COURSE SYLLABUS
AND
INSTRUCTOR PLAN

INTRODUCTION TO COMPUTING
COSC 1301 13

David J. Burgett

Fall 2013
Course Description:

Provides an overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments of society. The fundamentals of computer problem solving through applications will be applied. Semester Hours: 3 (2 lec)

Prerequisites and/or Corequisites:

Introduction to Computing COSCL 1301 (2 lab) is a co-requisite.

Course Notes and Instructor Recommendations:

As we move into the next century and millennium, computers have become a mainstay in whatever we do, be it computer related industries as well as all other which now depend on computers and automation to increase their productivity and efficiency. This class is meant as a survey of how computers have changed our society, what they entail, and to sensitize students to their potential strengths and weaknesses. The material in this course is not intended to be difficult or highly technical to grasp. Instead, it is laid out as a survey course. Key to success in this course is to keep up with the readings, complete the assigned tutorials, and take the chapter reviews on time. It is the student's responsibility to keep up with the material. Moreover, as with any college class and work project, it is important that you complete your assignments as on time and per the specification. From previous experience, I have observed that students who do well in the class are not those who have been around a computer longer but those who read and follow the instructions, and grow from the process.

I will use the MCC student email as the primary means of communication in this class. Please make sure to read it daily or set it up to forward your student mail to your preferred email account.

As I mentioned before, I want you to learn the material and be comfortable with the use of computers. As the instructor, I will work with you, the student, to help make this happen. However, you need to take the initiative in completing the work and in letting me know where you are having troubles. There is no such thing as a dumb question except for the one that is never asked.

Look forward to our semester together!
Instructor Information:

David J. Burgett
Office: Business & Technology Room 104
Phone: 254-299-8223
eMail: dBurgett@McLennan.edu
Mail: 1400 College Drive, Waco, TX 76708

Office Hours:
MW 4:00 - 5:00
W 5:00-6:00
T,F:11:00-11:30
Th: 3:30-5:00
F: 11:30 - 12:00

Required Text & Materials:


B. 1 GB USB Flash drive

MCC Bookstore Website

Methods of Teaching and Learning:

The assignments in this course are designed to help the student engage the subject of computing and learn how to effectively use the terms, concepts and applications in both personal and professional settings. The assignments include:

A. Written Assignments (20% of the course grade): There are three written assignments to allow students to take the material they have learned in the different course modules and apply them to real world situations.
  - The first assignment asks the student to decide on a computer system for school or business based on research of available systems.
• The second assignment requires the student to evaluate the vulnerabilities of a computer system and find security solutions for virus attacks, hardware problems, etc.

• The third assignment asks the student to evaluate his/her normal computer workspace as to the ergonomics of the workspace and suggest fixes for the un-ergonomic areas.

B. Chapter Tests (80% of the class grade): Chapter Tests measure how well students have grasped the key terminology, concepts and applications covered in course module. There will be 3 chapter tests.

Extra Credit assignments (up to 5%): including quizzes and ad hoc papers assigned

Course Objectives and/or Competencies:

A. Course Objective: Presents computer terminology and describes computer systems and computer processing techniques. Includes the historical development of the computer, processing concepts, number systems, MIS, and career opportunities. Introduces program development tools, and programming languages. See COSCL 1301 Syllabus for detailed description of lab.

B. Course Competencies: COSC 1301 is to provide the student with knowledge of the evolution of computer systems, an introduction to data organization, coverage of storage media, fundamentals of input and output operation, and computers in society. The co-requisite lab will introduce hands-on application of Internet browsers, word processing, presentation software, spreadsheets and database management in the COSCL 1301 Lab.

Specific Competencies:
1. Define and utilize a basic computer vocabulary.
2. Describe the general history and sequential development of the computers by tracing the historical development of the computer and forms of memory, and describing technological advancements.
3. Identify the basic components of a computer and describe the functions of each
4. List the most common types of computer I/O and storage hardware, and explain how they function.
5. Identify and explain the most common methods of data representation used by storage devices and internal memory.
6. Demonstrate conversion from binary to decimal, and from decimal to binary.
7. Explain the coded numeric representation used inside the computer.
8. List and describe the basic steps involved hardware and software.
9. List the most common types of languages and contrast the advantages and disadvantages of each language.
10. Compare applications and system software.
11. Identify data collection techniques, operational control techniques, security precautions and related legal and social issues.
12. Describe and explain the user interface with usages of microcomputers and larger computers.
13. Understand network configurations and know the basic components of a data communications system.
14. Describe the general history and development of the Internet and understand what an Internet Service Provider does, know the rudimentary functions of a browser, and understand how to search the Internet.
15. Understand the ethical, social, and legal issues involved with the use of computer information systems, Internet and personal computers.
16. Identify security threats to personal computers, computer systems and the Internet.
17. Plan safeguards and procedures to protect from security threats to personal computers, computer systems and the Internet.
18. Analyze the impact of health and environmental issues related to computer systems, hardware and software
19. Describe career opportunities in computer information systems.
20. Evaluate the impact of emerging technology in computer systems, procedures, hardware and software.
COSC 1301  
BCIS 1305  
Microcomputer Applications  

