

CASPER COLLEGE COURSE SYLLABUS
COSC 1200 N1 and N2: Computer Information Systems

Semester/Year: Fall, 2015		
Lecture Hours: 3	Lab Hours: 0	Credit Hours: 3
Class Time: online	Days: NA	Room: BU 307
Instructor's Name:	Roberta Marvel, Ed. D	
Instructor Contact Information:	Office Phone: 268-2523 Office Location: BU 404C	Email: rmarvel@caspercollege.edu
Office Hours:	M-TH 8:30-9:00 am, MW 12:00-1:00 pm or by appointment	

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.

Objectives and 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

Casper College General Education Outcomes: As graduates of Casper College, students will be able to:

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
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 student work.

Methodology: This is an online course and utilizes the Moodle course management software system. Students will post assignments, take unit exams, the final exam and communicate with the instructor using this Moodle. Use your Web Advisor login and password to login to Moodle (<https://moodle4me.caspercollege.edu/>).

Because this course is delivered over the Internet, the successful student will be highly self-motivated. If a student takes this course in-class during a regular semester, he or she would spend approximately 56 hours in class. The student should expect to spend a similar amount of independent time on this class. College courses typically require 2 hours of homework time for every hour spent in class, which makes the total time requirement for this course as high as 168 hours for the entire semester (12 hours per week.) You may not need that much time every week – some weeks may require more time and some weeks will require less time.

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:

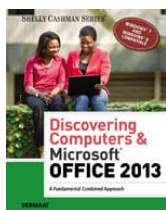
- 35% Homework assignments
- 35% Unit Exams/Projects
- 20% Final Exam
- 10% Subjective Factor*

*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 2013, A Fundamental Combined Approach*, ISBN 978-1-285-16953-8 OR *Shelly Cashman Series® Discovering Computers & Microsoft Office 2010, A Fundamental Combined Approach*, ISBN 978-0-538-47393-4
- Computer hard drive, USB drive or cloud storage to save your work
- Data files (from the course website or see the back cover of your textbook for instructions to download from the textbook website.)

- **Microsoft Office Professional 2013:** *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 program*

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 low quality work which will be reflected in your grade. **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.

Email sent over the weekend will be answered the next school day. 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. **Please note that there is one assignment drop-box for each chapter in each book; the drop-box is clearly labeled in Moodle. Assignments not uploaded to the correct drop-boxes will not be given full credit. DO NOT SEND YOUR ASSIGNMENTS TO ME AS E-MAIL ATTACHMENTS – USE THE DROP BOX. Assignments sent as e-mail attachments will not be graded.**

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.

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.

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.

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 11, 2015). **The final exam must be submitted no later than midnight on December 14, 2015.**

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