



# COSC 1301 – Introduction to Computers

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## Instructor contact information

**Instructor:** Bruce Caraway

**Office Phone:** 281-401-5394

**Office:** UP Bldg 13 Rm 863

**Office Hours:** MW 2:00-3:30 | Tue 1:30-3:30 |  
Thu and Fri by appt

(or hours of availability)

**E-mail:** [bruce.caraway@lonestar.edu](mailto:bruce.caraway@lonestar.edu)

**Website:**

## Welcome to

**Course Title:** Introduction to Computers      **Term and Year:** Spring 2015

**Course Subject:** COSC 1301

**Course Section:** 6001, 6009, 6017, 6021      **Class Days & Times:** 6021: MW 10-12:20  
6017: MW 3:30-5:50  
6001 & 6009: Online

**Credit Hours:** 3

**Lecture Hours:** 3

**Class Room Location:** UP 13.731

**Lab Hours:** 2

**Total Contact Hours:** 80  
(All hrs. x 16)

**Instructor:** Bruce Caraway  
**Email:** [bruce.caraway@lonestar.edu](mailto:bruce.caraway@lonestar.edu)  
**Office Phone:** 281-401-5394  
**Office Location:** University Park, Bldg 13, Rm 863  
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Tue 1:30-3:30  
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## **COSC 1301 - Introduction to Computers: Spring 2015**

### **Syllabus for Online sections 6001&6009 and Face2Face sections 6017&6021**

Credit Hours: 3 (3 Lecture / 2 Lab)

#### **Course Description**

This course is designed to help students (1) learn the concepts and (2) develop the skills required to understand and use computers while at Lone Star College (LSC) and in their lives and careers beyond LSC. Generally (and per the course catalog), this course:

- provides an overview of computer information systems
- introduces computer hardware, software, procedures, systems, and human resources
- explores their integration and application in business and other segments in society
- introduces fundamentals of computer problem-solving and programming
- examines applications and software relating to a specific curricular area

#### **Syllabus Fast Facts**

- Check the D2L calendar and weekly content module *each week* for assignments and exams.
- Email is always the best way to reach your instructor: [bruce.caraway@lonestar.edu](mailto:bruce.caraway@lonestar.edu).
- For issues with D2L, your my.lonestar.edu account or accessing your student email, call the LSC Office of Technology Support (OTS) Help Desk (832-813-6600 or 1-866-614-5014).
- For issues with **SIMnet** or **Connect**, call the McGraw-Hill support line (1-800-331-5094). Or visit <http://mpss.mhhe.com>. Be sure to get a case number when you contact them.
- **Connect** is the online McGraw-Hill (MH) service that you will use to complete the Concepts-based assignments of our class. *You must purchase a Connect license to complete and pass the class.*
- **SIMnet** is the online service that you will use to complete a majority of the Skills-based assignments of our class. *You must purchase a SIMnet license to complete and pass the class.*
- *Your instructor does NOT accept late work. Deadlines will NOT be extended.*
- In our classroom, the use of e-cigarettes, electronic cigarettes, "vapes", etc. is prohibited.
- In our classroom, sleeping is prohibited. This includes "putting your head down on your desk".
- Be aware that using your own computer (especially at home) does not exempt you from turning your assignments in on-time even if you experience a technical issues or have an internet outage.
- *For my **face-to-face students**, you may bring your own laptop into class and use that on regular assignments. Personal computers cannot be used for proctored Exams.*
- *For my **online students**, you will be required to take our exams at an LSC Testing Center. Be aware that each testing center has its own hours of operation and they are not open 24/7. Check the schedule of your nearest LSC Testing Center here: [Testing Center webpage](#).*
- *Even though most of our class assignments can be completed on a Mac, **there are specific SIMnet assignments that require the Windows (PC) version of Office 2013.** If you do not have Office 2013 (for Windows) at home, you can use the general use PCs at any LSC campus.*

## Student Learning Outcomes

The student will be able to:

- Identify the components of a computer system.
- Use common applications.
- Explain the impact of computers on society.
- Identify computer careers.
- Identify fundamental programming structures.
- Identify ethical use of computers.
- Use basic operating system functions
- Identify emerging technologies.

