

CASPER COLLEGE COURSE SYLLABUS
COSC 1200, H2: Computer Information Systems

Semester/Year: Spring, 2012		
Lecture Hours: 2	Lab Hours: 2	Credit Hours: 3
Class Time: 11:00am-12:15pm	Days: T&Th and online	Room: BU 127
Instructor's Name: Marjorie Anderson	Office Hours: By appointment. Flex Lab Room 404: TTH 1-4 & F 1-3	
Office Phone:	Email: manderson@caspercollege.edu	

- **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

Goal: 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:

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

Course Objectives: 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

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/>).

Evaluation Criteria: Grades will be computed on a point scale and weighted. Points will be totaled at midterm and the end of the semester for a percentage grade. **Unit exams will be given and you will be expected to complete a mandatory final exam/project.** Your final grade will be weighted as follows:

- 35% Homework assignments
- 35% Unit Tests
- 20% Final Exam
- 10% Subjective Factor*

*A subjective assessment of 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.

Grades are calculated using a grading software program to allow for the above categories and their associated weights. You will receive a midterm and final grade for the course. 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. The grading scale is as follows:

- A90-100%
- B80-89%
- C70-79%
- D60-69%
- F..... 0-59%

Required Text, Software, and Materials:



- *Shelly Cashman Series® Discovering Computers & Microsoft Office 2010, A Fundamental Combined Approach*, ISBN 978-0-538-47393-4
- Computer hard drive or USB drive to save your work
- Data files (see the back cover of your textbook for instructions to download files OR downloading instructions from the course website)
- **Microsoft Office Professional 2010:** *You will need MS Word, MS PowerPoint, MS Excel and MS Access to complete the applications portion of this class. Not all versions of MS Office include all four of these programs.*

You MUST use Microsoft Office Professional 2013.

Technical Requirements:

You will find the list of technical requirements for taking an online course on the Casper College website. Simply choose the *Distance Education* link on the left-hand side of the homepage and from there, click the *Technical Requirements* tab from the top of the page. The actual web address is http://www.caspercollege.edu/distance_ed/index.html.

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>

Class Policies:

It is imperative that you stay on schedule with your assignments. Be sure to check the due dates as they vary depending on the assignment. It is to your advantage to start the new assignment early in the week in case you run into problems. Waiting until the day before the assignment is due will cause you undue stress and may result in late assignments. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED.**

The best way to contact me is via a message on Moodle, I check Moodle daily EXCEPT FOR WEEKENDS.

Be sure to contact your instructor if you have a question or need clarification. Do not assume that you should know or understand everything – I am here to assist you with this course so be sure to ASK. Students must submit their completed chapter assignments through Moodle. We will be using Moodle e-mail to communicate so be sure to read your e-mail on a regular basis.

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 in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Head/Project 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.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment with our Accommodative Services Counselor at 268-2557.

To be successful in the online environment, students must be self-motivated and self-directed when it comes to scheduling your time and getting the work completed. It is up to you to manage your time appropriately. All course work is due as indicated in the class schedule but no later than the final day of classes (December 10, 2015). **The final exam project must be submitted no later than midnight on December 14, 2015.**

Assignment Sheets Will Be Posted Weekly and Should Be Considered Addenda to this Syllabus

The instructor reserves the right to change the syllabus as necessary.