

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
DIVISION OF BUSINESS AND COMPUTER SCIENCE

INSTRUCTOR SYLLABUS
Fall 2006

Course Number: COSC 1300 Sections: S11, S13, S15

Course Title: Computer Essentials

Course Credit Hours 3 **Lecture Hours** 3 **Lab Hours** 1

Course Delivery Method: This course will be presented as a lecture/lab course.

Class time will be spent in lecture/discussion of basic Hardware, Software, Operating systems, and current Applications, Information Assurance/Security and issues. Required labs introduce students to Windows, the Internet, Word processing, Spreadsheets, Databases, Presentations, and Programming concepts.

Instructor's Information:

Instructor's Name: Hieu Vu

Office Number: Adjunct Faculty Office, K-238, K245

Office Hours: TR: 1:00 PM – 2:00 PM

Contact Information: (214) 575-4426, vuhieu@sbcglobal.net

Class Information

S11	G-212	TR	08:30 AM – 09:45 AM
S13	G-212	TR	10:00 AM – 11:15 AM
S15	G-212	TR	11:30 AM – 12:45 PM

Textbook: June Jamrich Parsons, Dan Oja. Computer Concepts (9e) Cambridge, MA: Course Technology, 2004.
Sam. Office 2003 (Premium e). Cambridge, MA: Course Technology, 2004.

Supplies: Two 3 1/2" HD diskettes (High density, 1.44 MB capacity diskettes) **OR**
One 32MB or higher removable USB disk

Method of Evaluation: Grades will be based on demonstrated performance of the course objectives. There will be five exams during the semester, a comprehensive written final, and a comprehensive lab final. Points will be awarded for attendance, exams, lab assignments, and a class presentation as described below:

5 Exams @ 100 points each	500 points
Comprehensive Final Exam (Written)	150 points
Comprehensive Final Exam (Lab)	150 points
Labs: Microsoft Word 2003	40 points
Microsoft Excel 2003	45 points
Microsoft Access 2003	30 points
Microsoft PowerPoint 2003	20 points
Problem Solving	20 points
Class Presentation	25 points
Attendance	<u>20 points</u>
Total	1000 points

Final Grade

Point Range

A	900 - 1000
B	800 - 899
C	700 - 799
D	600 - 699
F	000 - 599

Full credit will be given ONLY for those exams and labs completed and turned in no later than the deadlines as announced by the instructor, unless prior arrangements have been made.

1. Exams:

- a. If you know you are going to miss an exam, talk with me before the scheduled exam date.
- b. All missed exams must be made up within 5 days from the date of the scheduled exam.
- c. ALL MAKEUP EXAMS ARE GIVEN AT THE INSTRUCTOR'S DISCRETION.

2. Labs:

- a. All labs will be due on the date assigned by the instructor. (See attached for tentative schedule).
- b. Plan ahead – points will be deducted for late submission (5 points per school day).
- c. Barring extenuating circumstances, labs will not be accepted more than one week after the due date.
- d. STUDENTS WILL BE RESPONSIBLE FOR THEIR OWN WORK!
Labs are not group assignments!

3. No work will be accepted after 3:00 PM.

LEARNING OUTCOMES: The student will identify the components of a computer system; demonstrate basic understanding of commonly used applications; explain the impact of computers on society, **information assurance/security**; explore computer careers; identify fundamental programming structures; and demonstrate proficiency in basic operating system functions. Suggested Prerequisite: Keyboarding proficiency

ATTENDANCE POLICY:

Students are expected to attend class during the time periods shown in the official CCCC CD Credit Schedule for the entire semester. Punctual attendance is expected of all students.

Religious Holidays: Refer to Section 2 Policies and Procedures, Sub-section 2.23 Religious Holidays in the 2005-2006 CCCC CD Student Handbook.

Course Withdrawal Policy: NOTE: The instructor cannot withdraw you from class. You must formally withdraw and complete a drop form with Admissions and Records. DO NOT just stop coming to class.

You may repeat this course only once after receiving a grade, including W. If you drop the course before the census date, you will not be penalized in regard to the repeat policy. If you withdraw from the course after the census date, a grade of W will be posted to your transcript and count as one attempt toward the repeat policy.

The last day to drop this course is Thursday November 16th, 2006.

Hieu D. Vu
Office Adjunct Faculty Office, K-238, K-245

Office Telephone:

E-mail: vuhieu@sbcglobal.net

Course Outline

Weeks 1 – 4 Chapters 1 - 4 and Lecture material
Test # 1: Chapters 1- 4, Lecture material

Weeks 5 - 7 Chapters 5 - 7 Test # 2

Weeks 8 - 11 Chapters 8 - 10 Test # 3

Weeks 12 - 15 Chapters 11,12,13, BASIC Test # 4

ADA Statement: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, State and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

Policy on Scholastic Dishonesty:

The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to providing a paper or project to another student, providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

NOTE: A copy of the generic syllabus is available in the division office and on the college web site at: <http://iws.ccccd.edu/syllabus>