

Angelina College Math and Science Division
COSC 1301: Introduction to Computers and Applications
Instructional Syllabus - Fall 2016, Sect. 001

I. BASIC COURSE INFORMATION

A. Course Description *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*

Computer Science - COSC 1301 - Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for **non-Business** and non-Computer Science majors. . Three lecture hours each week. Must be TSI Complete Lab Fee.

B. Intended Audience - Any student who is interested in the fundamentals of business computing and related application software.

C. Instructor -

Name: **Bill Fisk**
 Office: S112
 Phone: (936) 633-5461
 E-mail: bfisk@angelina.edu
 Office Hours:

Day	Class Hours	Office Hours
Monday	8:00-9:20am; 1:10-2:30pm	9:30-12:45; 3:00-4:00pm
Tuesday	8:00-10:50am; 11:25-12:45pm; 1:10-2:00pm	10:30-11:20;2:00-4:00pm
Wednesday	8:00-9:20am; 1:10-2:30pm	9:30-12:45; 3:00-4:00pm
Thursday	8:00-10:50am; 11:25-12:45pm; 1:10-2:00pm	10:30-11:20;2:00-4:00pm
Friday	No classes	9:00-11:30am by appointment only

II. INTENDED STUDENT OUTCOMES:

A. Core Objectives Required for this Course

1. **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information..
2. **Communication:** to include effective development, interpretation and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. .

B. Course Learning Objectives for all Sections –

1. Describe the fundamentals of Information Technology (IT) Infrastructure components: hardware, software, and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files (and folders) in a local and networked environment.
4. Use business productivity software to manipulate data and find solutions to business problems.
5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify emerging technologies for use in the business applications.

III. ASSESSMENT MEASURES

A. Assessments for the Core Objectives:

1. **Critical Thinking** - Students will use logics skills to develop and create a Relational Database (ie., using the Microsoft Access DBMS). Students will define the fields that make up the record layout based upon what eventually will be needed in a report. Students will then create a Data-Entry form by-which the data can be entered into Tables. The student will then create a Query these tables to isolate and identify specific kinds of data based upon a selection criteria. The student will then create a report to provide information on the findings of the query..
2. **Communication** - Students will be required to write a short autobiography or a review of a recent computer article to show their written communication skills. Visual communication will be achieved by each student providing a Power-point presentation explaining a “how-to” procedure on a given topic.
3. **Empirical and Quantitative Skills** - .Students will resolve mathematical problems potentially encountered in spreadsheet software (showing logically how the problem was resolved step-by-step). Students will also demonstrate these skills by setting up spreadsheet expressions in order to perform a particular algorithm. Students will solve basic math problems utilizing the principles of PEMDAS (Parentheses, Exponentiation, Multiply, Divide, Add, Subtract)

A. Assessments for Course Learning Outcomes:

1. The student’s ability to describe and discuss aspects of systems software (ie., Windows 7) will be assessed through monitoring classroom discussions and through quiz and test questions that pertain to these topics.
2. The student’s ability to develop an understanding of the use and function of the computer in the current and future world will be assessed through monitoring classroom discussions and through quiz and test questions that pertain to these topics.
3. The student’s ability to identify and describe the function of each of the devices that comprise a computer system will be assessed through monitoring classroom discussions and through quiz and test questions that pertain to these topics.
4. The student’s ability to apply logical methods to solve problems through the use of algorithms will be assessed through monitoring student’s in-class and out-of-class assignments and through test questions that pertain to this topic.
5. The student’s ability to explore and use Microsoft Excel, Access, and Power Point will be assessed through monitoring classroom discussions, student worksheets and through quiz and test questions that pertain to this topic.
6. The student’s ability to acquire the skills and tools to learn, apply, and evaluate new technologies will be assessed through monitoring classroom discussions and through quiz and test questions that pertain to these topics.

IV. INSTRUCTIONAL PROCEDURES:

A. Methodologies common to all sections

This course is taught using a combination of lectures, discussions, and application examples. Software demonstrations and lecture presentations will be included through the use of a computer and classroom projector. The overhead projector will be used to demonstrate programming techniques.

B. Methodologies determined by the instructor –N/A

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment –

1. -Discovering Computers: Your Interactive Guide to the Digital World (Introductory)
by Shelly/Vermaat (bundled w/Cengage Access Card)
-Smarthinking Tutorial is available for all students in BlackBoard.

2. Specific equipment required of all students.

a. You will be required to have (2) jump drives.

b. You are *required* to provide your own scantron sheet for exams. (Min. of 2) (Form No. 882-E)

1. **The penalty for not doing so will be an immediate loss of 10 points on your exam.**
2. **Writing notes or information on the scantron (you plan to use) prior to taking the**

exam may result in a zero for that exam.

3. **Additional text(s) and supplementary materials for individual instructor** – N/A

4. **Specific equipment required by the individual instructor** – N/A

B. Assignments (*Appropriate due dates, schedules, deadlines*)

1. **Computer Assignments:** All computer assignments listed below will be due by 4:00 on the date the next computer assignment is made. **Assignments that are 1 day late will lose 50% of assignment's value. After 1 day of tardiness assignments will not be accepted and will be given a zero, sick or not.** All computer assignments should be stored on removable media and backed up to the network Drive K. In case of removable media failure, if your assignment is not backed up, you will lose a minimum of 50% of the assignment's value. A class schedule containing a list of proposed computer assignments is attached at the end of this syllabus.
 - a. Windows OS will consist of two assignments.
 - b. MicroSoft Word will consist of two assignments.
 - c. MicroSoft Applications programs will consist of four assignments of varying difficulty.
2. Worksheets will be assigned as needed. These assignments are due by 4:00 on the class meeting after they are assigned and they will not be accepted late. A class schedule containing a list of proposed worksheets is attached at the end of this syllabus.
3. Quizzes potentially can be given in class. These will not be announced in advance and **cannot be made up.**
4. Cengage Quiz assignments will have a time window of 20 minutes to be completed. These assignments must be completed by midnight of the day it is discussed in class. Failure to do so will result in the student receiving a zero for that assignment.

C. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

Academic Assistance – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Sellestine Hunt, Associate Dean of Student Services, Room 200 of the Student Center. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Hunt will assist you with the necessary information to do so. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, Student Center, Room 101, [936-633-5292](tel:936-633-5292), or by email: shudman@angelina.edu

Attendance – A student **will** be dropped after 3 **consecutive** absences **OR** after the 4th **cumulative** absence. Should the student decide to leave halfway or less than halfway into a class period, it'll count as an absence.

Computer Lab Hours in S110:

Monday:	8:00 - 4:00
Tuesday:	8:00 - 4:00
Wednesday:	8:00 - 4:00
Thursday:	8:00 - 4:00
Friday:	8:30 - 3:30

Computer Lab Rules (This would include the Math Lab - S110):

Students working on Science & Mathematics Division assignments have priority on use of computers **in the lab.**

NO food or tobacco products are allowed in any computer laboratory (if you get it out, you will be asked to remove it from the premise, so keep it in your backpack)

If your cell phone goes off while inside the lab, please take your conversation into the hallway,

otherwise you will be asked to leave.

Use of the computers in any of the laboratories in the Science & Mathematics Division implies acceptance of the Computer Use Policy as posted in each lab.

Additional Policies Established by the Individual Instructor –

No eating, drinking, or smoking is allowed in any classroom. (Please don't bring food to class).

99.9% of the time, NO makeup tests are authorized **except** in case of emergency. *Normally*, the final exam will replace any one missed test or the lowest of the scheduled tests during the semester. However, a student can still be a candidate for a makeup but he/she must notify their instructor *before* or *on the same day* of the exam. The student must provide some sort of an explanation for the emergency. You will have one week to take this makeup exam. This makeup could be much different from the original exam. .

Bleepers, cellular phones, and similar electronic devices are not appropriate in the classroom. When you come to class, ***please turn them off and put them away***. If you have a situation that must constantly be monitored, then please put them on *Silent Mode*

Behaviour that interferes with the learning environment is not tolerated.

Conferences outside of class are available by appointment.

Students are to do their own assignments. Any student or students caught cheating (plagiarism, **collusion**, copying, etc.) on an exam, or an assignment **will receive a zero** for that exercise. **Collusion** is a collaborative effort by 2 or more students to work together on an assignment with the deceitful intent to pass it off as being an individual effort. (In other words, there is no **sharing** a file, do your own work, otherwise ... zero.)

VI. COURSE CONTENT:

A. Required Content/ Topics - (as required by the individual Instructor)

Main topics covered include (however this is **not** the **order** they will be covered)

Introduction to Information Technology

Internet and the World Wide Web

System Software

Hardware: CPU

Hardware: Input/Output

Communications, Networks, & Safeguards

Computers Ethics and Computer Hazards

Introduction to Word Processing (using MS Word)

Introduction to Spreadsheet Analysis, DataBase Management, Using Presentation Software

A tentative daily schedule is attached which includes topics covered and test dates. There may be variations depending on circumstances, but it serves as a general guide for preparing for class and reading for missed classes.

B. Additional Content -- Based on classroom discussions, other topics and material from additional chapters may be introduced.

VII. EVALUATION AND GRADING:

A. Grading Criteria – Grades are determined by numeric scores on the following written components:

Worksheets (Normally 10 pts ea) The format on each worksheet will vary, but each will contain instructions indicating the format of the required student response. Grading will reflect the ability of the student to follow instructions as the student's answers, so all relevant work must be shown. Each worksheet or quiz will have a maximum value of 10 points.

Cengage Quizzes (Total of 70 points) Students will read the chapters as designated in the syllabus. They will then be expected to answer questions related to the topical information in each chapter, on-line. (The website is www.cengage.com/sam2010). The questions are in a quiz like format (multiple choice). The questions can only be attempted once with the results being recorded by the instructor. The questions must *always* be answered by midnight of the day the chapter is covered in class. These quizzes will be timed.

MS Word Assignments (Total of 70 points) The format for each assignment will vary, but each will contain specific instructions regarding required format and word processing functions to be used. The grade will reflect the ability of the student to follow instructions as well as use the software as required.

Windows OS Assignments (Total of 50 points) The format for each assignment will vary, but each will contain specific questions to answer and operating system functions to follow. The ability of the student to follow these instructions and use the software will be reflected in the final grade.

MicroSoft Appl. Assignments (Total of 140 points) The format of each assignment will vary, but each will contain specific instructions of the problem to be solved. The ability of the student to use the software and follow the syntax rules along with solving the original problem will be reflected in the grade for each assignment.

Regular Exams (Total of 300 points [100 points each]) The material covered is given on the class schedule attached to the end of this syllabus. There are no make-up exams, but the lowest grade (which may be a missed exam) is replaced by your next-lower exam grade. Do not miss two exams.

Final Exam (100 points) This is a comprehensive exam.

Thus, the overall total of points a student can potentially and collectively accumulate will be **approx. 710** points. In order to assign an equivalent letter grade, the instructor will take the total number of points the student actually earned (ex. 590) and divide this figure by 710, giving an average for the class. (Example: 590 pts. (Actual earned points) / 710 pts. (Expected points to be earned) [590/710 = 82%] Then using the table below (Determination of Grade), the instructor would find the range the percentage fell into then find the letter grade to go with that average.

A copy of your grades and current average will be distributed near mid-semester, after Exam 2, and near the end, after Exam 3, to inform you of your progress and status, and to allow verification that your grades have been accurately recorded.

B. Determination of Grade (*assignment of letter grades*) –

A	90 - 100	
B	80 - 89	I for incomplete work due to dire circumstances
C	70 - 79	near the end of the semester requires the
D	60 - 69	Dean of Instruction's approval.
F	Below 60	

VIII. SYLLABUS MODIFICATION:

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.

To report any complaints of discrimination related to disability, you should contact Dr. Steve Hudman, Dean of Student Affairs, Administration Building, Room 101 or call 936-633-5292.

-All forms of Tobacco are now prohibited on this campus.

Student Course Outline for COSC 1301.001 (MW)

Class	Date	Material Covered	Assignment	[Points]
1	8/24	Introduction to Course		
2	8/29	Discovering Computers, Chapter 1	<i>Introduction to Computers</i>	
3	8/31	<i>History of Computers</i> (All notes in-class)	History WKS	[10]
4	9/7	Discovering Computers, Chapter 9	System Software	Windows #1 [20] Chap.9 CG Quiz [10]
5	9/12	Microsoft Word: Introduction, formatting, & graphics.	Word-Processing	
6	9/14	Microsoft Word Practice		MS Word #1(Ceng) [30]
7	9/19	Discovering Computers, Chapter 7a	Input & Ethics	Chap. 7a CG Quiz [10] Oral Discussions [10]
8	9/21	Microsoft Word Multi-Page Documents		MS Word #2 [40]
9	9/26	Discovering Computers, Chapter 6	Processing	Chap. 6 CG Quiz [10]
10	9/28	Exam #1 over Chapters 1, 6, 7a, 9 MS Word, History, Win Concepts		
11	10/3	Discovering Computers, Chapter 4 pp 168	Basics of Spreadsheets	
12	10/5	Spreadsheet Applications - Advanced Concepts of Spreadsheets		Excel #1 [40]
13	10/10	Spreadsheet Applications - Review Excel #1, Formulas, Operator Order		Expression Wks [10]
14	10/12	Spreadsheet Applications - Practice Exercise w/ Instructor Assist	ML	
15	10/17	Spreadsheet Applications - Graded Exercise <i>in class</i> - just notes	ML	Excel Exercise [10]
16	10/19	Spreadsheet Applications - Look-up Tables, Absolute Addressing	ML	
17	10/24	Spreadsheet Applications - Charts, Conditional Formatting		Excel #2 [30]
18	10/26	Exam #2 over Spreadsheet Concepts, Operator Precedence		
19	10/31	Discovering Computers, Chapter 11 pp 497-513	DataBase Software	
20	11/2	Database Applications - Database Exercise (in class)	ML	Access #1 [40] Dbase Wks in class [10]
21	11/7	Database Applications - Relating Multiple Tables, Queries		
22	11/9	Discovering Computers, Chapter 7b & 8	Output & Storage	Ch 7b CG Quiz [10] Chap 8 CG Quiz [10]
23	11/14	Presentation Software - MS Powerpoint pp 154-155		PowerPoint #1 [30]
24	11/16	Discovering Computers, Chapter 2	<i>The Web and The Internet</i>	<i>Internet Wks</i> {20} Chap 2 CG Quiz [10]
25	11/21	Discovering Computers, Chapter 10	<i>Networks</i>	Chap 10 CG Quiz [10]
26	11/28	Discovering Computers, File Management	subsection of Ch. 9	ML Windows #2 [30]
27	11/30	Exam #3 over MS Access, PowerPoint, Chapters 2, 7b, 8, & Chapter 10		
28	12/5	Discovering Computers	subsection of Ch 2, <i>Graphics & Multimedia</i>	ML Windows 2 Due
29	12/7	Review for Comprehensive Final Exam		
30	12/12	Final Exam: COSC 1301.001 - from 8:00am to 11:00pm		

