Please read the entire syllabus and ask for clarification as needed. Then sign this sheet and submit within 4 class meetings. No assignments/quizzes will be graded if this is not submitted in a timely fashion.

Thank you.

COSC 1315.001: COMPUTER LITERACY
Spring 2015
Course Syllabus

Course Information:

Instructor:    Staff
Office:       TBA
Phone:        (361) 825-5700
Email:        TBA
Office Hours: TBA
Class Time:   TR, 8:00-9:15
Location:     CI 102
XIV. In Conclusion: I have read and understand this syllabus as well as the University Guide for Computer Ethics. I agree to comply with the conditions stipulated in both documents. I have a clear understanding of ethical and legal use of my computer accounts and will use them legally and ethically.

Please sign below:

___________________________________________  ________________________
(signature)      (date)
Course Information:

Instructor: Staff
Office: TBA
Phone: (361) 825-5700
Email: TBA
Office Hours: TBA, others by appointment
Class Time: TR, 8:00-9:15
Location: CI 102

Textbooks:

Author: Shelly/Vermaat
Title: Discovering Computers & Microsoft Office 2010
ISBN: 978-0-538-47393-4

References:
None

Other Materials:

Sand Dollar ID Card, pre-loaded with $ for printing documents. Several folders.

Course Description:

A balanced introduction to the use and application of computers in modern society involving both descriptive information and hands-on laboratory participation. Includes a discussion of the general principles of operation of a computer and a brief history of the development of computing. The use of personal computer operating system, common application software, and simple computer programming concepts are introduced. Satisfies University computer literacy requirement.

Prerequisites:

None. But, students are expected to have proficient keyboard skills, be able to create files/folders.

Student Outcomes and Assessment:
**Outcome #1:**

Students will have basic, everyday skills in the use of ¾ of these software packages:

1- Word 2- Excel 3- Power Point 4- Microsoft Office 2010, Windows 7, Internet Explorer

Assessment: Students will receive a minimum of a 60% average on ¾ of the above topics.

**Outcome #2:**

Students will demonstrate a basic understanding of computer concepts.

Assessment: Students will receive a minimum of 60% on all class exams, or a 70% on the departmental exam.

**Major Topics:**

Computer hardware and software.

Networks, the internet and the World Wide Web.

Business and E-commerce.

Information Systems, Program Development and Programming Languages

Computer Security and Privacy, Ethics, Intellectual Property Rights

**Course Grades:**

This class is an active learning class with strong student participation. Therefore, for each instance that a student is absent, late or engages in a disruptive or inappropriate behavior, the student’s final semester average will be deducted 2 points.

Grading:

40% - Lab assignments (on the software)
50% - Chapter Quizzes
10% - Class participation/quiz scores/attitude/professional decorum/on-time attendance

Access presentations will be used as extra-credit assignments and will be given, time-permitting, towards the end of the semester.

There are no make-ups for the quizzes.

The comprehensive final will replace the lowest of two chapter quiz grades.

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**Class Policies:**

**Attendance and Student Conduct:**

Absences. The student is required to attend class and lab. If the student cannot attend class/lab that day, it is the student’s responsibility to contact another class member to obtain hand-outs and information about the content that was
Professional Behavior, Good Manners and Work Skills

Students are expected to have good manners, show respect for themselves and others, and not engage in any behaviors that are disruptive or disrespectful to others. Insubordination and unprofessional conduct including sexual harassment, use of inappropriate language &/or gestures, creating a hostile environment, and so on will not be tolerated. Students who cannot conduct themselves properly will fail the course, and may be referred for counseling, requested to leave the classroom, and other. If you have any questions about what constitutes inappropriate behavior, language and so on, it is your responsibility to make and attend an appointment during the professor’s office hours.

Students are expected to be on time to class/lab. Violation of this policy will result in the student not receiving hand-outs, and possibly in having the student requested to leave the class/lab, and other**. The clock in the classroom/lab (or my watch) will be used to determine the correct time.

