

Angelina College Math and Science Division
COSC 1301: Introduction to Computers and Applications
 Instructional Syllabus - Spring 2017, Online

I. BASIC COURSE INFORMATION

A. Course Description *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*
 Computer Science - COSC 1301 - Overview of computer systems – hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in Business or Computer Science. 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	11:25-12:45pm	9:00-11:15; 1:00-4:00pm
Tuesday	8:00-9:20; 9:30-10:50, 11:25-12:45pm, 1:00-2:00pm	1:00-4:00pm
Wednesday	11:25-12:45pm , 1-3:00pm (lab)	9:30-11:15; 3:00-4:00pm
Thursday	8:00-9:20; 9:30-10:50, 11:25-12:45pm	1:00-4:00pm
Friday	No classes	9:30-11:30am 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 computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.
4. Describe the need and ways to maintain security in a computing environment.

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.

The student will then create a Query to isolate and identify specific kinds of data based upon a selection criteria..

2. **Communication** – Using a Word Processor students will be required to write a short autobiography to show their written communication skills. Each student will also be required to participate in online discussions about various topics covered in the textbook.
3. **Empirical and Quantitative Skills** - .Students will solve mathematical problems typically encountered in a spreadsheet situation (showing logically how the problem was resolved step-by-step). Students will also demonstrate these skills by setting up spreadsheet formula/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/Vermaat (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, Student Center, Room 200. 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, in Student Center, Room 101, and (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 on campus:

- Monday: 8:00 - 4:00pm
- Tuesday: 8:00 - 4:00pm
- Wednesday: 8:00 - 6:00pm
- Thursday: 8:00 - 4:00pm
- Friday: 8:30-3:30pm

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

- 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.
- 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 –

- Disruptive behavior that interferes with the learning environment is not tolerated (Discussion Board).
- 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. However, **focus more on the activity dates (and Folders) shown in BlackBoard**. The dates at the bottom of this document are to give the student a reference point as to where we are (timewise) in the course.

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 (10 pt ea) The form at 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.

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 - (10 points ea) 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 form at 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.

MS Application 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.** 760 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 760, giving an average for the class. (Example: 590 pts. (Actual earned points) / 760 pts. (Expected points to be earned) [590/760 = 82%] 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.

NOTICE: This last page is to be used as an approximate indicator as to where we are in the course (timewise).

Use the Activity folders in BlackBoard and Activity Calendar in Cengage to get a more accurate time window for assignment due dates.

Class Date/Week	Material Covered	Assignment [Poin
1	1/17 Introduction to Course	Send an Email to me [5pts]
2	Discovering Computers, Chapter 1 <i>Introduction to Computers</i>	***
3	1/23 <i>History of Computers</i> PowerPoint & Video	History WKS [10]
4	Discovering Computers, Chapter 9 System Software	BB-Qz - ch9
5	1/30 Microsoft Word: Training Tutorials Begin Word-Processing	Windows#1 [20 pt]
6	Microsoft Word Practice & Assignment	MS Word #1 CG [30] History Wks due 2/3
7	2/6 Discovering Computers, Chapter 7a Input Devices & Ethical Behavior	Windows#1 is due 2/6 BB-Qz - ch7a
8	Microsoft Word Multi-Page Documents (2 nd Part of MS Word)	MS Word #2 [40]
9	2/13 Discovering Computers, Chapter 6 Processing	BB-Qz - ch6
10	Exam #1 over Chapters 1, 6, 7a, 9 MS Word, History, Win Concepts	
11	2/20 Discovering Computers, Basics of Spreadsheet Software	
12	Spreadsheet Applications - Tutorials part 1	
13	2/27 Spreadsheet Applications - Practice, Assignment part 1	Excel #1 CG [30]
14	Spreadsheet Applications - Tutorials part 2	
15	3/6 Spreadsheet Applications - Practice, Assignment part 2	Excel #2 CG [30]
16	Spreadsheet Applications - Tutorials part 3	
17	3/20 Spreadsheet Applications - Practice, Assignment part 3	Excel #3 CG [30]
18	Exam #2 over Spreadsheet Concepts, Operator Precedence (2hr)	
19	3/27 Discovering Computers, Chapter 11 DataBase Software & Apps	
20	Database Applications - Database Videos - watch the first 6 parts	
21	4/3 Database Applications - Do Cengage Tutorials, Practice, Assignment	Access #1 CG [40]
22	Database Applications - 2 nd phase of Access Assignments	Access #2 CG [30]
23	4/10 Presentation Software - MS Powerpoint - Cengage Tutorials, Prac, Assgn Discovering Computers, Chapter 7b & 8 Output Devices & Storage	PowerPoint #1 CG [20] BB-Qz ch7a, ch8
24	Finish MS Powerpoint by doing the PowerPoint #2 Assignment	PowerPoint #2 CG [20]
25	4/17 Discovering Computers, Chapter 2 <i>Internet</i>	BB-Qz ch 2
26	Discovering Computers, Chapter 10 <i>Networking</i>	BB-Qz ch10
27	4/24 Exam #3 over MS Access, PowerPoint, Chapters 2, 7b, 8 & 10	
28	Focus on doing the Windows#2 Assignment	Windows#2 [20]
29	5/1 Discovering Computers, Chapter 5 Security	BB-Qz ch 5
30	5/4-5/10 Final Exam: COSC 1301.001 - Online (2 hrs)	