## Prerequisites

ENGL 0305 or ENGL 0365 or ENGL 0115 AND ENGL 0307 or ENGL 0375 or ENGL 0117 OR higher level course (ENGL 1301) OR placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisites; Course may be taken as a corequisite with ENGL 0305 or ENGL 0365 or ENGL 0115 AND ENGL 0307 or ENGL 0375 or ENGL 0117; OR ENGL 0309 or ENGL 0310.

## Required Materials

To be successful in this class, the student must register for access to the McGraw-Hill Connect & SIMnet environments. The course eText and ISBN that we will be using is:

**Lone Star College: SIMnet and Computing Essentials 2015 Complete Edition 25e**  
**O'Leary**  
**2015 © McGraw-Hill, Inc.**  
**ISBN: [9781259373305](#)**

## Instructor Guidelines and Policies

### Attendance

For my face-to-face students, your attendance is expected each day. Roll will be taken within the first 5 minutes of class. You are considered tardy if you are not there when roll is taken but arrive in the first 15 minutes of class. If you arrive after the 15 minute mark you will be marked absent. *10% of your overall grade is based on your attendance.*

For my online students, we do not formally meet so no attendance is taken. I do reserve the right to assign tasks that may require your participation in online Discussion board or Chat. It your responsibility to keep up with the material and check the class D2L page regularly for updates, assignment due dates, and potential schedule changes.

Should you anticipate that you will not be able to log on and participate in class for an extended period, please notify the instructor in advance by email: [bruce.caraway@lonestar.edu](mailto:bruce.caraway@lonestar.edu). Not logging in to the online class at a regular interval will severely hinder successful completion of this course.

## Class Participation

The college classroom is a place for adult men and women to meet with a common purpose of improving their intellectual and academic skills. This applies to both face-to-face and online classes. When engaging your instructor and fellow students, you will be expected to treat everyone with respect and in a professional manner. The use of profanity, derogatory terms, and threats in any class-related forum will not be tolerated. If a student violates this rule, they will be asked to leave the classroom (in a face-to-face section) or their access to the class will be blocked (in an online section).

The violating student will not be allowed to return to class or regain access until he or she arranges a conference with the instructor. It is the student's responsibility to arrange for this conference.

## Civility Statement

Members of the Lone Star College, which includes faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life. Lone Star College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect, and demonstrates concern for personal dignity, rights, and freedom of every member of the College community, including respect for the College property and the physical and intellectual property of others.

## Assignments

All assignments are to be completed and submitted to the instructor by the scheduled due date. Most assignments will be submitted electronically through Connect, SIMnet, or, in rare cases, D2L.

Computer concepts will be presented and assessed in the Connect systems. There are four types of concept-focused grade items:

- **LearnSmart Reading Assignments:** For each of the 13 chapters in the Connect (Computing Essentials 2015) eText, you will receive a score for completing the reading assignment by the due date using LearnSmart/SmartBook. The average of these will make up 10% of your final grade for my face-to-face students. For my online students, this will make up 15% of your final grade.
- **Concepts Quizzes:** For each of the 13 chapters in the Connect (Computing Essentials 2015) eText, you will have a Quiz to take after reading the chapter content. You will be allowed to retake each quiz as many times as you like and you can take these any time (before the due date) and any place - in other words, they are not proctored quizzes. I also reserve the right to add quizzes outside of these 13 chapters quizzes. The average of these will make up 10% of your final grade.
- **Concepts Exams:** Four objective exams will cover the information covered in the 13 chapters of the Connect eText. The average of these will make up 15% of your final grade.

