

Angelina College Math and Science Division  
**COSC 1301: Introduction to Computers and Applications**  
 Instructional Syllabus - Fall 2016, *Online*

**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 may be required.

**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	8:00-9:15; 9:30-10:50am ; 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	8:00-9:15; 9:30-10:50am ; 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. Each student will also be required to participate in online discussions about various topics covered in the textbook. Visual communication will be achieved by each student using the MS Power-point app in combination with online software to develop 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.

**A. Assessments for Course Learning Outcomes:**

1. The student's ability to describe and discuss aspects of system s software (ie., Windows 7) will be assessed through monitoring online discussions, quizzes, 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 online discussions, quizzes, 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 online discussions, quizzes, and test questions that pertain to these topics.
4. The student's ability to apply logical methods to solve problems through the use of algorithm s will be assessed through monitoring student's assignments and through test questions that pertain to this topic.
5. The student's ability to explore and use Microsoft Word, Excel, Access, and Power Point will be assessed through monitoring online discussions, student assignments 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 discussions, quizzes, 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 tutorials on-line, discussion boards, Blackboard power-points, and assignments to be done on-line.

**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/Vermatt (bundle)

**2. Specific equipment required of all students.**

- a. A computer with **MS Office 2013 Software apps** and access to Internet preferably using **Windows 7 or later operating system**

**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: Most assignments will be done on-line using Cengage SAM 2013 software. There are some *exceptions* (mentioned below). There will be a distinct time window in which to complete the on-line assignments. Once the time window for an assignment closes or expires then that assignment will no longer be accepted and will be given a zero. A class schedule containing a list of proposed Computer assignments is attached at the end of this syllabus. The Cengage Activity Calendar

will show when those time windows open and close.

a. *EXCEPTION*: Windows Assignments (Windows#1 and Windows#2).

2. BlackBoard Quizzes assignments will *have a time window of 20 minutes* to be completed. There will be a time window (again) in which to complete these quizzes.  
. Failure to complete the quiz in the time window will result in the student receiving a zero for that quiz.

**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, or by email: shudman@angelina.edu

**Attendance** – N/A (This is an online class, you manage your time accordingly)

**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** (Should you decide to come to the campus and use the lab S110 or S223)

- No games are allowed unless it one designated by the instructor.
- Audio CDs may be played, but you must provide your own headphones.
- 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)
- NO sending or checking of **email**, participation in **chat rooms**, or **interactive gaming** is allowed in the Computer lab.
- 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** –

- Behavior 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** (Total number of points could vary on this) The format on each worksheet will vary, but each worksheet will contain instructions indicating what is expected for a student response. Grading will reflect the ability of the student to follow instructions and the correctness of the student's answers. Each worksheet will have a maximum value of 10 points.

**Initial Response Email - (5 points)** Students will demonstrate their competency to send a simple e-mail to their instructor.

**Online Discussion Boards** (Total of 5 points per discussion) Students will create discussion threads answering questions posed by the instructor and then provide constructive criticism on threads developed by their peers in the class.

**BlackBoard Quizzes** - 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 questions are in a quiz like form at (multiple choice). The questions can only be attempted once with the results being recorded by the instructor. 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 Assignments** (Total of 40 points) The format for each assignment will vary, but the assignments may be required the student to provide information related to the course and themselves. contain specific questions to answer and operating system functions to follow. The ability of the student to follow these instructions and answer the questions completely will be reflected in the assignment grade.

**MicroSoft Appl. Assignments** (Total of 210 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** (3 Exams - Totaling: 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.** 830 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 830, giving an average for the class. (Example: 590 pts. (Actual earned points) / 830 pts. (Expected points to be earned) [590/830 = 71%] Then using the table below (Determination of Grade), the instructor would find the range the percentage fell into then find the letter grade corresponding to that average.

**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 or related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, Administration Building, Room 101 or call 936-633-5292.

**Student Course Outline for COSC 1301.00I - Online \*\*\* means discussion question**

Class	Date	Material Covered	Assignment	[Points]
1	8/24	Introduction to Course	Respond Email	[5]
2	8/29	Discovering Computers, Chapter 1 <i>Introduction to Computers</i>		***
3	8/31	<i>History of Computers</i> PowerPoint & Video	History WKS	[10]
4	9/7	Discovering Computers, Chapter 9 System Software	Windows #1	[20]
5	9/12	Microsoft Word: Training Tutorials Begin Word-Processing		
6	9/14	Microsoft Word Practice / Assignment	MS Word #1	[30]
7	9/19	Discovering Computers, Chapter 7a Input & Ethics		***
8	9/21	Microsoft Word Multi-Page Documents (2 <sup>nd</sup> Part of MS Word)	MS Word #2	[40]
9	9/26	Discovering Computers, Chapter 6 Processing		***
10	9/28	<b>Exam #1 over Chapters 1, 6, 7a, 9 MS Word, History, Win Concepts</b>		
11	10/3	Discovering Computers, Chapter 4 pp 168 Basics of Spreadsheets		
12	10/7	Spreadsheet Applications - Tutorials part 1		
13	10/10	Spreadsheet Applications – Practice / Assignment part 1	Excel #1	[30]
14	10/12	Spreadsheet Applications - Tutorials part 2		
15	10/17	Spreadsheet Applications – Practice / Assignment part 2	Excel #2	[30]
16	10/19	Spreadsheet Applications - Tutorials part 3		
17	10/24	Spreadsheet Applications – Practice / Assignment part 3	Excel #3	[30]
18	10/26	<b>Exam #2 over Spreadsheet Concepts, Operator Precedence (2hr)(Open Bk)</b>		
19	10/31	Discovering Computers, Chapter 11 pp 497-513 DataBase Software		***
20	11/2	Database Applications - Database Videos - watch the first 6 parts		
21	11/7	Database Applications - Do Cengage Tutorials, Practice / Assignment	Access #1 & #2	[30 ea]
22	11/9	Discovering Computers, Chapter 7b & 8 Output & Storage		
23	11/14	Presentation Software - MS Power-point - Cengage Tutorials, Prac / Assgn	PowerPoint #1	[30]
24	11/16	Finish MS Power-point by doing the PowerPoint #2 Assignment Discovering Computers, Chapter 2 <i>Internet</i>	PowerPoint #2	[30]
25	11/21	Discovering Computers, Chapter 10 <i>Networks</i>		***
26	11/28	Discovering Computers, Chapter 5 <i>Computer Security</i>		
27	11/30	<b>Exam #3 over MS Access, PowerPoint, Chapters 2, 5, 7b, 8 &amp; 10</b>		
28	12/5	Focus on doing the Windows#2 Assignment	Windows#2	[20]
29	12/7	Discuss Final Exam & Chapter 3 Bonus Assignment	<i>Chapter 3 Bonus(?)</i>	[15]
30	-----	<b>Final Exam: COSC 1301.00I - Online (2 hrs)</b>		