FALL 2013  

_Tentative Schedule_

David J. Burgett  
dBurgett@McLennan.edu (299-8223)  
Office: Business and Technology Building BT104
Office Hours:  
MW 4:00 - 5:00  
T,F:11:00-11:30  
W: 5:00-6:00  
F: 11:30 - 12:00  
Th: 3:30-5:00  

(check my office door for changes in times)  
Other times by appointment
*Here are some hints for making a good grade in this class (and for enjoying it and learning more) For each chapter, do the following:

1. **Read the text before class.** It will be twice as easy to pick up the information if you read the chapter before we cover it in class. Anytime after we begin a chapter I may give a quiz on the vocabulary in the chapter..especially over the Key Terms in the Word Bank on the yellow pages. You may be asked to discuss parts of the text with the class.

2. Read the Blue pages at the end of the chapter and think about the questions the authors ask you. Do the Sound Byte and Help Desk exercises from the last page of every chapter, and go to the website listed on the last page of each chapter where you will a glossary, practice quizzes, study guides and other useful material.

3. Do the Buzz Word and Self-Test quizzes on the blue pages by the day the reading is due - there may be a quiz over these words. Many of the questions on the tests will come from these exercises. Keep these in your notebook.

4. There are "Technology in Focus" sections after many of the chapters which are due with the chapters. Be prepared to discuss these sections (as well as the rest of the chapter) in class.
We are going to talk about the topics in the chapters of the text - not necessarily every page and word. It's your job to read the text and take notes about our discussions. WRITE DOWN any questions you have and lets discuss them in class. LOOK for computer references in the newspapers, on TV, etc. Like it or not, the computer is the main tool of this age. How many jobs can you get with not computer skills?? NOT MANY. For some of you, this will be your one chance to develop those skills...don't treat it lightly. LATE WORK WILL LOSE 5 points and POINTS AT 10 PER DAY. NO WORK WILL BE ACCEPTED MORE THAN 3 DAYS LATE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE. TESTS MISSED MUST BE MADE UP WITHIN 7 DAYS UNLESS OTHER ARRANGEMENTS ARE MADE, AND MUST BE ACCOMPANIED BY A WRITTEN REASON - Your own writing- (worth 5 test points) WHY THE TEST WAS MISSED.
**CLASS STARTUP PROCEDURE.**

At the beginning of class I will take roll, collect any work due and give back graded material. At this time you should put away all electronic devices except those being used to read the digital version of the textbook.

Playing with electronic devices during class is very impolite and disruptive and keeps you from paying attention to the class material. Like driving and texting, you can't do both properly. I will mark you absent from class if you do. BUT... since we are in a connected world and being available for emergencies is important, you may put your phones on mute and keep them on top of your desks where you can monitor them. If an urgent call comes in you may leave the room to take it. This is for real emergencies only - an addition to the grocery list, etc. does not qualify.

* This schedule is TENTATIVE - we may move faster or slower depending on many factors. The timeline will be about the same, but the marks may be different. IF you find any anomalies in this schedule, let me know. Suggestions for additions or deletions are welcome too. Thanks

<table>
<thead>
<tr>
<th>Dates are For the WEEK OF:</th>
<th>8/24/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction and Chapter 1</strong></td>
<td></td>
</tr>
<tr>
<td>PROJECT DUE AT TIME OF TEST over chapters 1,2,6: This assignment is being given now so that you will have lots of time to get it done. : BUYING THE PERFECT PC. The subject of this paper is your research on PCs and which PC would be best for you.</td>
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**You will Need an 882 Scantron and #2 Pencil for all tests!! ----<--<
**

*ALWAYS put your name and the TIME the class meets on all work turned in. 5 % deduction if it is lacking*
I would expect this project to be at least two pages of writing not including the table, attachments or endnotes/footnotes. I want to see that you have really considered what you want in a PC. You should start off by describing what you want a PC to do for you - what you want to use it for; explain what the computer needs to have to do what you want it to do; describe four or five computer systems that you have found that meet your minimum requirements - not just the names and models, but a discussion of the pros and cons of the system; create a table to show their features and how they match your minimums; and finally, choose the best system and tell why you selected it over the others. Find real Computer systems, give real specs and prices. DON'T FORGET to properly cite the source of your information (just domain names like "Dell.com" don't count). Don't use just one source for your information - e.g.: pages from www.dell.com - show that you have really searched for the best system. Print out and attach information from the web that you used to write your paper. These printouts are not a substitute for YOUR writing, but a supplement.
ALL PROJECTS MUST BE TYPED...THEY WILL NOT BE ACCEPTED IF NOT TYPED. Unless arrangements are made, Projects not turned in at class time will be docked 20 points. Projects not turned in within 24 hours will not be accepted. Use a standard 11 pt. Calibri font and 1.5 spacing (or 1.15 after 10pt, which is the default for Word 2010). Margins should be 1" all around. Project grades will be posted on Blackboard 2-3 weeks after they are turned in. The entries that follow show the assignments and materials that we will try to cover every WEEK. The layout is by WEEK, not by day. So, on the first WEEK we will finish discussing the material from chapter 1 and the next week start chapter 2. If you have a Monday section, we will push chapter 2 to the next week and work a little faster. We will try to keep to the schedule, but may get slowed up in some of the chapters due to the nature of the material.

8/26/2013

Chapter 1 and The History of the PC
What's in a PC anyways??
READ the SYLLABUS and take the online test by the Census Date. If you have any problems with the test, let me know ASAP or you might lose the grade.

Triumph of the Nerds I. See Blackboard for quiz sheet and more information- view the movie online and take the test thru Blackboard.

9/2/2013

((Monday the 2nd is a holiday Be sure to read the chapter))
Chapter 1/6
READ AHEAD -- CHAPTER 6 material will help with your project!
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/2013</td>
<td>Chapter 6/2</td>
<td>SYLLABUS TEST IS TO BE DONE BY your class time TODAY - the Census Date Sept 11</td>
</tr>
<tr>
<td>9/16/2013</td>
<td>Chapter 2</td>
<td>Syllabus test turned OFF THIS MONDAY</td>
</tr>
<tr>
<td>9/23/2013</td>
<td></td>
<td>START CHAPTER 4 (1/2 of class) Test over chapters 1,2,6--- NEED 882 SCANTRON and #2 PENCIL !!PROJECT 1 due at time of test. TESTS graded by tomorrow. Papers will be graded in about 3 weeks</td>
</tr>
<tr>
<td>9/30/2013</td>
<td></td>
<td>Chapter 4</td>
</tr>
<tr>
<td></td>
<td>Triumph of the Nerds I test turned OFF THIS MONDAY.</td>
<td></td>
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<tr>
<td></td>
<td>START Triumph of the Nerds II. See Blackboard for quiz sheet and more information- view the movie online and take the test thru Blackboard.</td>
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### PROJECT TWO

**PROJECT DUE AT TIME OF TEST** over chapters 4, 5, 9

This assignment is being given now so that you will have lots of time to get it done.

- **PROTECTING YOUR COMPUTER.**

  I would expect this project to run to at least three single-spaced pages of writing, besides the endnotes/footnotes and attachments. Don't just cut and paste the vendor's propaganda. Study the material and describe what each type of software does and the pros and cons of each piece of software vis-à-vis the other of the same sort. Be careful to correctly cite any material you gather from the Web (or anywhere else). That includes the URLs you go to for the information on the software. This paper will require a significant amount of research.

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**PROJECT DUE AT TIME OF TEST** over chapters 4, 5, 9: cont'd

1.) Find two vendors of Anti-virus software (two different products) - what do they do and how much do they cost. One of them should be FREWARE.

2.) Find two vendors of firewalls (two different products and different vendors than those selling the anti-virus software) - what do they do and how much do they cost. One of them should be FREWARE.

3.) Find a site for downloading AD AWARE, and describe what that program is supposed to do. Find another similar program from a different vendor and compare it to this one. - what do they do and how much do they cost.
4.) visit [WWW.GRC.COM](http://WWW.GRC.COM) and read what he says about the vulnerability of computer on the Web and Run the [SHIELDS UP test program](http://shieldsup.gavriel.com/) against YOUR computer; describe the results and attach the summary to your report. See page 420 for an example of the report you will print out.

5.) Find out about [Pretty Good Privacy](https://www.pgpi.org/); Describe what it does where you get it and how much it costs. Find a similar FREEWARE product and compare the two.

