Computer Literacy – COSC 1315  
School of Engineering and Computing Sciences  
Summer I 2016

A. COURSE INFORMATION

Course number/section: COSC 1315/001  
Class meeting time: MW 12:00 – 02:30 PM  
Class location: CI 226  
Course Website: Blackboard (https://bb9.tamucc.edu)

B. INSTRUCTOR INFORMATION

Instructor: Hongzhi Song  
Office location: CI 327  
Office hours: MW 02:30 – 04:00 PM  
T 02:30 – 04:30 PM  
Telephone: 361-825-3622  
E-mail: hongzhi.song@tamucc.edu  
Appointments: By request.

C. COURSE DESCRIPTION

Catalog 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.

Extended Course Description

Given that everyone may not have access to PCs and the software used in this course, the majority of the class time students engage in hands-on tutorials. The other advantage to this approach is that if the student experiences some difficulty, the student can receive immediate assistance from the instructor or another classmate.

The course includes the use of Microsoft products such as Word, Power Point and Excel. These tools will be useful in completing the student’s academic work as well as personal business. In the business world, these are the industry standard.

D. PREREQUISITES AND COREQUISITES

Prerequisites
None. But, students are expected to have proficient keyboard skills, be able to create files/folders, save to a disk/flash drive.

Corequisites
None.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Textbook(s)

Optional Textbook(s) or Other References
None

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:

1: Students will have basic, everyday skills in use of ¾ of these software packages:
   - Word
   - Excel
   - Power Point
   - Access
   - Windows 7 or +, Internet Explorer

2: demonstrate a basic understanding of computer concepts.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

The majority class time will be hands-on tutorials on the software packages.

Usually, the instructor will overview the material and computer concepts.

H. MAJOR COURSE REQUIREMENTS AND GRADING
Software packages; students will be graded on completion of the tutorials.
Computer concepts; students will be quizzed on the material.
Since the course is under revision, an exact number of quizzes cannot be specified.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exams(^1)</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Homework/Lab Assignments</td>
<td>50%</td>
</tr>
<tr>
<td>Other activities: participation(^2)</td>
<td>10%</td>
</tr>
</tbody>
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\(^1\) Final exam on computer concepts.

No make-up quizzes/exams are given. However, this final will replace the lowest quiz/exam grade.

\(^2\) Class participation includes positive contributions, assisting others, attitude, professional decorum, on-time attendance and so on.

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

I. COURSE CONTENT/SCHEDULE
Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.
See the course website for the most up to date information.

J. COURSE POLICIES

Attendance/Tardiness
- Students are expected to be in attendance, punctual, and prepared for class.

Late Work and Make-up Exams
- All assignments must be completed on time. Submission of an assignment after the due date is accepted, but with a penalty of 10% of the grade for the first 24 hours late, and 2% each additional 24 hours. Make-up Exams and assignments are not permitted except for official documentation, exceptional reasons. The final comprehensive exam will replace the lowest quiz/exam grade.

Extra Credit
• Extra Credit questions/problems will be given in some of the tests and homework.

Cell Phone Use
• Please refrain from the use of electronic devices during class, as it is distracting to not only you, but also to your instructor and peers. Silence your phones and put them away so you are not tempted to stray off task.

Laptop Use
• Laptops will be permitted for particular activities as deemed appropriate.

Food in Class
• No food is allowed during class.

Missed Exam
• See final exam explanation.

Participation
• In-group and individual activities on a regular basis will count towards your final grade. Participation includes on-time attendance, positive contributions to the class and classmates, professional conduct.

Others
• All work submitted for grading must be the student's own work. Plagiarism will result in a score of 0 (zero) for the work or dismissal from the course and the Dean of Students office will be notified. No copying from another student's work of any type is allowed. It is the student's duty to allow no one to copy his or her work. Anyone found cheating and/or copying, in the exams or assignments, in the instructor's opinion, may receive an automatic F for the course.

K. COLLEGE AND UNIVERSITY POLICIES

• Academic Integrity (University)
  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

• Classroom/Professional Behavior
  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, etc.

- **Statement of Civility**
  Texas A&M University-Corpus Christi has a diverse student population that represents the
  population of the state. Our goal is to provide you with a high quality educational
  experience that is free from repression. You are responsible for following the rules of the
  University, city, state and federal government. We expect that you will behave in a manner
  that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial
  origin, religious background, sexual orientation or disability. Behaviors that infringe on the
  rights of another individual will not be tolerated.

- **Deadline for Dropping a Course with a Grade of W (University)**
  The grade of W will be assigned to any student officially dropping a course. Please
  consult with the instructor before you decide to drop to be sure it is the best thing to
do. Just stopping attendance and participation WILL NOT automatically result in your
  being dropped from the class. Should dropping the course be the best course of action,
  visit the Office of the University Registrar for the Course Drop Form that must
  submitted. No student is eligible to receive a W without completing the official drop
  process by this deadline. Please consult the Academic Calendar
  (http://www.tamucc.edu/academics/calendar/) for the last day to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a
  student who believes that he or 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 encouraged to first discuss the 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 Procedure
  13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible
  through the University Rules website at
  http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science
  and Engineering Grade Appeals webpage at
  http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the
  grade appeal process, students may contact the chair or director of the appropriate
department or school, the Office of the College of Science and Engineering Dean, or the
  Office of the Provost.

- **Disability Services**
  The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that
provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

http://disabilityservices.tamucc.edu/

- **Statement of Academic Continuity**
  In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

L. **OTHER INFORMATION**

- **Academic Advising**
  The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

**GENERAL DISCLAIMER**
I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.