

SYLLABUS
CSC 1113 COMPUTER CONCEPTS
Spring 2017

I. Instructor Information

- A. Instructor's name – Nishuta Anugu
- B. Location of instructor's office – Alexander Hall, Room 229
- C. Office phone number – 601-987-8169
- D. Email address – A1495771@hindsgcc.edu
- E. Office hours –by appointment. Virtual office hours or face to face will be scheduled as needed by students.

II. Course Information

- A. Course name, number, and credit hours – Computer Concepts, CSC 1113, 3 credit hours
- B. Pre-/co-requisite courses - None
- C. Course description – A computer Competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use.
- D. Goals and Objectives: At the end of the course, students will gain an understanding with the general concepts, terminology and theory of modern computers. The students will be able to use the knowledge and information both for their academic preparation as well as their professional careers. The students will be given the opportunity to learn:
 - Both the generalized knowledge to understand information technology as well as the skills to use it.
 - To understand the functions of computer information systems and the equipment required for data input, processing, output, and storage.
 - The essential elements of microcomputer hardware, software, operating systems, storage, computer connectivity, and communication technology.
 - Identify and discuss legal, ethical and privacy issues in the use of computers and information in their own lives.
 - Hands-on, working knowledge of Microsoft Word, Excel, Access and Power Point using Microsoft Office 2013.

E. Outcome Competencies - During the course the students will become fluent in many of the basic topics of computer literacy:

- Basic computer terms (RAM, ROM, CPU, bus, expansion slots etc....)
- Understanding the parts of the computers
- Using the Internet efficiently
- Application software
- System software
- Hardware
- Evaluating computer system
- Secondary storage
- Understanding networking
- Mobile computing
- Security
- Protecting and managing data
- Computer Ethics
- Computer purchase decision
- Working knowledge of word processor, spreadsheet, presentation graphics, and database using Microsoft Office 2013.

F. Course transferability- yes. To be sure contact the institution of higher learning to which you plan to transfer.

III. Textbook and Course Materials

Technology in Action, Custom Edition for Hinds Community College 11th edition; Alan Evans, Kendall Martin & Mary Anne Poatsy; Pearson Learning Solutions; 2015; ISBN: 1269875396 (In HCC Bookstore)

MyITLab Web Site: The Web site for lab work and homework is www.myitlab.com You will need to create an account using the Access Code that is included in the textbook. Here you will complete interactive projects using Microsoft Office 2013.

Online resources- The textbooks companion Web site http://wps.pearsoned.com/bp_evans_techinaction_11/ from the publisher is an excellent source for additional content for the class. Use underscore (_) wherever you see a space in the link. You can access chapters to review information such as interactive study guides, exercises, Web research projects, online chapter presentations, sound bytes and other student resources. Use what you need to keep you're A.

Additional materials will be available on course canvas site as well.

Access to a computer with an office suite (preferably Microsoft Office or OpenOffice or LibreOffice) and MyITLab to complete the assignments. You may use the computers in the ALXA lab 231 of Jackson Campus at Hinds Community College when it is available.

IV. Instructional Techniques

Instructional methods for the class are through Canvas, text book, weekly assignments and tests, discussion board, PowerPoint presentations, MyITLab, Publisher's Website, and Office 2013 Applications, Internet research.

V. Attendance Policy

Hinds Community College's current attendance/tardy/withdrawal policy will be strictly followed in this course. Attendance will be measured by:

- Submitting Assignments by the schedule date/time
- Taking tests on schedule time
- Participation in class discussion and discussion board.
- Contact with instructor when required.

You will usually have a total of six to seven assignments to be completed each week. Failure to do at least four assignments each week will result in an absence for the week. One or more absences will be an F for the course once the notice of absence has been sent to the student.

Excessive Unexcused Absences:

A Notice of Absence (NOA) e-mail will be sent when a student has accumulated excessive unexcused absences. Since it is 8- week course, if you miss a week of assigned work, excessive notice of absent will be sent. All Excessive Absence Notices will be sent to student's official Hinds e-mail via on-line attendance system.

The Notice of Absence requires the student to contact the instructor immediately to discuss the following options:

1. Return to the class.
2. Withdraw from the class with a 'W' during the withdrawal period if all fees are paid.
3. Withdraw from all classes on dates listed in the College Calendar if all fees are paid (See counselor in Counseling Office).
4. Be dropped from class with a grade of 'F.'