MS Office Skills will be presented and assessed in the SIMnet systems. There are four types of skill-focused grade items:

- **SIMnet SIMbook Assignments:** For each of the Office applications: Word, PowerPoint, Excel and Access, you will complete a reading assignment in the "Microsoft Office 2013 In Practice" eText. You will receive a score for completing the reading assignment and completing each of the 'Guide Me' and 'Let Me Try' in-chapter exercises using the SIMbook

reading tool. The average of these assignments will make up 10% of your final grade for my face-to-face students. For my online students, this will make up 15% of your final grade.

- **SIMnet Projects:** For each of the Office applications, you will complete a series of auto-graded projects. These projects will allow you to learn, practice and master each application. You will be able to resubmit these projects for grading as many times as you like up until the due date. The average of these will make up 15% of your final grade.
- **SIMnet Exams:** For each of the four Office applications, there will be a corresponding “skill” exam that covers the information and practice of using that application. The average of these will make up 15% of your final grade.
- **Semester Project:** A semester project will serve as the “comprehensive assessment” of your Office skills. This will be 15% of your final grade.

*For my face-to-face classes, **10% of your overall grade is based on your attendance.***

*For **online sections, you will have to take your Concepts Exam and your SIMnet Exam on campus at one of the campus Testing Centers. Please plan accordingly.***

## Grades Determination

<b>For my FACE-TO-FACE classes Evaluation will be based on the following grade components:</b>	<b>Percent of Final Average</b>
Concepts LearnSmart Reading Assignments	10%
Concepts Quizzes (taken in Connect)	10%
Concepts Exams (taken in Connect)	15%
SIMnet SIMbook Assignments	10%
SIMnet Projects	15%
SIMnet Exams	15%
Semester Project	15%
Attendance	10%
<b>Total:</b>	<b>100%</b>

<b>For my ONLINE classes Evaluation will be based on the following grade components:</b>	<b>Percent of Final Average</b>
Concepts LearnSmart Reading Assignments	15%
Concepts Quizzes (taken in Connect)	10%
Concepts Exams (taken in Connect)	15%
SIMnet SIMbook Assignments	15%
SIMnet Projects	15%
SIMnet Exams	15%
Semester Project	15%
<b>Total:</b>	<b>100%</b>

<b>Letter Grade</b>	<b>Final Average in Percent</b>
A	89.5 – 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	< 59.5

### **Online Gradebook**

Because our class uses multiple systems (Connect, SIMnet, and D2L) and each has its own electronic gradebook, we will use the D2L gradebook as our final and complete grading system of record. Because the grades have to be migrated to D2L semi-manually, I will plan to update the D2L grade book each Sunday.

## Tentative Schedule Spring 2015 – 16 Weeks

<b>Week</b>	<b>Concepts: Connect</b>	<b>Skills: SIMnet</b>
1 1/12	Class Introduction Connect Registration Ch. 1 Information Technology, the Internet and You (Smartbook reading and Quiz)	SIMnet Registration MS Office Ch. 1 (SIMBook reading) Word Ch. 1 (SIMBook reading and SIMnet Projects)
2 1/19	Ch. 2 The Internet, the Web, and Electronic Commerce (Smartbook reading and Quiz)	Word Ch. 2 (SimBook reading and SIMnet Projects)
3 1/26	Ch. 3 Application Software (Smartbook reading and Quiz)	Word Ch. 3 (SimBook reading and SIMnet Projects)
4 2/2	Ch. 4 System Software (Smartbook reading and Quiz) Review Connect Practice Exam	Word Ch. 4 (SimBook reading and SIMnet Projects) Review SIMnet Practice Exam
5 2/9	<b>Connect Exam 1 (Ch. 1- 4)</b> HTML / Web Project	<b>SIMnet Exam 1 (Word Ch. 1 - 4)</b>
6 2/16	Ch. 5 The System Unit (Smartbook reading and Quiz)	Excel Ch. 1 (SimBook reading and SIMnet Projects)
7 2/23	Ch. 6 Input and Output (Smartbook reading and Quiz)	Excel Ch. 2 (SimBook reading and SIMnet Projects)
8 3/2	Ch. 7 Secondary Storage (Smartbook reading and Quiz)	Excel Ch. 3 (SimBook reading and SIMnet Projects)
SPRING BREAK		
9 3/16	Review Connect Practice Exam	Excel Ch. 4 (SimBook reading and SIMnet Projects) Review SIMnet Practice Exam
10 3/23	<b>Connect Exam 2 (Ch. 5 - 7)</b> Ch. 8 Communications and Networks (Smartbook reading and Quiz)	<b>SIMnet Exam 2 (Excel Ch. 1 - 4)</b> PowerPoint Ch. 1 (SimBook reading and SIMnet Projects)
11 3/30	Ch. 9 Privacy, Security, and Ethics (Smartbook reading and Quiz)	PowerPoint Ch. 2 (SimBook reading and SIMnet Projects)

<b>Week</b>	<b>Concepts: Connect</b>	<b>Skills: SIMnet</b>
12 4/6	Ch. 10 Information Systems (Smartbook reading and Quiz) Review Connect Practice Exam	PowerPoint Ch. 3 (SimBook reading and SIMnet Projects) Review SIMnet Practice Exam
13 4/13	<b>Connect Exam 3 (Ch. 8 - 10)</b> Ch. 11 Databases (Smartbook reading and Quiz)	<b>SIMnet Exam 3 (PowerPoint)</b> Access Ch. 1 (SimBook reading and SIMnet Projects)
14 4/20	Ch. 12 System Analysis and Design (Smartbook reading and Quiz) Ch. 13 Programming and Languages (Smartbook reading and Quiz)	Access Ch. 2 (SimBook reading and SIMnet Projects) Access Ch. 3 (SimBook reading and SIMnet Projects)
15 4/27	Semester Project Review Connect Practice Exam	Review SIMnet Practice Exam
16 5/4	FINAL WEEK <b>Connect Exam 4 (Ch. 11 - 13)</b>	<b>SIMnet Exam 4 (Access)</b>

### Department/Division Contact

If you have any issues in our classroom, the course content or with me, I would ask that you first address the issue directly with me. If you feel that the issue remains unresolved even after speaking with me, you may contact the following individuals to whom I report.

- Department Chair: Gina Sprowl, 281-290-3755
- Dean of Instruction: Mark Curtis-Chavez, 281-290-2862

### Withdrawal Policy

Withdrawal from the course after the Official Day of Record and prior to "W" Day (Thursday Apr 2nd, 2015) will result in a final grade of "W" on your transcript. Instructor approval is necessary if you want to withdraw after the Official Day. No credit will be awarded for a course earning a "W." If you stop participating in the online class, you must withdraw at the registration office prior to "W" day.

*If you stop attending class and do not officially withdraw, you will receive an "F" for the course.*

### Incompletes

An 'I' or Incomplete will be considered only in extreme cases of illness or emergency. Generally, an Incomplete will only be considered for those students who have completed at least 75% of the course material and have a passing average (70 or better) for those assignments that they have completed. *Granting an Incomplete is fully at the discretion of your instructor.*



## Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit. Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. **This policy does not affect developmental or ESOL students.**

Lone Star College-University Park Learning Center is committed to your success

## Your success is our primary concern!

If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

**Tutoring:** For all disciplines, please visit <http://www.lonestar.edu/up-tutoring.htm> for information on hours and location. The tutoring lab, reading/writing lab, and math lab can be found within the learning center in building 12 on the 8<sup>th</sup> floor.

## Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career, and Disability Services at 281.401.5370, or in building 13, Suite 200.

## The Assistive Technology Lab

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. For further information, please contact Kyan Bui at 281-290-2672 or [kyan.K.Bui@lonestar.edu](mailto:kyan.K.Bui@lonestar.edu).

