



Cosc 1301 - Microcomputer Applications

Course Syllabus: Fall 2019

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 - 9:30 3:00 - 3:30	9:00 - 11:00 1:30 - 3:30	9:00 - 9:30 3:00 - 3:30	9:00 - 11:00 1:30 - 3:30	None	By Appointment

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): This course provides an overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Prerequisites: None.

Required Textbook(s):

Discovering Computers 2018: Digital Technology, Data, and Devices
By Vermaat, Sebok, Freund, Campbell, Frydenberg

Publisher: Cengage Learning

ISBN Number: 978-1-285-16176-1

Recommended Reading(s): Any available resource relating to computers and technology.

Student Learning Outcomes:

Upon successful completion of this course, students will:

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.

5. Demonstrate the ability to use modern software tools and applications other than word processors, spreadsheets, presentations, and databases in order to solve problems

6. Describe processes associated with database, information system, and application development including career and certification opportunities in the information technology field

Lectures & Discussions:

Lectures covering the chapters from the textbook will be conducted online through Blackboard. Viewing the narrated powerpoint lectures is required! It is NOT optional. It is the student's responsibility to view each lecture at or before the appropriate time during the semester. For each chapter there will be a multiple choice quiz as well as a blog posting assignment.

Evaluation/Grading Policy:

Chapter Quizzes	35%
Lab Assignments	35%
Discussion Board Postings	10%
Midterm Exam	10%
Comprehensive Final Exam	10%

Tests/Exams:

CHAPTER QUIZZES

There will be individual quizzes over each chapter of the textbook. Most of the quizzes will consist of around 25 multiple choice questions. There will be a time limit on these quizzes so it is important that you read the chapters and view the online lecture ahead of time. Makeup quizzes will not be given unless prior arrangements have been made.

MIDTERM EXAM

You will be required to complete a midterm exam at the end of the semester. This exam must be taken at an approved proctored testing center. For most local students, this will be the NTCC Testing Center located in the Student Services Building.

COMPREHENSIVE FINAL EXAM

You will be required to complete a comprehensive final exam at the end of the semester. This exam must be taken at an approved proctored testing center. For most local students, this will be the NTCC Testing Center located in the Student Services Building. A makeup for this test will not be given due to time constraints.

Assignments:

LAB ASSIGNMENTS

There will be a series of computer lab assignments designed to reinforce concepts from the lecture portion of the class. Lab activities will typically be comprised of a short explanation and instructions of what we will be doing that day. This will be followed by hands on student work to complete the lab

tasks. A completed lab report and other required deliverables may be required for grading purposes. For students in the online section, video walkthroughs and demonstrations of lab activities will be provided when possible.

DISCUSSION BOARD POSTINGS

NTCC has chosen to develop an initiative entitled "Write Smart" as part of the college Quality Enhancement Plan. The goal of "Write Smart" is to improve or enhance students' writing and vocabulary skills. In order to support the goals of this initiative students in COSC 1301 and to promote student interaction, you will be required to create discussion posts to answer technology related questions. You will also be required to respond to other students' posts. Grammar and spelling will count as part of these assignments. Students are expected to use appropriate language and academic writing styles.

GOOGLE ACCOUNT AND OTHER SOFTWARE

COSC 1301 (Microcomputer Applications) has an emphasis in learning how to use a variety of software applications. The best way to learn about these applications is to gain experience using them. Therefore, online students will be required to download and install some software onto their personal computers. I know that college classes and textbooks can be expensive so I have made every effort possible to find free options for software applications for this course.

Students will be required to have a Google account to complete some lab assignments. You will need to sign up for an official Google account if they don't have one already.

Microsoft Office Professional is available to students to download, install, and use for free during your time as a student at NTCC. This version of Microsoft Office includes Word, Excel, PowerPoint, Access, and Publisher. Be aware that some versions of Microsoft Office such as ones found at stores like Walmart and Staples might not include Access and Publisher. More information on how to download and install the free college offer of Microsoft Office will be made available in other documents that will be provided to you.

We will use other pieces of application software during the semester. Open source software options are chosen whenever possible so that students can download them for free for use on their own machines.

Other Course Requirements:

SUPPLIES NEEDED

1. Flash drive for file storage and transport
2. Paper and pen for taking notes
3. Headphones for listening to online lectures and other videos

Student Responsibilities/Expectations:

1. Be prepared and read the appropriate material in the textbook.
2. You are expected to turn in completed assignments through Blackboard. Any assignments marked late by the interface may receive up to a 10% late penalty.
3. No assignments will be accepted more than one week late.
4. Unless specifically indicated by the instructor, collaboration on assignments among students is not intended or allowed. Assignments are to be performed individually, and any material handed in by a student should represent that student's own work.

If a student is found cheating, their overall class grade will be reduced by a minimum of one letter grade, and the student may receive an F depending on the situation. If two students turn in assignments that are identical or very nearly identical, BOTH students will be given a 0 for that assignment. Don't copy another student's work, and don't let someone else copy yours.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

STUDENT CONDUCT IN CLASS POLICY:

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

ELECTRONIC DEVICES IN CLASS POLICY

Cell phones should be placed on silent or vibrate in the classroom. In emergency situations, if not during lecture, the student may ask permission to step outside the classroom and take their calls. Text

messaging during class is a distraction for the completion of work. The first time a student is caught interacting with the phone rather than working, the phone will be taken from them until the end of the period. After the second time, the student will be asked not to bring the cell phone to class. If these guidelines are not followed, further disciplinary action will be taken which could include reduction in overall grade. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes or completing assignments.

WITHDRAWAL

Students who wish to drop the course must do so by the deadline for student-initiated withdrawal. If circumstances cause you to stop attending classes, then you must still officially withdraw or expect to receive an F in the course. In addition, the instructor may withdraw a student from the course if the student fails to attend three consecutive class meetings.