If the student fails to contact the instructor within seven (7) "calendar days*" of the send date of the Notice of Absence, he/she may be dropped from class with a grade of 'F.'

* "Calendar days" do not include school holidays but do include normal two-day weekends.

Student Participation

The primary reason that online students have problems is because they get behind on their assignments. EVERY exam/assignments/projects has a required due date. Each Monday morning, 12:00 AM your tests/assignments/projects for the week will be visible to you. The work is due by 11:59 PM on Sunday unless otherwise specified otherwise by your instructor. As one assignment's due date occurs, you need to begin to work on the next one. Until your instructor has graded all assignments, your grades will not be visible to you. If you complete an assignment early, it is okay to go ahead and submit it.

This course is NOT a self-paced course. Students are expected to keep up with due dates and maintain the schedule. Your participation and submission of the assignments will be used for grading and also to keep track of your attendance. You are given six to seven assignments per week. Failure to complete at least four assignments per week will result in absence for that week. Your attendance is submitted every week online to the Distance Learning Office. Make sure you are active. If you are not active, Notice of Absence will be sent to you through go. Hinds e-mail and in the following week you will be dropped with an 'F' if there is no communication from you. Any student that misses a total of six assignments will be dropped from the class with an F.

Any student that fails to complete the initial projects in the semester by January 25th will be dropped from this course as a No-Show.

Assignment Due Dates

All assignments must be received by the assigned due dates. There are no exceptions to this rule. Any late work will receive a zero (0). Part of learning how to use the computer is to learn how to avoid machine failure, head crashes, network congestion, and ISP server unavailability while still meeting deadlines.

Course Calendars are posted on the Canvas site. Assignments will not be available after the due dates and cannot be submitted any more. Make up work will not be given in the course. Student grades will be based on the individual work on the common work given for the entire class.

VI. Grading Plan

A. Evaluation Methods

Discussion Board	15%
Research Papers	15%
Chapter Tests	20%
Sound Bytes	15%
MyITLab Projects	20%
Proctored Exams	15%.

B. Grading scale

A	90 - 100
B	80 - 89.99
C	70 - 79.99
D	60 - 69.99
F	under 60

VII. Proctored Exams

All students must take two proctored exams. Make sure you are scheduled for the proctored exams by clicking on Smarter Procter Link on the left side of your course Canvas page. The dates for the proctored exams are provided under the Announcements tab and Modules tab of Canvas.

VIII. Plagiarism/Academic Dishonesty Policy

Students are expected to do their own work. Any indication of plagiarized or copied work will receive an F in the course and may result in the possible dismissal or suspension from the College. All parties involved will face the circumstances of cheating.

Cheating includes but is not limited to the following:

- Copy files or lend your storage device to another student
- Print work for someone else
- Turn in assignments that have been used in other classes
- Purchase or sell assignments or exam materials
- Going to other Internet sites during the exam
- Use of cell phones or other electronic media during the exam.

In any case where the instructor believes that an offense has been committed, the procedures as described in the Hinds Community College Student Handbook (page 49) will be followed.

When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

IX. Hinds Email, Office365, OneDrive: These services are free to utilize as long as you are a student at Hinds. Your Hinds email account is the official communication channel from college offices to all students. Office365 gives you access to all Microsoft applications, including Microsoft Word, PowerPoint, and Excel. OneDrive is a file storage service that allows you to sync and share files. Login instructions and other links are provided on My.Hinds. The Hinds EMail will be the only e-mail account that Hinds Community College will use to communicate

with you. It is your responsibility to regularly check your Hinds email account. Login instructions are provided at <http://my.hindscc.edu/VideoTutorials/MyHindsVideoTutorial.aspx>, on the IT Help Files page of our course Canvas site and in the Student Handbook.

All e-mail to the instructor should be sent to A1495771@hindscc.edu

Student Conduct is governed by policies set by Hinds Community College and by instructors. College conduct policies are stated in the Student Handbook and the College Catalog. These policies, procedures, and college regulations are fully accessible to students on the Hinds Community College website at <http://www.hindscc.edu/> and [MyHinds](#). Be sure to familiarize yourself with the [2016-17 Hinds Community College Student Handbook](#), the [Hinds Community College Online Catalog](#), transfer guides ([Hinds Community College Transfer Guides](#)) and other important information and links. All students are advised to thoroughly review this information.

Emergency Procedures: It is the students' responsibility to familiarize themselves with the Hinds Community College emergency procedures given in the Student Handbook.

Netiquette:

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

How to Communicate

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate.** Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm.** Try to keep your emotions out of class.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.

- **Copyrights and intellectual property.** Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

X. ADA Statement/Non-discrimination statement

- A. Official Hinds Community College Notice of Non-discrimination Statement: In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Debra Mays-Jackson, Vice President for Administrative Services
34175 Hwy. 18, Utica, MS 39175
601.885.7002

Dr. Tyrone Jackson, Associate Vice President for Student Services & Title IX Coordinator
Box 1100 Raymond Campus (Denton Hall 221), Raymond, MS 39154
601.857.3232
TitleIX@hindsgcc.edu

- B. Official Hinds Community College Disability Support Services Statement: Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Rankin Campus – Carol McLaurin 601.936.5544
Raymond Campus – Mark Palmer 601.857.3646
Jackson Campus-ATC – Dr. LaToya Reed 601.987.8148
Jackson Campus-NAHC – Cooper McCachren 601.376.4803
Utica Campus – Michele Bouldin Sylvia Walker 601.885.7043
Vicksburg-Warren Campus – Raina Deer 601.629.6807

Title IX – Sexual Misconduct -- Including Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence and Stalking

Hinds Community College adopted this policy to prohibit any sexual misconduct. Additionally, Federal law prohibits all forms of sexual misconduct under the Title IV, Title VII and Title IX, to comply with the March 2013 reenactment of the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE Act) and the May 2013 Office of Civil Rights (OCR). The Family Educational Rights and Privacy act of 1974, and the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act and any federal, state, and local laws. A student who believes he or she has been a victim of sexual misconduct is encouraged to contact the Hinds Community College District Title IX Coordinator at 601.857.3232, the Campus Police/Security department on his/her local campus, campus designee Dean of Students/Operating Dean. See http://www.hindscc.edu/offices/student_services/sexual-misconduct/index#gsc.tab=0

XI. Video Surveillance

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

XII. Course Outline

Chapter 1: Using Technology to Change the World

- How can becoming proficient with technology help you understand and participate in important issues in the world at large?
- How can knowledge of technology help you impact the direction of our society?
- What does it mean to be “computer literate”?
- How does being computer literate make you a savvy computer user and consumer?
- How can becoming computer literate help you in a career?

Chapter 2: Looking at Computers: Understanding the Parts

- What exactly is a computer, and what are its four main functions?
- What is the difference between data and information?
- What are bits and bytes, and how are they measured?

- What devices do I use to get data into the computer?
- What devices do I use to get information out of the computer?
- What's on the motherboard?
- Where are information and programs stored?
- How are devices connected to the computer?
- What's the best way to turn my computer on and off, and when should it be done?
- How do I set up my computer to avoid strain and injury

Chapter 3: Using the Internet: Making the Most of the Web's Resources

- What is the origin of the Internet?
- How does data travel on the Internet?
- How can I communicate and collaborate using Web 2.0 technologies?
- How can I communicate with e-mail? *
- What multimedia files are found on the Web, and what software is needed to access those files?
- What is e-commerce, and what online safeguards are there?
- What is a Web browser, and what is a URL and its parts?
- How can I use hyperlinks and other tools to get around the Web?
- How do I search the Internet effectively, and how can I evaluate Websites?

Chapter 4: Application Software: Programs That Let You Work and Play

- What's the difference between application software and system software?
- What are the different ways I can access and use software?
- What kinds of applications are included in productivity software?
- What kinds of software do small and large businesses use?
- What different types of multimedia and entertainment software are available?
- What's important to know when buying software?
- How do I install and uninstall software?

Chapter 5: Using System Software: The Operating System, Utility Programs, and File Management

- What software is included in system software?
- What are the different kinds of operating systems?
- What are the most common operating systems?
- How does the operating system provide a means for users to interact with the computer?
- How does the operating system help manage resources such as the processor, memory, storage, hardware, and peripheral devices?
- How does the operating system interact with application software?
- How does the operating system help the computer start up?
- What are the main features of the Windows interface?
- How does the operating system help me keep my computer organized?

- What utility programs are included in system software and what do they do?

Chapter 6: Understanding and Assessing Hardware: Evaluating Your System

- What kind of computing device is best for me?
 - What does the CPU do, and how can I evaluate its performance?
 - How does memory work in my computer?
 - How do I evaluate how much memory I need?
 - What are the computer's storage devices?
 - How do I evaluate my storage devices?
 - What components affect the quality of video on my computer?
 - How do I know if I need better video performance?
 - What components affect my computer's sound quality?
 - How can I improve the reliability of my system?
 - Using reasoning, select a computer that will current and foreseeable future needs*.
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*Communication through e-mail.

*Create a presentation graphics slide show.

* Using reasoning, select a computer that will current and foreseeable future needs.

*Supports the development of the Institutional Competency for Critical Thinking/Problem Solving.

Chapter 7: Networking: Connecting Computing Devices

- What is a network, and what are the advantages/disadvantages of setting up one?
- What are the different ways to classify networks?
- Which type of network is most commonly found in the home?
- What are the main components of every network?
- What are my options for connecting to the Internet?
- How do I tell if my home network is up to date, and how do I identify the devices on the network?
- Besides computers, what other devices can I connect to a home network?
- How do I configure the software on my computer and set up other devices to get my network up and running?
- What problems might I encounter when setting up a wireless network?
- Why are wireless networks more vulnerable to security risks than wired networks, and what special precautions are required to ensure my wireless network is secure?

Chapter 8: Digital Devices and Media: Managing a Digital Lifestyle

- How is the trend of digital convergence seen in the market?
- What hardware and software comprise a typical smartphone?
- How do I synchronize information between my phone and my computer, and how do mobile Internet data plans work?

- What do I need to keep my smartphone secure?
- How does digital telephony support VoIP services?
- What distinguishes the performance of tablets, netbooks, and ultrabooks?
- What advantage do digital formats have over analog signals?
- How is the digital format changing the way media is created and distributed?
- How do I work with digital images and videos?

Chapter 9: Securing Your System: Protecting Your Digital Data and Devices

- What is cybercrime and who perpetrates it?
 - What are the types of viruses from which I need to protect my computer?
 - What can I do to protect my computer from viruses?
 - How can hackers attack my computing devices, and what harm can they cause?
 - What is a firewall, and how does it keep my computer safe from hackers?
 - How do I create secure passwords and manage all of my passwords?
 - How can I surf the Internet anonymously and use biometric authentication devices to protect my data?
 - How do I manage online annoyances such as spyware and spam?
 - What data do I need to back up, and what are the best methods for doing so?
 - What is social engineering, and how do I avoid falling prey to phishing?
 - How do I protect my physical computing assets from environmental hazards, power surges, and theft?
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Sound Bytes Topics

- Questions to ask before you buy a computer
- Welcome to the Web.
- Port tour: How do I hook it up?
- Enhancing photos with image editing software.
- Letting your computer clean up after itself
- Using Windows to evaluate CPU performance
- Securing wireless networks
- Connecting with Bluetooth
- Managing computer security with Windows tools

Discussion Board Topics

- Whistle Blowing
- Using Storage Devices
- Software Piracy
- Cyber Attack on Businesses
- Web Technologies

- Social Media Impacts

Research Projects

- History of the most influential companies in the last decade
- Internet use in the classroom
- Internet Security Breaches
- Study skills presentation
- Selecting a computer
- Careers in IT

XIII. Lab Outline - All the lab work will be done using MyITLab.

Microsoft Word 2013

- Creating documents with Microsoft Word 2013
- Using Tables and Templates to Create Resumes and Cover Letters
- Creating Research Papers, Newsletters, and Merged Mailing Labels
- Using Styles and Creating Multilevel Lists

Microsoft Excel 2013

- Creating a Worksheet and Charting Data
- Using Functions, Creating Tables, and Managing Large Workbooks
- Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools

Microsoft PowerPoint 2013

- Introducing Microsoft PowerPoint 2013
- Formatting PowerPoint Presentations
- Enhancing a Presentation with Animation, Video, Tables, and charts

Microsoft Access 2013

- Introduction to Microsoft Access 2013