

COSC 1301 SYLLABUS

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

Semester: Fall 2010
Classroom Location: T. L. Roach Unit

Instructor: Ms. Cynthia Ewing

Office Hours: Tuesday 12:00 to 3:00 PM
Wed 12:00 to 3:00 PM
Thurs 12:00 to 3:00 PM
Fri 9:00 to 10:00 AM

Course Description:

Overview of computer information systems. Introduces computer hardware, software, and procedures and explores their integration and application in many segments of our society. Emphasizes the use of application software and the Internet to develop technological skills in the areas of personal productivity, communication, and research. The fundamentals of computer problem solving and programming may be discussed and applied.

Statement of Purpose:

This course satisfies the computer literacy component of the core curriculum and partially satisfies the requirements for the Associate in Arts degree for students majoring in non-business related fields. This course is designed for transfer to a senior college or university.

Required Instructional Materials:

Jennifer Duffy/Carol Cram, Microsoft Office Word 2007 – Illustrated Complete Course Technology, 2008.
Elizabeth Eisner Reding / Lynn Wermers, Microsoft Office Excel 2007 – Illustrated Complete Course Technology, 2008.
Shelly/Cashman/Starks, Microsoft Office Publisher 2007: Complete Concepts and Techniques (ISBN 13: 978-1-4188-4349-6; ISBN 10: 1-4188-4349-0)
Shelly/Cashman/Starks, Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques

Methods of Instruction

Lecture and many hours of helping with hands on computer work.

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.

Comment: The following are the minimum objectives you must include in your syllabus. You may add others as desired.

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.
- 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.

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

Learning Outcomes:

- 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.

Grading Policies:

Exams—50%

Lab grades—40%

All other homework(quizzes, in class work, etc)—10%

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

Classroom Policies:**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 by the faculty and administration as a serious offense.

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 involve 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.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."