

<b>COSC-1401-44284 Introduction to Computing</b>	
Instructor: Dang, James	Office: SE ESCT 2218A
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Term: Fall 2011	Last Day to Drop: 11/19/11

Office Hours						
Day	Start	End	Start	End	Start	End
Mon	09:30 AM	11:30 AM				
Tue	08:30 AM	09:45 AM				
Wed	09:30 AM	11:30 AM				
Thu	08:30 AM	09:45 AM				
Fri	09:30 AM	11:30 AM	02:30 PM	04:00 PM		
Sat						
Sun						

Comments:  
Fall 2011 only. Daily class schedule and syllabus on <http://www.jamesdang.com>.



[District Course Requirements](#)

**Text(s):**

**TITLE: Computers Are Your Future, Intro Pkg Tarrant County**

AUTHOR: Laberta  
 EDITION: 12th  
 COPYRIGHT YEAR: 2012  
 PUBLISHER: Pearson Custom Publishing  
 ISBN: 9781256138921

NEW: \$157.00  
 USED: \$117.75

Included: MYITLAB 2010 Student Access Code

**NOTE: Microsoft Office 2010 is not included in the bundle package.**  
 \*\*Please Note: Course and pricing information is subject to change based upon updated data from publisher.

**Special Materials:**

MyItLab access code require for all students (can be purchased separately)  
 USB device for storage  
 Web sites: <http://www.myitlab.com>

**Focus:**

Overview of computer systems - hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied.

## Requirements:

What you need to take this course:

- Textbook: As noted above Textbooks and Reference materials.
- Time Commitment: You need to make a time commitment to complete the course requirements. Your instructor and lab staff are available to assist you throughout the semester.
- The software you will be using this semester is MS Office 2010 (not included in the book)
- You must have access to a computer that connects to the Internet. Knowledge about basic file management is also helpful.
- You are responsible for saving all assignments correctly, so you can turn them in electronically.
- To avoid any communication problems, all students will use their Campus Cruiser's email addresses only. Your first responsibility will be updating your contact information on the course website.
- Please note:
  - Because of e-mail viruses, the instructor does not accept e-mail from unknown sources. Therefore, you must use the subject COSC 1401 and type your name in the message, or email may be ignored.
  - It is impossible for the instructor to be familiar with every e-mail software application on the market, so please do not ask for technical assistance.

**Grading Criteria:****Grade Scale:**

<b>A</b>	90% - 100%
<b>B</b>	80% - 89%
<b>C</b>	70% - 79%
<b>D</b>	60% - 69%
<b>F</b>	0% - 59%

**Course Evaluation:**

Lab Assignments Average (You may have about 10 labs). ·Word Processing – Word 2010 ·Spreadsheet – Excel 2010 ·Database – Access 2010 ·Presentation – PowerPoint 2010	20%
Exam I – Chapters 1-5 – 60% Hands-on Skill Assessment Test – 40%	15%
Exam II – Chapters 6-10 – 60% Hands-on Skill Assessment Test – 40%	15%
Research Paper	5%
Quizzes	20%
Pop Quizzes	5%
Comprehensive Final Exam	20%
<b>TOTAL</b>	<b>100%</b>

**Class Dates:**

Full 16-Week Session

Description Date(s)

Classes Begin 08/29/11

Census Date 09/14/11

Last Day for 70% Refund 09/19/11

Last Day for 25% Refund 09/26/11

Last Day to Drop 11/19/11

Final Exams and Classes End 12/12/11 - 12/15/11

Grades Due 12/16/11

## Daily Assignments:

Week	Topics
Week 1 - 08/29/11	Introduction
Week 2 - 09/05/11	Chapter 1 - Computers and You
Week 3 - 09/12/11	Chapter 2 - Inside the System Unit Lab 1 due
Week 4 - 09/19/11	Chapter 3 - Input/Output and Storage Quiz 1 Lab 2 due
Week 5 - 09/26/11	Chapter 4 - System Software Lab 3 due
Week 6 - 10/03/11	Chapter 5 - Application Software: Tools for Productivity Quiz 2 Lab 4 due
Week 7 - 10/10/11	Chapter 6 - The Internet & the World Wide Web Lab 5 due
Week 8 - 10/17/11	Lab 6 due Quiz 3 Review for Exam I - Word and Excel
Week 9 - 10/24/11	<b>Exam I - Hand on (40%) and Multiple Choice (60%)</b> Lab 7 due
Week 10 - 10/31/11	Chapter 7 - Networks: Communicating and Sharing Resources Chapter 8 - Wired and Wireless Communication Lab 8 due
Week 11 - 11/07/11	Chapter 9 - Privacy, Crime, and Security Lab 9 due Quiz 4
Week 12 - 11/14/11	Chapter 10 - Careers and Certification Lab 10 due Quiz 5
Week 13 - 11/21/11	Review for Exam II - Access and PowerPoint
Week 14 - 11/28/11	<b>Exam II - Hand on (40%) and Multiple Choice (60%)</b> Research due
Week 15 - 12/05/11	Presentation Review for Final Exam
Week 16 - 12/12/11	<b>Final exam</b>

**Additional Class Information:**

More detail daily schedule, students can check on <http://www.JamesDang.com>.

**Special Offer for Students: Microsoft Office Professional Academic 2010 for \$99.95**

Microsoft is offering college students Office Professional Academic 2010 for a limited time at a cost of \$99.95, a savings of hundreds of dollars over purchasing the software at local retail store. To purchase online from Microsoft, click [here](#).

[TCCD Academic Calendar](#) for important College Dates.

[TCCD Student Handbook](#) for information on attendance and withdrawal policy, dishonesty and plagiarism, and disability support services.

[Access Course Evaluations](#) for instructions on evaluating courses.