A student will be considered to be on time if the student has already obtained a copy of that day’s hand-outs and is seated and ready to begin class. Walking into the classroom at the minute that the class begins, is not being on time.

Students may not have headphones, laptops, pagers, cell phones, (and so on) out during class. Students must turn off all pagers, cell phones, listening devices... before entering the classroom/lab and keep them turned off during class/lab. Violation of this policy may result in the article being confiscated and it will be returned to the student on the day of the final exam.

Students are not to speak while the professor or a recognized student is speaking. Violation of this policy may result in the student being requested to leave the class/lab for the day or a longer period of time, and other. If a student wants to be recognized to ask a pertinent question, he/she should raise his/her hand and wait until the professor calls upon him/her.

Students are not to use class time to discuss personal issues. If a student has a personal issue, he/she should make an appointment with the professor to discuss this during office hours.

Unprofessional, inappropriate behaviors will lead to the student’s final average being deducted points. Examples of disruptive behaviors are entering the classroom/lab late, speaking when the professor or another student is speaking, allowing the pager or cell to emit noise during class. Therefore, it is possible for a student to fail the course, even if he/she has a passing average on exams and labs. So, if you are late one day, speak while the professor is speaking three times in one class period on the second day, and on the third day, have your cell phone go off, you will have accrued 5 infractions, and lose 10 points off your semester average.

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums including classrooms, electronic classrooms, labs, discussion groups, field trips and so on.

Cheating. Students are expected to produce original work. Plagiarism and cheating are not acceptable. Violation of this policy may result in all students involved receiving a 0% on the assignment and/or failing the course, and so on. If a student speaks or references text messages during an exam, the student will receive 0% on the exam. If a student needs to leave the exam site before the end of the testing period, the student must submit the exam at the time of departure and will not be able to continue taking the exam. If a student has a medical condition that requires frequent use of the bathroom facilities, please consult with the Office for Students with Disabilities and with the professor during office hours.

General but Important Stuff

Students should expect to spend a minimum of 2-3 hours outside class for every hour in class. So, for this class, outside study time should be a minimum of 9 hours per week.

Students are expected to begin a lab assignment immediately. Do not procrastinate. No late assignments will be accepted.

Students are expected to be prepared for class. This includes being on time, having required materials ready, having reading and written assignments completed before class begins. The professor will not assign specific chapters or pages to read from the textbook. Students are expected to read the related chapters (or pages) that correspond to the topics on the tentative agenda before the topics are covered in class.

Students are expected to discuss dropping the class with the professor during office hours. The student is often not clear about his/her current standing in the class. One bad grade is not fatal. Also, the student often feels that he/she is the only one who is confused when the majority of students feel the same way.

In addition to learning the course content, the student is expected to learn professional behavior that will be appropriate in the workplace. Once employed, you will be expected to arrive on time for work, have projects and presentations prepared by the required completion date. In this field, you will often be required to work with teams. Also, if you repeatedly engage in unprofessional behavior, you will be fired. So, a part of your education is developing strong workplace skills.
Resources

Students are expected to seek assistance from the computer science programming lab assistants before coming to the professor. The programming lab assistants are located on the third floor of the CI building. Get familiar with these locations and sign-in whenever you seek their assistance.

Students are assumed to be proficient in the following: note-taking, time-management, study skills, test-taking skills, impulse control, anger management, interpersonal communication. If a student needs assistance in developing or enhancing these skills, he/she should make an appointment with the counseling center immediately since these skills take time to learn.

Also, if the student has language difficulties, poor comprehension skills and/or special needs, the student should contact the Student Disabilities Office.

Another resource the student should use for math, writing and so on is CASA.

Assignments:

No late assignments will be accepted. Suggest you submit assignments 48 hours before the due date.

Many of your assignments will be completed and graded in class. No make-ups will be given. Therefore, being late to class or absent that day will result in 0% credit.

Lab submission. Guidelines for submission and due dates will be emailed to your Islander account.

Failure to correctly submit lab assignments will result in their not being graded.

Grading is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98</td>
</tr>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>88</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>78</td>
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<tr>
<td>C</td>
<td>75</td>
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<tr>
<td>C-</td>
<td>70</td>
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<tr>
<td>D+</td>
<td>68</td>
</tr>
<tr>
<td>D</td>
<td>65</td>
</tr>
<tr>
<td>D-</td>
<td>60</td>
</tr>
<tr>
<td>F</td>
<td>50 or lower</td>
</tr>
</tbody>
</table>

Assignments will be returned (during class) as soon as possible. If you think you submitted an assignment but do not receive one when the labs are returned, or you feel there is a mistake in the grade, you must email the professor within 24 hours of that graded lab assignment being returned. You must make an appointment and confer with the professor about this lab within one week of its being returned. Failure to do so will result in the original grade standing.

Extra-Credit/Make-up for Assignments, Quizzes, Exams:

Availability: Only students who consistently display professional behavior are eligible.

Quizzes: No make-up or extra-credit will be given besides the comprehensive final. If you feel the grade is incorrect, you must email the professor within 48 hours of being notified that the exams have been graded. Within 10 days, you must make an appointment and confer with the professor about the discrepancy. Failure to do so will result in the original grade standing.

Labs: With the professor’s written approval, the student may complete an extra-credit lab assignment to replace one assignment. Students must write complete program specifications and present them to the professor during office hours. The professor may approve or deny any assignment presented.

Final Exam: No make-up exam will be given without a verifiable doctor’s excuse explaining the student’s medical emergency. Make-up exams will be different from the regular exam and, hence, may be more difficult.

Computer Accounts:

Misuse (illegal or unethical) of any computer account will result in the student receiving an F in this class.

The student will receive many directions and information via email. The student is responsible for checking email on a regular basis. (If you do not know how to use email, learn ASAP.) The professor may (or may not) add alternative email addresses to the mailing list. But, the professor will not know if other servers are down and the student will still be held responsible for the email that has been sent on Islander.

Other:

Academic Advising. The College of Science and Technology requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College’s advisors are located in the Center for Instruction, 3rd
 Disability Policy: The computer science program complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, and so on), please contact the Services for Students with Disabilities, Driftwood 101, 361-825-5816. If you need accommodations, please make an appointment with the professor ASAP. Bring with you to the appointment your accommodation letter from the TAMU-CC Students with Disabilities Office.

 Grade Appeal Process. As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he/she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is first encouraged to discuss this matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Website, http://www.tamucc.edu/provost/university_rules/index.html. For assistance/guidance in the grade appeal process, students may contact the Office of Student Affairs.

 In Conclusion: I have read and understand this syllabus as well as the University Guide for Computer Ethics. I agree to comply with the conditions stipulated in both documents. I have a clear understanding of ethical and legal use of my computer accounts and will use them legally and ethically.

Please sign below:

___________________________________________  
(signature)  
________________________  
(date)  

 Tentative Agenda. Updates will be sent via Islander account. Students should complete all textbook reading and review exercises before the class meeting.

 Computer Literacy Schedule – subject to change. You will be notified either in class or via email.

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Activities</th>
<th>Homework</th>
</tr>
</thead>
</table>
| 1    | Lecture: Chapter 1  
Lab: Intro to Office 2010/Windows 7 |  
-Read Chapter 1  
-Special Feature 1  
-Read Intro to Office 2010, Windows 7  
-Must bring textbook to all classes |
| 2    | Lab: Office 2010/Windows 7 |  
-Read Intro to Internet Explorer  
Questions on Syllabus- submit signed copy  
Lab: Intro to Internet Explorer |
| 3    | Lab: Internet Explorer |  
Catch-up day/Review | Study for quiz |
<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>Quiz #1</strong>&lt;br&gt;Chapter 1&lt;br&gt;Due: Folder on Office 2010, Win 7, Internet Explorer</td>
</tr>
<tr>
<td></td>
<td>Lecture: Chapter 2&lt;br&gt;Lab: Intro to Word</td>
</tr>
<tr>
<td>5</td>
<td>Lab: Word Chapter 1</td>
</tr>
<tr>
<td>6</td>
<td>Lab: Word Chapter 2</td>
</tr>
<tr>
<td>7</td>
<td>Lab: Word Chapter 3</td>
</tr>
<tr>
<td>8</td>
<td>Catch-up Day/Review</td>
</tr>
<tr>
<td>9</td>
<td><strong>Quiz #2</strong>&lt;br&gt;Chapter 2&lt;br&gt;Due: Folder on Word assignments</td>
</tr>
<tr>
<td></td>
<td>Lecture: Chapter 3&lt;br&gt;Lab: Intro to Power Point</td>
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<tr>
<td>10</td>
<td>Lab: Power Point Chapter 1</td>
</tr>
<tr>
<td>11</td>
<td>Catch-up Day/Review</td>
</tr>
<tr>
<td>12</td>
<td>Lab: Power Point Chapter 2</td>
</tr>
<tr>
<td>13</td>
<td>Lab: Power Point Chapter 3</td>
</tr>
<tr>
<td>14</td>
<td>Excel Intro Examples /Review</td>
</tr>
<tr>
<td>15</td>
<td><strong>Chapter 4 Quiz</strong>&lt;br&gt;Due: Folder on Power Point</td>
</tr>
<tr>
<td></td>
<td>Lecture: Chapter 5&lt;br&gt;Lab: Intro to Excel</td>
</tr>
<tr>
<td>16</td>
<td>Lab: Excel Chapter 1</td>
</tr>
<tr>
<td>17</td>
<td>Lab: Excel Chapter 2</td>
</tr>
<tr>
<td>18</td>
<td>Lab: Excel Chapter 3</td>
</tr>
<tr>
<td>19</td>
<td>Catch-up Day/Review</td>
</tr>
<tr>
<td>20</td>
<td><strong>Chapter 5 Quiz</strong>&lt;br&gt;Due: Folder on Excel assignments</td>
</tr>
<tr>
<td>21</td>
<td>Extra-credit presentations &amp;/or</td>
</tr>
</tbody>
</table>
### Comprehensive Final Review

<table>
<thead>
<tr>
<th>16</th>
<th>Grade Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Class Day- attendance mandatory</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comprehensive Final</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Extra-Credit Presentations:**

Students must be prepared to give their presentations a class meeting in advance.

Presentations should be approximately 15-20 minutes, and must have original material; (no copying the lab manual).

Files to which the class will need access, as well as step-by-step directions, must be emailed to the class 72 hours in advance.

In a folder, within 24 hours of the last presentation for that subject, submit the following:

**Left-hand pocket:**
- CD with electronic copies of all files
  - The CD should have 2 directories/folders; one to hold the files used in the presentation, the other to hold the files used in your personal applications.
  - The folders should have these names, depending upon the software package: WordDemo, PowerPointDemo, ExcelDemo, AccessDemo, myWordApps, myPowerPointApps, myExcelApps, myAccessApps
  - The folders with Demo in the title will hold all materials used for your presentation.
  - The folders with my…Apps, will hold a Word file that discusses the ways in which you have used or can envision yourself using this package, as well as at least one example of your using this software package. Read below. Then, ask for clarification if needed. ☺
- Hard copies of all files used in your presentation.

**Right-hand pocket.**
- a Word document with your name, class, date, type of software package.
- Discuss the purpose/uses of this software package
- Discuss how you have used this package or ways in which you envision your being able to use this package.
- Supply at least one example of your actual use of the package. ie- for Excel, a personal budget, grade sheet…