</strong></td>
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Note: This schedule may change as required.