Eastfield College STEM Division

COURSE SYLLABUS
Spring 2019   Jan. 23 – Mar. 21

COSC 1301.43312 – Intro to Computing (3 Cr)
MW 8:00am – 9:20am L306

Instructor: **David Kirk**   Office: **L315**   Phone: **972-860-7679**   Email: **dkirk@dcccd.edu**
Ecampus Class Web Site

COURSE DESCRIPTION
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. This course is not intended to count toward a student's major field of study in business or computer science. This course will fulfill DCCCD's degree requirements *only* if this course has been successfully completed and the date of completion does not exceed 10 years. (2 Lec., 2 Lab.)

PREREQUISITES
None.

TEXTBOOK AND MATERIALS
Textbook: CMPTR 3 by Pinard, ISBN-13: **9781305862876**
Office 2007, 2010, or 2013, or 2016 - Word, Excel, Access, PowerPoint (available on EFC classroom and lab computers)

COURSE OUTLINE
All homework and the class schedule is located on the class web site: http://ecampus.dcccd.edu
Homework assignments are due by the date listed on the class website. Late assignments are accepted, but 5 points will be deducted for each day late. No late assignments will be accepted after **Mar 20, 2019**.

EVALUATION PROCEDURES

Four exams (lowest will be dropped)		500 points		
Five Homework Assignments		500 points		
900 - 1000 = A	800 - 899 = B	700 - 799 = C	600 - 699 = D	0 - 599 = F

CLASS CALENDAR
Note: Calendar is subject to change - see Ecampus for the updated calendar

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, and persuasive language appropriate 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.

EDUCATIONAL OBJECTIVES
- Discuss computer and communication 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 presentation.

STUDENT LEARNING OUTCOMES
- Organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
- Identify and describe the key components and the relationships between computer hardware, networks, system and application software.
- Recognize and evaluate ethical, privacy, and security issues related to using computers in society.

Attendance Policy
Students are expected to attend regularly all classes in which they are enrolled and to consult with the instructor when an absence occurs.   If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw; the instructor will assign a performance grade, which is based upon the performance of the student for the entire semester.

Course Drop Date: Feb. 27, 2019

Disclaimer: The instructor has the right to change the syllabus during the semester. If this happens, students will be notified and the new syllabus will be posted.

Institutional Policies: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx