COURSE INFORMATION

Title and Course #	Introduction to Computers / COMSC 040-6927 / Online Section
Department:	Computer Science
Number of Units	4
Semester	Spring 2012
Lecture	Online
Lab Hours	Online

INSTRUCTOR INFORMATION

Instructor:	Karen Stanton
Office:	Room CO-200
Phone:	(925) 439-2181, Ext: 3307
Instructor e-mail:	kstanton@losmedanos.edu
Office Hour:	Wednesday: 2PM - 3PM
Where to find me:	If you can't meet with me during my office hour, you can find me during the week in the Drop-in Lab, room CO2-200, during the following hours: Mon - Thurs: 8:00 AM - 1:30 PM; Fri 8:00 AM - 1:00 PM.

INTRODUCTION

Welcome to Class! *COMSC 040 – Introduction to Computers* introduces students to computer concepts and basic vocabulary of information processing. This 4-unit course is appropriate for the student with a general interest in Computer Science as well as for the student desiring to pursue further training in information processing. COMSC 040 satisfies the computer literacy requirement for Los Medanos College and is also transferrable to University of California (UC) and California State University (CSU) systems.

TEXTBOOK AND SUPPLIES (REQUIRED)

Textbooks and flash drives are available at the LMC bookstore.

1. New Perspectives Computer Concepts **** MAKE SURE THE CD IS INCLUDED
    <u>2012 edition</u> - **COMPREHENSIVE**
    Parsons & Oja
    ISBN-13: 978-1-111-52907-9
    ISBN-10: 1-111-52907-8

2. Practical Microsoft Office 2010 **** MAKE SURE THE CD IS INCLUDED
    Parsons, Oja and Mulder
    ISBN-13: 978-0-538-74595-6
    ISBN-10: 0-538-74595-9

3. Programming Lab Manual for Computer Science 040

4. Software: Microsoft Office Professional -- version 2010

5. Storage: One USB flash drive, minimum of 256 MB

COURSE OBJECTIVES

Upon satisfactory completion of this course you should be able to:

- Define the major concepts, terminology, and applications of Computer Information Systems and the Internet.
- Proficiently use common hardware and software found in current microcomputer systems and related technologies such as networks, broadband and wireless infrastructures.
- Explain how an information processing system is used, determine its capabilities, its current and future applications and its possible impact on society.
- Use productivity software such as word processing, spreadsheet, presentation, and database applications to create documents used in the workplace.
- Plan, then write a computer program in the BASIC computer programming language.

COURSE PREREQUISITES

Although there are no prerequisites, students should be able to read and write at college level.

COURSE REQUIREMENTS

All work and communication will be done online. Course work consists of the following:

1. Reading assignments from the *New Perspectives Computer Concepts textbook*.
2. Writing assignments from the *New Perspectives Computer Concepts* textbook. The "Issues" and "Computers in Context" sections require an interpretation and analysis of the material presented at the end of each chapter. Students will complete a short essay or reaction to each Issue and Computers in Context.
3. Complete assigned labs using the *New Perspectives Computer Concepts* textbook.
4. Take Practice exams on each assigned chapter of the above textbook. These practice exams count towards your final grade.
5. Complete QuickChecks and Projects from the *Practical Office* textbook. These assignments will require you to follow directions, perform required operations, and produce accurate documents.
6. Plan, code, run, and debug six programs using a simple programming language called QuickBasic.
7. Write a Research Paper on current technology.
8. Take a Final Exam on the material presented in the course.

TRANSFER / GRADUATION / CERTIFICATION INFORMATION

COMSC 040 transfers to both California State University (CSU), and University of California (UC) systems.

This course also meets LMC's computer literacy requirement for both degree and certificate requirements.

Course requirements vary from one school to the next, so it's important that you seek the advice of a counselor. Your counselor can help you to develop an educational plan, or to acquire additional information about the school you wish to transfer to.

LOCATION OF HOMEWORK ASSIGNMENTS / EXAMS

Assignments: Your homework assignments are located in the Assignments area of your classroom. Each assignment has a due date listed. Homework assignments are due by midnight of the due date.

Practice exams: Practice exams for each chapter are located in the Course Documents area of the classroom. Each chapter contains materials you can review to help retain the information covered in the text.

Practice exams may be taken as many times as needed to receive a passing score. When you take the practice exam, your score will be displayed at the end of the exam. You must score 15 points or above to pass the exam. If your score is below 15, retake the exam.

ASSIGNMENT POINTS

The table below lists the types of assignments as well as the number of points you can earn.

Type of Assignment	Description	Points
Issues / Computers in Contexts	At the end of each chapter of your *Computer Concepts* textbook you will find the "Issues" and "Computers in Context" articles. These assignments will have you reading about interesting computer technology. You will learn how technology effects today's jobs	10 points each
Practice exams	Practice exams will help you retain information read/learned from the *Computer Concepts* textbook. Practice exams are located in Blackboard in the **Course Documents** area. You will need to score 15 points or more to pass the exam.	20 points each
Research paper	You will write a research paper (no more than 5 pages) on a computer technology you are interested in.	20 points
QuickBasic	You will complete 6 programming assignments using *QuickBasic Interpreter*.	2 - 5 points each
QuickChecks and Interactive Labs	You will complete 9 New Perspective Labs using the *Computer Concepts BookOnCD* (the CD that came with your textbook). You will also complete the QuickChecks using the *Practical Microsoft Office BookOnCD*. You must submit the tracking file to receive credit for completing these assignments. You must also score 70% or higher on the QuickChecks and Labs. If your score is under 70%, you will be required to resubmit the assignment.	5 - 10 points each
Microsoft Office Projects	You will complete the assigned Microsoft Office projects using the *Practical Microsoft Office* textbook.	4 points each
Final exam:	The final exam is comprised of 50 questions. Each question is worth 1 point.	50 points

COURSE RESOURCES

The following resources are available for you to succeed in this class:

- **Drop-in lab**, located in room CO2-200 (second level of the CORE building). The computers in this lab are installed with the software you need to complete this course. The computer lab is operated on a space available basis (first come, first served) and printing is at the student's expense. Print cards will cost 50 cents, with 25 cents automatically applied to the card at the time of purchase. The print card can be used campus-wide for printing purposes.

    The lab hours are below:

    <u>Fall & Spring hours</u>
    Monday – Thursday: 8 AM to 9:45 PM
    Friday: 8 AM – 1 PM
    Closed weekends and holidays.

    <u>Summer hours</u>
    Monday - Thursday: 8 AM to 9:45 PM
    Closed Fridays, weekends, and holidays.
    Refer to the "Computer Use Policy" below.

- **The Core:**, Center for Academic Support is a great resource. Make an appointment with a faculty consultant for expert help with any type of writing assignment, tough reading, or any other challenging work. Or drop in to see a student tutor; there are well-trained tutors specializing in a wide variety of subjects. The Core is on the 3rd level of the main campus in the center building (room CO3-300). Call (925) 439-2181 ext. 3176 or stop by to make an appointment or get more information.

- **Websites**:

    Blackboard (http://online.losmedanos.edu): You will find this syllabus, the assignments, and additional information.

ATTENDANCE POLICIES

This is an online class. Students are expected to log into their Blackboard classroom on a daily basis. Students who have not logged into the classroom for a 7-day period may be dropped from class.

IMPORTANT DATES
Grade Type: Student Choice
Last Date to Add: 02/03/12
Last Date to Drop with no 'W': 02/16/12
Last Date to Drop with 'W': 04/27/12

Remember: It is the student's responsibility to drop the class.

GRADING POLICIES

Assignments are due each week. Students are to email all assignments to their instructor, or use the Digital Dropbox in Blackboard. Students are responsible for keeping copies of all graded assignments, projects and exams. Do not throw away anything until you have received your final grade for the class. Grades for the course will be calculated on percentage of total points earned:

Possible Grade	Points needed
A =	630 - 700
B =	560 - 629
C =	490 - 559
D =	420 - 489
F =	Less than 420

ACADEMIC HONESTY

This is a college level course. All work must be entirely your own. Any work from any outside source must be properly documented. For those who have not encountered the term before, plagiarism is passing off someone else's work as your own. This applies to both assignments and tests. If in my judgment you have plagiarized or otherwise cheated on an assignment or test you will be given a zero on that assignment or test. You will also be referred to the Dean of Student Affairs for possible disciplinary action as per the college's Student Code of Conduct.

USING THE COMPUTER LAB / STUDENT TRACKING SYSTEM

All students are encouraged to use the computer lab located in room CO-200 when completing homework assignments. In order to use the computers, all students must log in using their Student ID. Follow the steps below to log in to the lab:

1. Locate the computer that has the "Log in HERE" sign. The computer is located near the entrance / exit doors.
2. Enter your 7-digit Student ID number then click on the button that represents the class you are completing homework for. This will log you into the Student Tracking System. You can now sit at another computer and work on your homework assignments.
3. When you are finished, return to the log-in computer and re-enter your Student ID number. You will be logged out and a time grid will be displayed showing the total number of minutes you have completed.

COMPUTER USE POLICY

Los Medanos College provides computers and networking resources to the students, faculty, and staff. As a student in this course, you are encouraged to use the computers in the Drop-in Lab, located on the second level of the CORE building, room CO2-200.

Users are required to

- act responsibly
- respect the rights of others

- not abuse the equipment / resources provided

Computers can be used to

- complete LMC-assigned homework assignments
- research assigned topics
- read/send email
- engage in Blackboard activities

Computers are NOT to be used to

- surf sexually explicit/gambling websites
- attempt unauthorized access to any system (hacking)
- disrupt or unauthorized monitoring of network traffic
- create viruses or intentionally spreading viruses
- install un-licensed software
- create, distribute or print personal materials
- harass someone

Lab Access and Usage:

1. Priority use is for LMC-related coursework and college-related business.
2. Public usage of computers is limited to those in the Information Commons area in the Library.
3. Currently enrolled students are eligible to use all computer labs on campus. Proof of LMC ID will be required.
4. Sign-in and sign-out are required when using the lab.
5. There is a 2-hour time limit when others are waiting. An unattended computer station for more than 10 minutes will be re-assigned.
6. Lab equipment should be used with proper care. Damage or misuse of the lab equipment in any manner will result in penalties and/or disciplinary actions.
7. Check with the lab calendar or bulletin board for special notices. Labs may be closed during certain times for tests, lab maintenance or seminars.
8. No food or beverage is allowed inside the lab at any time.
9. Minor children who are not LMC students, accompanied or unaccompanied, are not permitted in the computer labs.
10. Please be respectful of other students using the lab. Keep noise to a minimum and no talking on cell phones.
11. Loud, disruptive, and/or abusive behavior on the part of the student will result in progressive disciplinary action including revocation or suspension of computer access privilege in the affected lab.

Lab Help

Lab staff is available for general guidance in computer usage.

Software Usage

1. Software provided by LMC can only be used in the lab. Copying, deleting or modifying the software/computer setup is strictly prohibited.
2. All documents must be saved onto your own removable media. You are responsible for the files on your

own storage media.

About this policy

This policy is intended to ensure that the college resources are being used for their intended purposes.

GETTING HELP

There is a lot of homework in this class so it is extremely important to complete the assignments on time so that you do not get behind. Getting help early will cut down on your frustration level. I encourage you to come and see me --- or email your questions to me at kstanton@losmedanos.edu.

ACCOMMODATIONS

Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing accommodations. Please make these arrangements with me at the beginning of the course or as soon as possible after documentation has been determined. Last minute requests may not be determined "reasonable".

ABOUT AUDITING / SIT-INS

Audits and/or sit-ins are not allowed at any of the campuses that make up the Contra Costa Community College District. All students who are attending class must be enrolled. Children or teenagers who are not enrolled may not attend classes or labs with their parent /guardian who is enrolled.