

COSC 1300 - Computer Literacy / ITSC 1401 - Introduction to Computers
Syllabus for Traditional Full-Semester Classroom Sections

Section _____

RESOURCES INFORMATION:

Instructor: Shawn Prestridge
Office:
Phone: 972.917.1698
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Lab staff: Tarrilynn Jagger
Lab room: P112
Lab phone: (972) 860-4746
Lab hours: M-R 9AM - 10PM
 F 9AM - 2PM
 Sat 10:30AM - 2:30PM

COURSE DESCRIPTION:

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, system and application software, system development of applications and the use of contemporary software application packages.

Please be sure you have registered for the correct course, as there are 2 numbers (COSC 1300 and ITSC 1401) and they are **not** interchangeable.

If you:

- plan to earn an Associate in Arts or
- plan to earn an Associate in Science or
- don't want a degree but plan to transfer this course to a 4 year school

you must be enrolled in COSC 1300.

If you:

- plan to earn an Associate in Applied Sciences or
- plan to earn a Certificate

you should probably be enrolled in ITSC 1401. Check your degree plan, or consult an advisor in Admissions or Counseling to be sure.

Choosing the wrong number may result in a delay of your graduation or a requirement that you must repeat the course. Refer to your Registration Receipt if you are not sure which course you are in.

COURSE OBJECTIVES:

Upon successful completion of this course, the student will be able to:

- 1) Explain the basic concepts and vocabulary of computer information systems.
- 2) Identify the devices that comprise computer systems and describe their function(s).
- 3) Identify the purpose, functions and distinguishing characteristics of the major categories of software.
- 4) Demonstrate a basic operational knowledge of major application and operating system software.
- 5) Describe and discuss the value of data as a business and personal asset.
- 6) Describe the organization of data.
- 7) Describe the systems development methodology.
- 8) Describe and discuss the evolution of computers in meeting the needs of society.

- 9) Discuss the impact of computer technology on society.

COURSE MATERIALS:

The following items are required for all students taking this course:

- 1) Text: Discovering Computers 2003, by Shelly, Cashman and Vermaat
- 2) Lab Manual: Office XP Essential Concepts and Techniques, by Shelly, Cashman and Vermaat

(If you purchase your books together in a shrink-wrapped package, you may also get another, smaller lab manual covering Windows 98.)

- 3) One 3 1/2" high density diskette, blank and formatted. (Ask a member of the P112 lab staff for help if you do not know how to format a disk.)

REQUIRED COURSE WORK:

In order to complete the course successfully, you are required to:

- 1) Attend the course orientation session(s).
- 2) Read and study your textbook. Your Class Schedule (attached to this syllabus) will direct you to the appropriate chapter for any class session.
- 3) Complete lab exercises as directed.
- 4) Complete five examinations at the Testing Center.
- 5) Complete 100 points worth of various exercises as assigned by your instructor.

GRADING:

Your grade will be determined as follows:

5 exams at 100 points each	500 points
Labs: Microsoft Windows 2000 Section	30 points
Microsoft Word 2002 Section	50 points
Internet Section	20 points
Microsoft Excel 2002 Section	50 points
Microsoft Access 2002 Section	50 points
Instructor assigned exercises	100 points

		----- 800 points
Final Grade	Interpretation	Point Range
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A	Excellent	720-800
B	Good	640-719
C	Average	560-639
D	Poor	480-559
F	Failing	000-479
W	Withdraw	Not computed

Tarrilynn Jagger in the P112 lab can give you your current point total at any time during the semester.

GENERAL EXAM INFORMATION:

Exams 1 - 4 are closed book and notes and are given in the testing center.(S Building). Exam 5 will be given in class during finals week.

Each exam is multiple choice only, and is completed on a SCANTRON answer form. Be sure to provide the following information on the form:

Your Name
Course and Section Number
Date
Social Security Number.

One point will be deducted for any missing, illegible or incorrect information as listed above. Hundreds of students take this course each semester, and this generates a great deal of paperwork. Incorrect or missing information may cause your test to be misdirected or lost, resulting in your not receiving credit.

Each exam should be completed on or before the dates established in the Class Schedule to avoid a late penalty of 2 points per day.

Students must complete all examinations by no later than Thursday, Dec 12.

After completing an exam at the Testing Center, it will be graded immediately and you will be given your score. If you wish to review the exam questions, visit the P112 lab within 6 days after each deadline and ask to see a copy of your exam.

Review sheets for each exam will be made available to you in the P112 lab.

GENERAL LAB INFORMATION:

Lab work may be completed in P112, or at your home or place of business if you own the necessary software. Our lab staff will be happy to help answer any questions you may have about lab exercises, lab procedures and/or equipment. You are expected to work by yourself on your assignments, which are explained in detail on the last 2 pages of this syllabus. Be sure you note the due dates for each lab assignment.

Please be aware that any work handed in after the deadline may result in a late penalty of 2 points per day.

Students must complete all lab work by no later than Saturday, Dec. 7.

You are required to sign in and out each time you visit the lab, and you must check any floppy which has been used outside the lab for viruses. The lab staff can assist you with this task.

The lab will be closed on Sept 2 and Nov 28-30.

Students are advised that the P112 lab will be used for software demonstrations to various sections of this course on:

Aug 28, 29 30 and 31; Sept 17, 18, 20, 21 and 30; Oct 15, 16, 18, 19, 25, 26, 28, 29 and 30; Nov 11, 15, 16, 19 and 20

Availability of open lab stations may be restricted on these dates.

GENERAL COLLEGE POLICIES:

1) Attendance Policy:

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

2) Notification of absence due to religious holiday(s):

Students desiring to observe a religious holiday which will result in a class absence must notify their instructor in writing no later than the 15th calendar day after the start of the semester. The student is required to complete any work missed within a reasonable period of time.

3) Withdrawal with a grade of "W":

If you are unable to complete this course, you must withdraw from it by **Thursday, November 14**. Withdrawal is a formal administrative process which will not be initiated by your instructor, and may be done in either Admissions or Counseling.

4) Academic Dishonesty:

All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior at Brookhaven College. Further, it is understood that the instructor sets the standards of academic honesty in the classroom, determines when those standards have been violated and determines the consequences of that behavior by the student. Practices such as cheating, collusion, unauthorized collaboration, fabrication or plagiarism will not be tolerated.

5) Americans with Disabilities Policy Statement:

If you feel the need for an academic adjustment (such as help with taking notes or special seating arrangements) due to any type of physical disability or learning difference, please talk with your instructor

before the end of the second week of classes. You may also contact Special Services at 972-860-4847 for advisement and counseling.

- 6) Additional exam or program information may be posted on the lab bulletin board or lab door throughout the semester. Check for this type of information each time you visit the lab.
- 7) No eating, drinking or smoking is permitted in your classroom or the lab.
- 8) All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct and the DCCCD Rules for Responsible Computing. Failure to comply may result in legal and/or disciplinary action. You may request a copy of the policies from any member of the lab staff at any time.