

COSC 1401 - 8501
Microcomputer Concepts and Applications
Fall 2006

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Catalog Description: Coordinating Board Academic Approval Number 1101015227.

This course introduces the use of computers in business organizations, professional activities, and personal life. Topics include terminology, Hardware and Software, Applications and Systems Development, Networking, Information Assurance / Information Security and the use of contemporary software. Laboratory fee. (3 Lec., 3 Lab.)

Prerequisites: Developmental Reading 093 or English as a Second Language (ESOL) 0044 or have met the Texas Success initiative (TSI) standard in Reading.

Textbooks and Materials:

- Discovering Computers-2006, A Gateway to Information, Complete, Shelly-Cashman Vermaat, Course Technology, 2005. ISBN 0-619-25548-X.
- Microsoft Office XP, Windows XP edition, Course Technology, 2003.
- Two high-density computer diskettes (3 1/2 inch), IBM-formatting, labeled with your name.
- Scantron forms & #2 pencil for tests.
- Richland College Student ID so that you can use the drop-in computer labs.

Course Objectives:

COSC 1401 Learning Outcomes

- Explain the basic concepts and vocabulary of Computer Information Systems
- Describe the role and functions of Software and Systems in meeting the needs of organizations
- Discuss the impact of computer technology on Society, Information Assurance/Security.
- Demonstrate a working knowledge of PC Operating Systems, Word Processing, Spreadsheets, Databases, Charts, Graphs, and Integration by using a microcomputer to solve specific problems.

Core Curriculum Intellectual Competencies

- Reading: the ability to analyze and interpret a variety of printed materials - books, documents, and articles
- Writing: the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience
- Speaking: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience
- Listening: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading
- Critical Thinking: think and analyze at a critical level
- Computer Literacy: understand our technological society, use computer based technology in communication, solving problems, acquiring information, Information Assurance/Security.

Core Curriculum Exemplary Educational Objectives

- Discuss computer and communications terminology
- Evaluate the effects and implications of computers and communication technology on society
- Demonstrate knowledge of the impact of technology on the individual's privacy, security, lifestyle, work environment, standard of living, and health
- Gather information for decision-making
- Participate in global communities using available technology
- Create quantitative and qualitative data presentations

Policies:

Attendance Policy: It is expected that students will attend class and labs regularly. Lateness to class or labs is not only discouraged, it will be called to your attention. Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog Student Obligations section.

Withdrawal (Drop) Policy: To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the prescribed procedure. It is the student's responsibility to drop. I am unable to drop you from the class/lab now or at any time in the future. Failure on your part to drop the class will result in receiving a performance grade, usually an "F." Should circumstances prevent you from appearing in person to withdraw, you may withdraw by mail. No drop requests are accepted by telephone. Students who drop a class before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule.

FINANCIAL AID STUDENTS: if you are receiving Financial Aid grants or loans, you must begin attendance in all classes prior to the certification date. DO NOT DROP or stop attending class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Academic Honesty Policy: Scholastic dishonesty is a violation of the Code of Student Conduct.

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog.

<https://www1.dcccd.edu/cat0506/ss/code.cfm>

Repeating this course: Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester.

Disability Services/Special Services: If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Richland College Disability Services Office, T120, (972) 238-6180.

Computer/Internet Policy: As a student, you have access to the Del Rio computer labs for scheduled times and assignments. These assignments will be for educational and instructional purposes. If you are unable to complete your assigned lab work, you may use the Drop In Lab (D257) during regular college hours. You are required to show your Richland Student ID. You are expected to follow lab policies as well as the Student Code of Conduct.

Tutoring and Other Assistance Policies: Tutoring is available through the Center for Teaching and Learning Connections ((972) 238-6226, Medina 216) and the Del Rio lab ((972) 238-6317, large counter center of second floor). Generally, one hour per week is free.

Safety Policy: It is important for you to participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for students' backpacks, etc. During the first few labs, I will encourage you to begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

Cell Phones and Pagers: You must turn your cell phones off or put on silent mode during class. Failure to do so and having the phone or pager go off during class will cause you to be sent from the room and a zero will be given to you for that day's work.

End-of-Semester Grades: At the conclusion of each semester, students can access their final course grades by going to <http://econnect.dcccd.edu>, click on "my personal grades", or by calling 972.613.1818

The instructor reserves the right to amend this syllabus as necessary

MICROCOMPUTER CONCEPTS and APPLICATIONS

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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

Course Evaluation

There will be four written tests given during the semester. Each will be counted equally (20 per cent of the final grade for each test) in determining your test average. I will announce the tests at least one week in advance and you must take the test on the announce date. If you are unable to take the test on the announce date, you must contact me either prior to the test day, or at the latest, on the test day. I may allow you to take the test in advance or to take a comprehensive final exam to make up the missed test. This decision will be based on several factors, which will be explained and discussed at the time you contact me concerning your inability to take the announced test. Anyone missing a test with an unexcused absence will receive a grade of zero on the test.

In addition to the major tests, a short quiz will be given at the beginning of each class period. The quiz will last less than five minutes and if you come to class too late to take the quiz, or miss the quiz altogether, you will receive a grade of zero for that quiz. There are no make-ups of missed quizzes and you are highly encouraged to be on time and prepared for the daily quizzes. The quiz will cover the textbook material, which will be covered on that class day. Each quiz will count for 10 points.

During the lab portion of the class (taught each day following the lecture) assignments will be given to you to demonstrate your proficiency in using the computer and the packaged software. Each of the lab exercises is designed to be completed using Richland College hardware and software. Most assignments can be completed during the scheduled lab period, but if you need additional computer time to complete the exercises, the Drop In Lab in D257 is open and available for student use. The scheduled times of this lab are posted in all of the Del Rio labs. Your assigned lab exercises will be counted as quiz grades. You must have a current Richland College Student ID in order to use the Del Rio Labs.

The daily quiz grades and lab grades will be added together and averaged to make up 1/5 of the semesters total grade (20 per cent). If you come to lab late, or miss the lab, you will be expected to contact me to determine if you have additional time to complete the exercise, or if you have made a zero for that assignment. With my permission, **each student will be allowed to turn in one lab assignment late.**

At the conclusion of the semester, each student will be able to drop one quiz grade and one lab grade or two quiz grades. The procedure will be explained as part of the development of the student's own grade sheet which will be designed during the Excel portion of the lab.

You are expected to attend all classes and labs and be on time. Lateness will be called to your attention. If

you miss a class for any reason, it is your responsibility to get the notes and handouts (if any) and be prepared for the next class or lab.

If you decide to discontinue the class prior to the drop date, it is your responsibility to withdraw from the class and lab. I CAN NOT DROP YOU AND I WILL BE FORCED TO GIVE YOU THE GRADE OF "F" IF YOU FAIL TO DROP THE CLASS.

Using the space provided, record all of your daily quiz grades and lab grades. You will be asked to turn in these grades several times during the term to demonstrate your understanding of using spreadsheets as well as keeping up with your grades. It is a good idea to circle the quiz grade numbers that are labs so you can keep the quiz and lab grades separate.

1	7	13	19	25	31	37	Tests
2	8	14	20	26	32	38	1
3	9	15	21	27	33	39	2
4	10	16	22	28	34	40	3
5	11	17	23	29	35	41	4
6	12	18	24	30	36	42	

Grading:

90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
59 or below F

Financial Aid Statement

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. The drop date for this semester is November 16, 2006