

# CLARENDON COLLEGE

## COSC 1301 Microcomputer Applications

### SYLLABUS

CLARENDON COLLEGE  
CHILDRESS HIGH SCHOOL CAMPUS  
Division of Business and Technology  
Course Name: COSC 1301 Microcomputer Applications  
Credit Hours: 3

Classroom Location: Childress High School

Instructor: Mrs. Rita Evans  
Course Classroom: Room 401, Childress High School  
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#### **Course Description:**

Overview of basic computer information systems. Introduces computer hardware, software, and procedures and explores their integration and application. Course emphasizes the use of application software and the Internet to learn in areas of personal productivity, communication, and research.

#### **Statement of Purpose:**

This course satisfies the computer literacy component of the core curriculum. This course is designed for transfer to a senior college or university.

#### **Required Instructional Materials:**

- **Course Textbook**  
Gaskin, **Custom Program for Clarendon College COSC 1301**, Pearson - Prentice Hall, 2010. ISBN: # 978-0-558-46546-9
- Each student must bring his/her own textbook to each class each meeting. You can not share a book in class.

#### **Other Relevant Materials:**

- Spiral notebook for notes
- Pen/Pencil for notes/tests

#### **Student Requirements**

Attendance will be compulsory.  
Any make-up time must be re-arranged with instructor prior to upcoming class meeting.

#### **Methods of Instruction**

Lecture  
Presentations  
Hands-on applications  
E-mail

### **Course Purposes:**

Improve your ability and increase your desire to acquire new computer-related skills and knowledge. Improve your personal productivity skills through the use of operating system, word processing, spreadsheet, and database software.

Improve your communication skills through in-class discussions, team projects, oral presentations, and email.

Improve your research skills through the use of the Internet to locate information resources.

Increase your knowledge of the ways the internet and application software are used in a business environment.

### **Course Objectives:**

As a result of this course, you should be able to meet the objectives and learning outcomes listed below. (*You should expect to meet these outcomes only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student*).

**Objective:** Utilize appropriate computer-based technology to interpret, model and solve contemporary real-world problems.

#### **Learning Outcomes:**

- Use appropriate computer programs to solve contemporary real-world problems.
- Integrate appropriate features from several commonly used application programs to generate a document (or set of documents) that solves a contemporary real-world problem.
- Identify the best methods for safeguarding a computer system from current security threats.
- Support your views about ethical computer activities.

**Objective:** Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in solving problems.

#### **Learning Outcomes:**

- Demonstrate proper file management techniques to manipulate files and folders in a networked environment.
- Apply proper formatting techniques to a document draft so that it models a previously formatted document.
- Develop an algorithm that solves a problem.

**Objective:** Understand and demonstrate oral and visual communication through technology using invention, evaluation, organization, drafting, revision, editing, and presentation.

#### **Learning Outcomes:**

- Demonstrate the effective use of search engines to find reliable and relevant internet resources.
- Evaluate, organize, draft, revise, and edit information in a timely manner.
- Demonstrate effective oral presentation skills using a slideshow (created with a presentation graphics program) as a visual aid.

### **Outside Assignments**

Homework grades will be generated through out-of-class assignments. You will be given your assignments as we progress through the course. Each assignment will have a due date. That homework must be turned in on time.

### **Grading Policies:**

The final semester grades will be figured as set in the current catalog:

90 to 100 = A      80 to 89 = B      70 to 79 = C      60 to 69 = D      Below 59 = F

There will be subject-related exams throughout the semester.  
A comprehensive final exam will be given.

Tests, class assignments, and homework will be weighted as follows:

Average of Exams	50%
Average of Homework/Class Work	25%
Final Exam	25%

A student's final grade will be made available through the Clarendon College website.

### **Classroom Policies:**

- Class attendance mandatory
- Seated in class by 6:00 (late arrivals are not to interfere with ongoing class lecture/activities)
- Each student must have a textbook for the course.
- Timely completion of assignments (grade penalty for late assignments)
- Missed exams/work must be scheduled with the teacher and taken by next class meeting.
- Academic integrity
- A zero will be given to the student or students cheating, plagiarism or other dishonest acts.

### **Personal Responsibility:**

**Class Attendance:** Attendance in college courses is your choice. However, it is very important that you attend all classes if you want to be successful and receive an acceptable grade. If you have an absence, you are responsible for the material covered.

### **Homework:**

You will have homework given on most class days. A homework assignment is designed to extend the learning time between class sessions. You will be responsible for all material/software commands/ discussed in class and included in the textbook.

### **Due Dates:**

You will be responsible to turn in all your work by the time specified by the teacher. Due dates and instructions will be given in class.

### **Exams:**

Exams will be given during class time on specified days during the semester. If you have a legitimate excuse for an absence, you must communicate that with the teacher in order to make up the exam on the next available class meeting.

### **Academic Integrity and Dishonest Behavior.**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded as a serious offense by the faculty and administration.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the

course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involves more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student appeals and Grievance Procedure.

### **Tentative Course Schedule/Outline:**

Learning computer basics related to:

1. Internet
2. File Management
3. Microsoft Word
4. Microsoft Excel
5. Microsoft PowerPoint