## Library

The Lone Star College-University Park Library is located in building 12, 8<sup>th</sup> floor and contains information resources for both college students and community members. Librarians are available to assist with research. To contact a reference librarian, [uplibrary-ref@lonestar.edu](mailto:uplibrary-ref@lonestar.edu). For Library hours and contact information, please visit <http://www.lonestar.edu/library> .

## Assessment Center

The Lone Star College-University Park Assessment Center is located in Building 13, room 240. The phone number is: 281-401-5314 and their hours of operation are:

Monday – Thursday: 8:00 a.m. – 8:00 p.m.  
Friday: 8:00 a.m. – 4:30 p.m.  
Saturday: 8:00 a.m. - 3:00 p.m.

See link for all testing center hours: <http://www.lonestar.edu/testing-centers.htm>

## Lone Star College-University Park Campus and System Policies

### Academic Integrity

The Lone Star College System upholds the core values of learning: honesty, respect, fairness, and accountability. The system promotes the importance of personal and academic honesty. The system embraces the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the system.

The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief student services officer and can include but are not limited to:

1. Having additional class requirements imposed,
2. Receiving a grade of zero or “F” for an exam or assignment,
3. Receiving a grade of “F” for the course,
4. Being withdrawn from the course or program,
5. Being expelled from the college system.

### Student Behavior Expectations

Students are expected to conduct themselves appropriately while on College property or in an online environment. Students may receive disciplinary action up to and including suspension, if they violate System or College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the Student Code of Conduct located online at <http://www.lonestar.edu/student-responsibilities.htm> for additional information.

Sleeping (or laying your head on your desk) is not allowed in the classroom. On the first occurrence, you will be asked to refrain from sleeping. On a second occurrence, you will be asked to leave the room.

*The use of e-cigarettes, electronic cigarettes, vapor cigarettes, vapes, etc. in the classroom is strictly prohibited.*

## **Lone Star College Assistive Facilities**

Lone Star College is very committed to equal access in educational opportunities and provides assistance through disability services. Each main campus has an assistive technology lab to assist students with disabilities. These centers offer a wide range of educational technology tools, such as screen readers, for example, to assist students with their educational needs. Information specific to your campus' Assistive Services is located online at <http://www.lonestar.edu/19287.htm>.

## **Americans with Disabilities Act Statement**

Lone Star College-University Park is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

Disability Services is located on the LSC University Park campus in building 13, Suite 200. You may contact Disability Services at the following number: 281.401.5370. Additional information may be accessed online at the following URL: <http://www.lonestar.edu/disability-services.htm>

## **Campus Safety and Security**

Lone Star College System is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. See <http://www.lonestar.edu/safety-nh.htm> for details. Register at <http://www.lonestar.edu/12803.htm> to receive emergency notifications. In the event of an emergency, contact the police at 5911.

## **Computer Virus Protection**

Computer viruses are, unfortunately, a fact of life. Using flash drives on more than one computer creates the possibility of infecting additional computers and flash drives with computer viruses. This exposes college computers, personal computers, and any other computers to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each flash drive you use, wherever you use it, has been scanned with anti-virus software.

## **Equal Opportunity Statement**

It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person's race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

## **FERPA**

The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). LSCS cannot release certain information to another person without your written authorization. The Authorization to Release Student Educational Records can be found at <http://www.lonestar.edu/departments/generalcounsel/OGC-S-2009-03 - Authorization To Release Educational Records.pdf>.

**Internet and E-mail**

LSCS provides computing and network resources. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. The equipment, software, and network capacities provided through the district computer services are the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System's policies and procedures regarding its use.

Access to the System's e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

**Software Piracy**

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-University Park for use in laboratories. Lone Star College-University Park administration will take appropriate disciplinary action against anyone violating copyright laws.

**Evaluation of Instruction**

Lone Star College-University Park is committed to student success. As part of its institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed online for each course. This occurs approximately half way through your course and your instructor will provide you more information on this process. Once you evaluate your course, print and turn in the receipt of completion to your instructor. The college deans review these evaluations each semester. The deans and/or department chairs may visit each instructor's class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.