6.) Find two personal backup programs that you might use, and describe their features and costs. One of them should be FREEWARE. Be sure your selections are designed for personal computers, not larger businesses.

*PROJECT DUE AT TIME OF TEST* over chapters 4,5,9, cont'd

These are all things that involve keeping your computer safe from outside attack. I expect you to write a good paragraph or two about each of the items. FIRST - Describe why the item (antivirus, firewall, etc.) is needed and what it does. For each specific piece of software, describe what the product has to offer, costs and the pros and cons of the individual product. The Shields UP examination can result in a lot of pages of printout (it is totally non-destructive!). Don't just attach the entire results to the paper- only the summary listing the most important ports (see p 420). Use the report to analyze the results and describe the vulnerabilities of your computer. Don't forget to describe your computer at the beginning of the paper. If you do not have your own computer, select whatever machine you usually use when accessing the WEB. Be sure to check UNBIASED reviews of the products you select. DON'T FORGET TO PROPERLY CITE everything that is not your own ideas.

Altogether you will Write up a comparison of at least two each of the following: anti-virus programs, firewalls, backup software, encryption software and anti-spyware software suitable for your personal PC - at least one of each must be a freeware product; You will describe why you would want to use PGP and what it does; why you would buy a particular backup program; and explain the results of the SHIELDS UP test found on the GRC website.
### Chapter 4
Chapter 5

### 10/7/2013

- **Chapter 4**
- **Chapter 5**

### 10/14/2013

- **Chapter 5**

### 10/21/2013

- **Chapter 9**

### 10/28/2013

- **Chapter 9**

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**START CHAPTER 3 (1/2 class)**

* Test over chapters 4,5,9 + 1,2,6(1 word from each chapter )
--- NEED 882 SCANTRON and #2 PENCIL !!

**PROJECT 2 DUE** at time of test. TESTS graded by tomorrow - Papers will be graded in about 3 weeks

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### 11/4/2013

- **Chapter 4**

- **Triumph of the Nerds II test turned OFF THIS MONDAY**

- **Triumph of the Nerds III.** See Blackboard for quiz sheet and more information- view the movie online and take the test thru Blackboard.

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**PROJECT DUE FIRST CLASS DAY OF THE WEEK BEFORE the test over chapters 3,7,8**

This assignment is being given now so that you will have lots of time to get it done.

**NO LATE PAPERS WILL BE ACCEPTED FOR THIS ASSIGNMENT.**

I would expect at least two pages of work, not including the diagram, endnotes/footnotes and attachments.
## PROJECT THREE

Ergonomics: **DESCRIBE** what ergonomics IS and how it applies to using a computer. **Describe and diagram** the location where **you** spend most of your computer time (e.g.: table in the den, kitchen table, bed, etc.). **Describe and diagram** the location where you spend most of your computer time (e.g.: table in the den, kitchen table, bed, etc.). Explain the ergonomic aspects of the location - the good and the bad - and what you would have to do to make it fully ergonomic. Check the web for the items you would have to get to fix the un-ergonomic situations and describe what they are and how much it would cost to ergonomicize (spell check didn't like this word) the work area. You need real products and real prices. If your work area is already totally ergonomic, find deluxe items to enhance the area. Be sure to quote real products giving names, prices, and where they can be purchased. If you have a perfectly ergonomic space, explain what you would do (and products) to provide a novice with an ergonomic workspace.

### Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>11/18/2013</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>11/25/2013</td>
<td>Thanksgiving Holiday Weds, Thurs, Fri (Read chapter 8)</td>
</tr>
<tr>
<td>12/2/2013</td>
<td>Finish chapter 8 (The week before finals start) Last Project DUE first class day of THIS week. NO LATE PAPERS will be accepted. Triumph of the NERDS III turned off THIS MONDAY <a href="http://www.earthcam.com/usa/nevada/lasvegas/index.php?cam=Wedding">http://www.earthcam.com/usa/nevada/lasvegas/index.php?cam=Wedding</a> FRIDAY CLASSES HAVE THEIR FINAL EXAM THIS FRIDAY - THE 6TH!!! &lt;&lt;==</td>
</tr>
<tr>
<td>12/9/2013</td>
<td>FINAL EXAMS: Chapters 3, 7, 8, plus 1 word from each of chapters 1, 2, 4, 5, 6, 9 --- NEED 882 SCANTRON and #2 PENCIL !!</td>
</tr>
</tbody>
</table>

NOTE: The schedule may be altered due to Many possibilities. In particular, holidays/events.

### Course Materials:
INTRODUCTION TO COMPUTING
COSC 1301 13

Technology in Action, Introductory, NINTH ed. by Evans, Martin, Poatsy from Course Technology ISBN 0-13-283863-X

You need to read the appropriate part of the text before class, and BRING YOUR TEXT to class every day. You may lose daily points if you do not have a text in class - you cannot participate unless you have your study materials with you. If you store your projects on the USB drive, be sure to bring it too.

--- NEED 882 SCANTRON and #2 PENCIL For all Written Tests!!
Buy a 6-pak
I recommend a good white eraser -like the Pentel Clic Eraser - for the scantron forms - pink pearls leave black marks that are sometimes read as incorrect answers

IF you do not have these test materials at the test, you will not be able to take the test, and will be penalized 5 points for not being prepared. Best bet: buy a 6-pak of scantrons and keep them and a pencil in whatever pack you regularly bring to class. (make a deal with your neighbor to borrow a form should you forget your pack {:-)} ). DO NOT WRINKLE, FOLD, STAPLE, SPINDLE OR MUTILATE THE SCANTRON FORM!!

TESTS: I will try to get major tests graded and scores on Blackboard within 24 hours. All late exams/projects will be graded together when the last person has taken the test (might be 3 weeks later). Projects will take 2-3 weeks or so to grade depending on how many sections I am teaching at the time. Minor assignments will not be posted on Blackboard and will be counted as EXTRA CREDIT (up to 2% of the grade XTRA).
**EMAIL, BLACKBOARD and WEB ADVISOR**

You are expected to check blackboard at least once at the beginning of the week and once at the end of the week for announcements. Also check your grades and Attendance Record (if posted). Special assignments and notices will be placed in the Announcements section of the class site.

You have an EMAIL account with MCC that is the first letter of your first name, the first letter of your last name and your MCC ID number - e.g.: db01234567@McLennan.edu. You need to check the email every time you check blackboard. Special notices about missed tests, changed requirements, etc. may be sent to your email as well as announced in the Announcements. **IF YOU email ME, YOU MUST PUT THE COURSE id AND THE TIME IT MEETS IN THE SUBJECT LINE: e.g. COSC 1301.04.HC Thurs - 11:30 or the message may get lost in the pile.**

We now have a printer connected to a computer in the back of AS 105 that you can use to print your assignments. It is not connected to the internet or the Internet. AS 112 has a printer that you can use to print your assignments also.

**GRADING**
Your grade in the LECTURE part of the class will come from the three major tests (80%), Quizzes, ad hoc assignments and class participation (5% as EXTRA CREDIT) and the projects (20%). Your lowest grade in the quizzes will be dropped. Quizzes will not be announced, and will cover any material on or after the material’s due date - e.g.: vocabulary on or after the first day of the chapter. There is no other EXTRA CREDIT work available in this class. There are no retakes on the tests. Some of the online quizzes may be taken multiple times.

Your COURSE grade for the class will come from 60% of the lecture grade plus 40% of the lab grade.

YOU MUST BE ENROLLED IN A LECTURE AND A LAB class or be taking one of the COMBINED lecture/lab classes to get any grade.

Grades will be posted to Blackboard so you can see them, but the columns for STATISTICS, TOTAL POINTS, etc. will have no meaning since the grades have different weights and your final grade is dependent on the LAB grade. KEEP in mind that a grade of 100 in the lecture and a grade of 0 in the lab means a "D" in the course, and a grade of 100 in the lab and a grade of 0 in the lecture means an "F" in the course. (That means: don't forget to work on both parts of the course)

*  
Absences:
Every class in this course builds on the previous lesson. Therefore, you will want to be in class every day. By school and State regulations, we must drop students who miss 25% of the classes. If there were extenuating circumstances, the student may apply for reinstatement. Moreover, it is the student’s responsibility to makeup material missed. Due dates will not be modified by absences. Finally, it is the students responsibility to drop the course if they so choose. Drops processed before the official drop date will receive a “W”. Drops processed after that date will depend on the student’s course grade. Barring extenuating circumstances, the rule is: If the student is passing a "W" will be given; If the student is not passing, an "F" will be given."
| **ALL absences** - excused and non-excused - are counted towards the 25% mark.**NOTE:** (relatively) New State regulations: 1. You may only drop 6 undergraduate classes with a grade of "W" - after that you will be given a grade based upon how much/how well you have done in the course (unless you totally withdraw from all classes). 2. The third time you take a course, you will be charged out-of-state tuition. ALSO new - To continue to receive financial aid, a student must maintain a 2.0 average and complete 67% of ALL hours attempted. For this computation, a "W" is equivalent to an "F". |
| SEATING: When the course begins, seating will be on a first-come, first-seated basis. After the 12th day of the semester, you should always sit in the same seat to facilitate taking roll and help me associate names to students. Occasionally specific seat assignments will be made. When specific seat assignments are made, the student will be counted absent if he/she is not in the assigned seat. |
| **Tardiness:** Students are expected to be in class and ready by the beginning of the period. Late arrivals disrupt the class and take time away from those who arrived on time. Consequently, students arriving in class after roll is called will be marked absent unless they notify the instructor after class. Two late arrivals will be counted as an absence. |
Assignments are due at the beginning of class on the specified date. It is your responsibility to find out what you missed, to turn in assignments on time, to prepare for tests, etc. Students should have completed the specified text readings and be prepared for class discussion. Assignments are due at the beginning of the class. Assignments turned in after class on the same day will be docked 20 points {I'll wait for an emergency printout}; Those turned in within 24 hours after the due date will be docked 30 points. NO WORK will be accepted after 24 hours unless special arrangements have been made with the instructor. {This means: Don't wait til the last minute to do the project.} There is a printer in the classroom that can be used to print out your projects, but not during class.

* NO WORK will be accepted after the first day of the week before final exams. BEST BET: DO THE WORK EARLY so if your printer dies the night before the due date, you will have already printed the assignment. Always bring your USB drive!

* EVERYTHING turned in needs to have a title and name block to identify it. The block should contain your name, the date the assignment is due, the identification of the assignment and the time the class meets:

*
5% of the assignment grade will be counted for the correct name block. REALLY!! Charlie Brown
April, 18, 2014 <=DUE date for the assignment
PROJECT 2: Protect the computer Class: Th: 10:20
BE SURE TO PUT THE CLASS Date/TIME ON ALL WORK
EMERGENCIES ONLY: Assignments may be emailed to me at
dburgett@McLennan.edu. The email MUST have the subject
COSC 1301.xx hh:mm (or BCIS 1305.xx hh:mm) LATE ASSIGNMENT -
your name, and must include an explanation of why the assignment is
late. If you don't put the correct subject in the header, I may mistake
the email for SPAM and skip over or delete it. xx= section, hh:mm =
time the class meets. EG: COSC 1301.HA 9:35. 5 points will be
deducted and the paper counted late until it is found if the subject line
is not correct. EMAIL !!! ALL eMails to me need to have a SUBJECT
that begins with COSC 1301.nn hh:mm followed by whatever else is
appropriate. That is, the course ID, section number and the time it meets or
the email may get lost in the traffic. e.g. COSC 1301.03 Th-11:30

On projects - printouts of WebPages are SUPPORT material,
and may be included with the document, but do not count as
YOUR writing. A project consisting of one page of your
words and ten pages of printouts does not count as a 3-page
document.

Cheating/Plagiarism
Cheating in any form will not be tolerated. Cheating occurs when work offered is not done personally and individually by the person submitting the work. Examples: copying from or giving another student test answers, reports, or any other material that is to be handed in; using any form of cribbing - from written notes to instant messaging to chat rooms.; taking someone else's work and handing it in as your own (plagiarism) - when you take words or pictures or graphics from any source, including the Internet, to use in your reports, you must give credit to the author, if known, and indicate the exact location (URL) from which you took the material...not doing so is considered theft of intellectual property. If it is determined by the instructor that the student has misrepresented his/her work in any way, the student may receive an F for the class.

Other Resources: lists of resources available to use include:

- The McLennan Community College Library and/or the McLennan County Libraries. MCC library has computers available for your use. Check HTTP://www.mclennan.edu for library hours - especially on Sundays.

- The Computer Lab (AS 114) has computer resources, both hardware and software, required for the course. The lab computers also have access to the Internet. The labs hours are Currently in flux - see the hours posted on the lab door.
  The library at MCC main campus is open 7:30am-10pm M-H, 7:30-5 on F, 9am-3pm Sat and 3pm-9pm Sun. see:
  http://www.mclennan.edu/library/lib/hours.html to check for changes.

- MCC's Student Services offer a range of student support to include tutors and special aides as required by the students. Their phone number is 299-8431.

*The contents of this document are subject to change without notice.*
MCC provides computer support for students taking online courses. Support is provided 24/7 by Networking Services department. You can report problems to this site: HTTP://mccweb.mcc.cc.tx.us/departments/netsrv/help.php. Blackboard course info technical support phone numbers: 8:00am - 5:00 pm Mon - Fri: 299-8077 24/7 distance Learning Support Line: 717-6349

ADA Statement:
In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC’s designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Drew Canham – Vice President, Student Services shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Renee Jacinto, Disabilities Specialist, at 299-8122 or rrjacinto@mclennan.edu.

Catalog General ATTENDANCE POLICY Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus. Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student’s 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence will count toward attendance requirements in each course.
Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student’s responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual or the official ONLINE general syllabus for this class.

Examples of Typical Web Sites Citations

…"and Novell Is poised to take over the Linux world"¹² <=NOTE THE SUPERSCRIPT 12

From:

Citing Web Sources MLA Style


General:

¹² Last name, First name. "Article Title." Site Name. Article date.

Organization Name. Date of access <URL>.

With author:
### Example Citations

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
</table>

Here is a website that will build citations for you in the style you select. You just key in the required fields in the form. We would probably use the MLA style. [http://www.citationmachine.net/index.php?alt=true](http://www.citationmachine.net/index.php?alt=true)
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the Teacher's Office Hours and where to look for changes.</td>
<td></td>
</tr>
<tr>
<td>Late work will lose ______ % and POINTS at ______ % per Day</td>
<td></td>
</tr>
<tr>
<td>When is the First PROJECT due?</td>
<td></td>
</tr>
<tr>
<td>How many pages should the SECOND project be, besides the endnotes and</td>
<td></td>
</tr>
<tr>
<td>attachments?</td>
<td></td>
</tr>
<tr>
<td>We are going to view several movies from the series TRIUMPH OF THE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>This course is divided into 2 courses: COSC 1301 Lecture and COSCL 1301</td>
<td></td>
</tr>
<tr>
<td>Lab. There is one grade for the course made up of ______ % of the</td>
<td></td>
</tr>
<tr>
<td>LECTURE grade and _________ % of the LAB grade</td>
<td></td>
</tr>
<tr>
<td>Regulations say that a student must be dropped from a class when</td>
<td></td>
</tr>
<tr>
<td>% of the class is missed</td>
<td></td>
</tr>
<tr>
<td>Assignments that do not have a proper name block are docked _________ %</td>
<td></td>
</tr>
<tr>
<td>The president elect of the United States is</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>When citing information in a paper, a small number $^{12}$ called a</td>
<td></td>
</tr>
<tr>
<td>________________ is placed at the end of the material being cited so</td>
<td></td>
</tr>
<tr>
<td>the reader can tell which reference belongs to that part of the text.</td>
<td></td>
</tr>
<tr>
<td>Turning in someone else's words as your own is called</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The Penalty for cheating in this class is:</td>
<td></td>
</tr>
<tr>
<td>Why is &quot;WWW.DELL.COM&quot; probably not a good citation for information in</td>
<td></td>
</tr>
<tr>
<td>your paper</td>
<td></td>
</tr>
</tbody>
</table>
**WHAT DATE**

<table>
<thead>
<tr>
<th>Make a calendar of the dates and times for your section</th>
<th>Syllabus Test Due before this date. Test turned off today.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YOUR</strong></td>
<td>Test over Chapters 1,2,6</td>
</tr>
<tr>
<td><strong>section</strong></td>
<td>Project 1 Due</td>
</tr>
<tr>
<td></td>
<td>Nerds Test I turned OFF</td>
</tr>
<tr>
<td></td>
<td>Test over Chapters 4,5,9</td>
</tr>
<tr>
<td></td>
<td>Project 2 Due</td>
</tr>
<tr>
<td></td>
<td>Nerds 2 test turned OFF</td>
</tr>
<tr>
<td></td>
<td>Project 3 Due</td>
</tr>
<tr>
<td></td>
<td>Nerds 3 test turned OFF</td>
</tr>
<tr>
<td></td>
<td>Test over Chapters 3,7,8</td>
</tr>
</tbody>
</table>
MCC Academic Integrity Statement:

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

Academic Integrity Statement:

I do not tolerate cheating and plagiarism in any form or for any excuse. I expect you to conform the college's code of academic honesty as specified in the Rules and Regulations of the MCC Highlander Guide (Article VII - Proscribed Conduct). This includes cheating, plagiarism, failing to follow instructions, representing someone else's work to be your own or having your work represented as someone else's, using notes or text inappropriately, submitting work not completed individually by the student, and any other form of a dishonest representation of a student's work or performance.

While I encourage you to work together, there are situations where work is expected to be the student’s whose name appears on the work. Quizzes and exams are obvious examples of where cheating will not be tolerated. All assignments must be completed personally and individually by the student. Do not do any part of someone else's assignment nor allow them to use your work unless specified by in the assignment by me, the instructor. If I suspect you of any misconduct, I will contact you and ask for an explanation. After hearing your explanation, I will then make a decision. If I do find you have cheated or plagiarized, the first offense will be a zero on the assignment. The second offense for cheating and/or plagiarism of any sort is failure of the course. Furthermore, you could also face expulsion from MCC. The course instructor and other MCC personnel will decide consequences of your inappropriate misconduct beyond failure of course.

To Note: I may be using SafeAssign this semester. It is specialized software that comes with Blackboard that tests student papers for plagiarism. The software is quite effective so make sure to put your findings in your words or use quotation marks in using other's work. In all cases,
make sure to properly cite all references in your paper. See the syllabus on Blackboard for the proper way to cite references.

If you have questions on what is considered appropriate, contact me, your instructor.

**MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Please refer to the [Highlander Guide](#) for the complete policy.

**Six Drop Rule:** Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F or I. He/she will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees. All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

*ADA Statement:

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TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC’s designated Title IX Coordinator, Al Pollard – Vice President, Program Development/EEO Officer and Deputy Coordinator, Phyllis Blackwood – Director of Human Resources shall be responsible for coordinating the College’s effort to comply with and carry out its responsibilities under Title IX.

Contact information
Al Pollard, Title IX Coordinator
Deputy Coordinator
Vice President, Program Development
McLennan Community College
Administration Building, Room 408
101
1400 College Drive
254-299-8669
FAX 254-299-8654
apollard@mclennan.edu

Phyllis Blackwood, Title IX
Director, Human Resources
McLennan Community College
Administration Building, Room 101
1400 College Drive
254-299-8659
FAX 254-299-8592
pblackwood@mclennan.edu
COSC 1301
Integrated Software Applications
## COSC 1301 - Integrated Software Applications

### Course Competencies

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources</strong></td>
<td><strong>Interpersonal</strong></td>
</tr>
<tr>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Define and utilize a basic computer vocabulary.</td>
<td>X</td>
</tr>
<tr>
<td>Describe the general history and sequential development of the computers by tracing the historical development of the computer and forms of memory, and describing technological advancements.</td>
<td>X</td>
</tr>
<tr>
<td>Identify the basic components of a computer and describe the functions of each</td>
<td></td>
</tr>
<tr>
<td>Identify the basic components of a computer and describe the functions of each</td>
<td>X</td>
</tr>
<tr>
<td>List the most common types of computer I/O and storage hardware, and explain how they function.</td>
<td>X</td>
</tr>
</tbody>
</table>

**Define and utilize a basic computer vocabulary.**

**Describe the general history and sequential development of the computers by tracing the historical development of the computer and forms of memory, and describing technological advancements.**

**Identify the basic components of a computer and describe the functions of each.**

**List the most common types of computer I/O and storage hardware, and explain how they function.**
<p>| Identify and explain the most common methods of data representation used by storage devices and internal memory. | X X X | X X X X X X X X X X X X X X X X |
| Demonstrate conversion from binary to decimal, and from decimal to binary. | X | X X X X X X X X X X X X X X X |
| Explain the coded numeric representation used inside the computer. | X X X | X X X X X X X X X X X X X X X |
| List and describe the basic steps involved hardware and software. | X | X X X | X X X X X X X X X X X X X X X |
| List the most common types of languages and contrast the advantages and disadvantages of each language. | X X X | X X X X X X X X X X X X X X X |
| Compare applications and system software. | X | X X X | X X X X X X X X X X X X X X X |</p>
<table>
<thead>
<tr>
<th>Identify data collection techniques, operational control techniques, security precautions and related legal and social issues.</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe and explain the user interface with usages of microcomputers and larger computers.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Understand network configurations and know the basic components of a data communications system.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Describe the general history and development of the Internet and understand what an Internet Service Provider does, know the rudimentary functions of a browser, and understand how to search the Internet.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Understand the ethical, social, and legal issues involved with the use of computer information systems, Internet and personal computers.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Identify security threats to personal computers, computer systems and the Internet.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Plan safeguards and procedures to protect from security threats to personal computers, computer systems and the Internet.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Analyze the impact of health and environmental issues related to computer systems, hardware and software</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Describe career opportunities in computer information systems.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Evaluate the impact of emerging technology in computer systems, procedures, hardware and software.

|               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|               | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |