

**Western Wyoming Community College**

**COSC 1200: Computer Information Systems**

**Fall 2014**

**Instructor: John Lupher**

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**Credit Hours: 3**

**Meeting Time & Days of the week:** White Days- alternating days

**Pre-Requisites:** none

**Course Description**: In this introductory computer course, students will learn the functions of the computer and common software packages widely used in today’s world. Students will participate in discussions and will complete activities using word processing, spreadsheet, database, and presentation software. Topics such as the following will be included: hardware, software, operating systems, communications, networks, information systems, database management, buying computers, and workplace issues. (Keyboarding skills strongly recommended.)

**Course Transferability:** Keep this course outline for future transferability issues with other schools. Students planning to attend another school should check with that institution concerning transferability, since transferability is up to the discretion of each institution.

**Required Textbooks**

 **Discovering Computers 2014, 1st Edition**

Misty E. Vermaat Purdue University Calumet

ISBN-10: 1285161769

ISBN-13: 9781285161761

* **Microsoft® Office 2013: Brief, 1st Edition**

Misty E. Vermaat Purdue University Calumet

ISBN-10: 1285166167

ISBN-13: 9781285166162

* **Required Software:**

Windows 7, Windows 8, or Windows XP Operating System

Microsoft Office 2013 Professional (Word, PowerPoint, Excel, and Access)

**Materials:**  **USB flash drive**.

**Technical Difficulties:** **Students enrolled in courses taught via compressed video, Internet, videotape, or courses taught in computer labs can expect technical difficulties to arise from time to time. Students are asked to be understanding and flexible as technical difficulties are resolved.**

**Method of Instruction**: **This course is divided into lecture/discussion time and lab time. Each class session students will spend ¾ of the time in lecture/discussion and ¼ of the time in lab work. Some additional independent lab time will be required.**

**Method of Evaluation**: **You will be graded on two – three examinations (100 points each), an application final (100 points), a group project (60 points), two summaries (30 points each), computer lab assignments (points vary) and quizzes (points vary).
Grading Plan: 89.5 -100% = A
 79.5 - 89.4% = B
 69.5 - 79.4% = C
 59.5 - 69.4% = D
 below 59.4 = F**

**Attendance:. Students are expected to attend class meetings as scheduled. If you are going to be absent from class, it is your responsibility to inform the instructor when you are going to be gone and to make-up the work missed before you leave. Quizzes and exams will be given in class and, if missed, may not be made-up.**

\*\*CIS Instructors: Please include this table in every CIS syllabus

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| **Course Objectives & College-Wide Goals for Student Success:** Below are the primary goals for this course and how they will be measured successful completion of these goals. Some of these reinforce WWCC’s learning goals for all students, our Goals for Student Success:  |
| **What students will learn (Course Goals)** | **These WWCC Goals will be Addressed** | **What specific skill will be measured (Course Competencies)** | **How the skills will be measured (Assessment)** |
| *Demonstrate and apply the basic skills of Microsoft Office, web browsers and the Windows Operating System.* | Communicate Competently, Retrieve Information, Problem Solving and Develop Life Skills | * Create, edit, and send e-mail including attachments
* Learn to evaluate web pages.
* Gain practical, hands-on experience in the following Microsoft programs: Word, Excel, Access, and PowerPoint.
* Learn file management and navigation in the Microsoft Windows operating system.
 | **Which can include:*** Objective testing
* Application testing
* Computer lab assignments
* Individual and/or group presentation
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| *Define the ethical issues related to computer use.* | See Issues from Multiple Perspectives | * Develop an awareness of the ethical responsibilities of current computer related issues such as software licensing, hacking, downloading and/or sharing copyrighted material, and information privacy.
 | **Which can include:*** Group discussions
* Objective Tests
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| *Demonstrate literacy of computer concepts.* | Develop Life Skills | * Learn basic terminology related to computers and information processing.
* Learn the basics of the information processing cycle.
* Become an educated consumer of current computer and computer related equipment in the marketplace.
 | **Which can include:*** Objective testing
* Individual and/or group assignments
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| **16-Week Semester Schedule** | **Topic** |
| **Module 1** | **Digital Literacy** |
| **Module 2** | **The Internet** **and Word 2013** |
| **Module 3** | **Computers and Mobile Devices and Word 2013 Continued** |
| **Module 4** | **Programs and Apps**  |
| **Module 5** | **Digital Safety and Security and PowerPoint 2013(Chapter 1)** |
| **Module 6** | **Inside Computers and Mobile Devices** **and PowerPoint 2013 (Chapter 2)** |
| **Module 7** | **Input and Output** **and Review for Midterm** |
| **Module 8** | **Midterm Exam** |
| **Module 9** | **Digital Storage and Windows** |
| **Module 10** | **Operating Systems and Excel 2013(Chapter 1)** |
| **Module 11** | **Article Summary and Start Excel 2013 (Chapter 2)** |
| **Module 12** | **Communications and Networks, Finish Excel 2013 (Chapter 2)** |
| **Module 13** | **Database Management and Access 2013 (Chapter 1)** |
| **Module 14** | **Information Systems and Program Development and Access 2013 (Chapter 2)** |
| **Module 15** | **Final Exam** |

**Appropriate Student Behavior:** One of the College’s goals is to See Issues from Multiple Perspectives.  Therefore, part of this class will involve hearing and reading perspectives different from your own.  Everyone in class has a right to learn and express their views in a comfortable environment, so please be considerate of others' rights to hear, take notes or exams, express their ideas and participate in the class.  College policy 5420A states that "the College can immediately suspend or dismiss a student for disciplinary reasons if the college considers the student's actions detrimental to its educational purposes."

**Academic Dishonesty: Academic dishonesty of any kind will not be tolerated. Cheating can result in an "F" for the course. In this course, academic dishonesty includes (but is not limited to) unapproved assistance during exams, plagiarism or other use of published materials without complete citations, or fabrication of referenced material. Cooperative group study for all group activities, class preparation, and exam preparation is strongly encouraged and shall not be construed as academic dishonesty. Any questions regarding potential violations or questionable behavior should be directed to the instructor for clarification.**

**Students with Special Needs:** It is the responsibility of the students who qualifies for specific accommodations under the Americans with Disabilities Act (ADA) who wishes to seek services, to contact Disability Support Services (DSS) each semester to apply for accommodations.  The DSS Specialist can be reached at: (307) 382-1806 or via e-mail at: kflaim@wwcc.wy.edu.  The DSS office is in Room 2015 within the Student Development Center.   The DSS office will provide information regarding appropriate accommodations to the instructor of this course.

**SMARTHINKING -- Online Tutoring:**  Western Wyoming Community College is now offering each student 15 free hours of online tutoring.  To log on to this service click on the Smarthinking tab within your MustangCruiser account. The first time you enter, you will be asked to set up your profile so that time and usage can be monitored.  You will be able to ask questions and get help in all academic areas such as math, accounting, biology, chemistry, economics, and writing.  If you are writing an essay for a class, you can submit an electronic copy of the essay and receive feedback from tutors outlining ways that you can improve your writing.  Take advantage of this service; it is a useful tool for students at Western.

**Incomplete Policy:** The grade of “I” (Incomplete) is given after the mid-point of the course when unexpected circumstances, such as illness or military service, make it impossible for a student who is passing the course with a “C” or better to complete the remaining work by the end of the semester.  **The purpose of an Incomplete, therefore, is not to repeat the entire course but to complete no more than 50% of the work.**

* It is the student’s responsibility to initiate this process, but an Incomplete is assigned solely at the instructor’s discretion.
* The student must be passing the course with a “C” or better at the mid-point of the course.
* Incomplete coursework must be completed by the end of the following semester.  The instructor can extend an Incomplete for one additional semester at his/her discretion.  The student, however, must initiate the request for the extension.
* If the work is not satisfactorily completed by the designated deadline, the “I” will revert to the grade of “F”.
* Incompletes must be completed with the instructor who issued the original grade.  If the instructor no longer teaches at WWCC, the division chair shall assign an instructor from the department area that the course was offered in to complete the incomplete process.

**Syllabus Changes:** Students will be notified of any changes to syllabus.

Communication: Below is the General Statement for Internet class communication made by Western Wyoming Community College for all of its Internet Classes. It is expected that all communications be polite and respectful.

**General Statement**

Western Wyoming Community College is committed to open and insightful dialogue in its courses. Diversity has many manifestations, including diversity of thought, opinion, and values. We encourage all learners to be polite and respectful of that diversity and to refrain from inappropriate or offensive commentary. If inappropriate or offensive content is either emailed or posted on the class site, the teacher may recommend college disciplinary action. Learners as well as faculty should be guided by common sense and basic etiquette. Criticism should be presented in a positive light. The following are good guidelines to follow:

* Never post harassing, threatening, or embarrassing comments.
* Never post content that is harmful, abusive; racially ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.
* Never post, transmit, promote, or distribute content that is known to be illegal.
* Never post harassing, threatening, or embarrassing comments.
* If you disagree with someone, respectfully respond to the subject, not the person.

Remember that “tone” can usually be detected accurately in verbal communication but often can be misunderstood in electronic communication. Because of this phenomenon, we encourage you to err on the side of politeness.