

COSC 1200 Computer Information Systems

Section H1

Semester/Year: Fall 2015

Lecture Hours: 2

Lab Hours: 2

Credit Hours: 3

Class Time: 1:00 PM - 2:15 PM

Days: M/W

Room: Thorson Business Building
Room 127

Instructor: Mrs. Sheri Coughenour

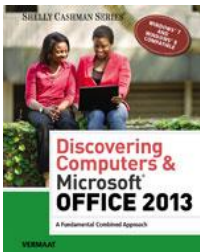
Email: Please use the MCC Moodle Mail email account within Moodle. If you are unable to access the course in Moodle, I can also be reached at scoughenour@caspercollege.edu

Office Hours: Please contact me to arrange a meeting time.

Course Description: An introduction to computers and information processing. Computer concepts covered include: the merger of computer and communication technologies, hardware, software, ethics, and security. Students develop basic software skills in: word processing, spreadsheets, databases, presentations, Web designing, and integrating software. Keyboarding skills equivalent to 20 wpm is needed to succeed.

Statement of Prerequisites: None.

Required Text, Readings and Materials:



- Shelly Cashman Series® Discovering Computers & Microsoft Office 2013, A Fundamental Combined Approach, ISBN 978-1-285-16953-8
- If you will be using a lab or computer other than your personal computer, a USB flash drive is recommended to save files on.
- Data files (see inside the back cover of your textbook for instructions to download files OR downloading instructions from the course website)

- Microsoft Word, PowerPoint, Excel and Access software is required to complete the applications portion of this class. Some in class lab time will be provided.

Casper College Computer Labs: A complete list of Casper College Computer labs and associated software can be found at <http://www.caspercollege.edu/doi/index.html>

Goal/Objectives: The goal of this course is to provide a broad overview computers and information processing, and to teach basic skills in the Microsoft Office Suite of products.

Outcomes: Successful completion of this course will enable students to:

- create and edit documents in MS Word
- create and edit worksheets, including fundamental formulas and graphs with MS Excel
- create and edit audience appropriate presentations using MS PowerPoint to include graphics, transition, and animation
- edit and create tables, meaningful relationships, forms, reports and queries using MS Access
- understand the concepts of using technology both in business and in everyday life
- explain the purpose of a variety of utility programs associated with the operating system
- recognize different types of networks and describe a variety of network communications standards
- discuss techniques to prevent unauthorized computer access and use
- explain issues surrounding information privacy, information accuracy, and intellectual property rights

This course meets the following Casper College Gen Ed outcomes:

1. Demonstrate effective oral and written communication
3. Solve problems using critical thinking and creativity
6. Use appropriate technology and information to conduct research
8. Use quantitative analytical skills to evaluate and process numerical data

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from the students' work product.

Methodology: This is a hybrid course which means we will meet face-to-face twice a week and the rest of the course will utilize Moodle course management software system. Students will post assignments and forum discussions, take unit exams, complete the final exam and communicate with the instructor using Moodle. Use your Web Advisor login and password to login to Moodle (<https://moodle4me.caspercollege.edu/>). Class attendance and participation is required. Your course evaluation feedback is valuable as it is used in determining course methodology.

Evaluation Criteria: Assignments with associated submission deadlines can be found in the *Upcoming Events* and *Calendar* blocks in Moodle. To earn full credit on these assignments, complete the work carefully, completely, and on time. Correct grammar, spelling and sentence structure should be used at all times. I, your instructor, a future employer, or both will be viewing your documents so be sure they are free of spelling or grammatical errors. *Keep in mind that the way you present your material is a reflection on you.*

Unit exams will be given and you will be expected to complete a mandatory final exam/project. Grades will be computed on a point scale and weighted. Using a grading software program, points will be totaled at midterm and the end of the semester to calculate your percentage grade. Your grade will be recorded in Moodle but keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade or the category weights. Your final grade will be weighted as follows:

The course grade will be comprised of:		Grading Scale:	
Homework Assignments	35%	A	90-100%
Unit Exams/Projects	35%	B	80-89%
Final Exam	20%	C	70-79%
Subjective Factor*	10%	D	60-69%
		F	0-59%

*A subjective assessment of class attendance, class participation, attitude, initiative, accuracy and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.

Class Policies: As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. **Late work , quizzes, and/or exams will not be accepted without PRIOR approval AND with extenuating circumstances. EXCUSED late work will be reduced by half credit; UNEXCUSED late work will receive zero credit.** If an assignment is due, your absence does not excuse the submission. Also, participating in extracurricular activities or college sponsored activities does not excuse an assignment. Daily life can sometimes throw you a last minute unexpected roadblock, so, you may turn in one assignment late (within 24 hours of the due date) one time without being penalized. You do not need prior approval but must enter "Late Work Exception" in the comments with your submission to receive this exception

Reading assignments should be completed at home before attempting to work on your assignments during class lab time. Participation in discussion of assigned reading materials, reading for direction and information, project collaboration, and asking questions to clarify understanding is expected. You are encouraged to discuss projects with others, establish support networks, obtain technology tips, and gain insights and ideas for assignment completion. However, you must submit your own, original, work.

An important objective of this class is to maximize each student's opportunity to learn. You are asked to show respect, be courteous and considerate of each other at all times. Disrespectful or disruptive behaviors will not be tolerated. All Web/Internet browsing must be specific to the course needs. When you are in this classroom, you need to be working on classroom activities only. All computer activity in this room is monitored. Cell phones, MP3 players, etc. are disruptive in the classroom. **Students are expected to turn off cell phones or set them to vibrate during class time.** If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

Last Date to Change to Audit Status or to Withdraw with a W Grade: *November 12, 2015.*

Student Rights and Responsibilities: Please refer to the [Casper College Student Conduct and Judicial Code](#) for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the [Casper College Student Code of Conduct](#) for more information on this topic. "Shared" work or "borrowed" work from another student is not representative of your work. Do not ask another student if you can copy his/her work. Any student who shares work with another student or receives that shared work will receive failing grades.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is where you will find course evaluation link(s) during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307)268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Tentative Calendar: posted in Moodle.