

# TVCC COMPUTER SCIENCE COURSE SYLLABUS

**Course Number/Title:** COSC 1301 Microcomputer Applications

**Prerequisites:** none

## COURSE DESCRIPTION

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows Operating System, Microsoft Office 2003 including Word, Excel, Access, PowerPoint, and integration of the applications.

This course is a three credit hour freshman course designed primarily for non-computer science majors. It meets for three hours of lecture/lab each week. You should plan on spending a minimum of three additional hours per week in the lab to complete course assignments.

## LEARNING OBJECTIVES

*Upon completion of the course, the student will have mastered the following objectives:*

1. The student should leave this course conversant in the introductory terminology of microcomputers.
2. The student should be aware of many of the issues in the selection of computers for the home or office.
3. The student should gain a knowledge of the basic internal and external hardware of a microcomputer.
4. The student should understand and be able to use the fundamental functions of the disk operating system using Microsoft Windows.
5. The student should be able to use computers to access web pages.
6. The student should learn the basics of Microsoft Office 2003 suite including Word, Excel, Access, and PowerPoint.

## TEXTBOOK, SUPPLIES AND OTHER RESOURCES

### ***Required Texts:***

*Microsoft Office 2003: Introductory Concepts and Techniques*  
Shelly/Cashman/Vermaat (ISBN: 0-619-25477-7)

### ***Materials and Supplies:***

- A 128 or 256 meg flashdrive (also known as jump drive or thumb drive)
- OR**
- four blank 3.5" high-density floppy diskettes
- AND**

- One 3.5" high-density floppy disk for use during exams; make sure the disk has a paper label and label as follows: *Your name, Microcomputer Applications, the course day & time, Fall 2005, instructor's name, and the words TEST DISK.*

***Label the diskettes as follows:***

Place a *paper* label on the front of each diskette with the following information:

1. Place your name, the name of this course, the course day & time, & instructor's name on each disk.
2. On disk 1, also write WORD.
3. On disk 2, also write EXCEL.
4. On disk 3, also write ACCESS.
5. On disk 4, also write POWERPOINT.

## INSTRUCTOR INFORMATION SHEET

**Instructor:** Ms. Pat La Rue      **Office:** T105      **Office Phone:** (903) 675-6362  
**Office Hours:** According to posted hours on office door      **E-mail:** plarue@tvcc.edu  
**Hours Classroom is Open:** varies per semester      **Hours Lab is Open:** varies per semester

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*When leaving a message on the instructor's voice mail, please state your name, and the reason for the call. Be sure to clearly state a number where you may be reached.*

## EVALUATION/GRADING

Letter grades will be determined according to the following scale:

A	90-100	<b>Semester Grade:</b>	
B	80-89		
C	70-79	Class & Lab Work	25%
D	60-69	3 Major Tests	55%
F	below 60	Final Exam	<u>20%</u>
			100%

W issued automatically if student drops by designated drop date

### **Exam Grading Policy:**

There will be 4 application exams, including the final exam. Each exam will be “hands-on”. These are departmental, timed exams. To prepare for examinations attend lecture, read the chapters, and work all lab/class assignments. You **must** complete the lab/class assignments in order to be able to know how to successfully complete the exams. Review the Quick Reference Summary at the back of the book for the application on which you are being tested.

Testing may take two class days. If you are absent the first test day, then you only have the second class time to complete the test. It is to your advantage to be on time or even early to class on test days. Do **not** be late on test days.

Once the test has begun, students may **not** leave the room. If there is an emergency, permission may be granted by the instructor/proctor of the exam.

### **Make-up Policy for Exams: No makeup exams will be given!**

**Exceptions:** The **only** legitimate reasons are serious illness or a death in the immediate family. For these **exceptional** situations, the student **must** contact the instructor **prior to** the expected absence. The lowest test grade will then be substituted for the missed exam.

### **ATTENDANCE:**

- Class attendance will be recorded daily.
- Students are expected to be in class on time.
- Tardiness is considered a discipline problem; it disrupts the entire class and interferes with teaching.
- If you are not in your seat at the class time, you will be counted as absent.
- Students are expected to stay the entire class time.
- If you leave early you will be counted as absent. Leaving before class ends disrupts the

entire class.

- As a bonus for attending class, I will give you extra points on your overall test average at the end of the semester as follows:

5 points for perfect attendance (0 days absent)

3 points for missing only 1 day

1 point for missing only 2 days

NOTICE: If you are in school related activities (*Athletes, Cardettes, Cheerleaders, Band, Choir, Drama, Phi Theta Kappa, Rodeo, etc.*), with prior written notification by the sponsoring faculty, the required activities resulting in missed classes will *not* be counted as absences.

**WITHDRAWAL POLICY:** It is up to you, the student, to initiate a drop from the course should you decide not to attend. However, the instructor may drop students for nonattendance according to the stated policy located in the TVCC catalog.

### ***LECTURE and LABORATORY POLICIES***

- It is your, the student's, responsibility to be prepared for each class period.
- You are expected to read each assigned project prior to the lecture. Lectures will be short, to the point, and address the highlights of the project for that week. Most of the class time will be spent working on your laboratory assignments.
- Students are advised to participate in general class discussions.
- Laboratory assignments are to be handed in by the end of the day on the due date.
- The class schedule is tentative and may be changed if necessary.
- **Do not get behind in this class; you will never catch up!**

### ***LABORATORY WORK***

There will be a considerable amount of lab work in order to give the student a "hands-on" approach to learning. The actual number of lab assignments may vary per semester.

- Students will be given specific assignments every class session.
- For grading purposes, in-class assignments have the same status as lab assignments.
- Deadlines are given for each assignment.
- Assignments are all due on or before the stated due dates by the end of that day.
- No credit will be given for work submitted after the deadline date. Therefore, no class or lab assignments will be taken late.

### ***Make Ups of Lab Work:***

- When students are absent, they are responsible for obtaining homework assignments and class notes.
- Students who miss a day of class will be responsible for completing that day's assignment by the next class.
- If a student is absent for a doctor's appointment, a written doctor's excuse or receipt must be given to the instructor upon return.
- If a student is absent for a court appointment, official court documentation must be given to the instructor *before* the expected court date.

### ***Turning In Assignments:***

- All assignments must have a cover sheet.
- If an exercise has multiple sheets, then staple them together in the left hand corner. Make sure your name, class time & day , and exercise number appear in the upper-right corner.
- If your assignment is multiple sheets, sequence it according to the order of the exercise.
- Do not staple different assignments together.
- Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points.

### ***Cheating Policy:***

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.
6. Copying from another student's test paper.
7. Using test materials not authorized by the instructor.
8. Collaborating with or seeking aid from another student during a test without permission from the instructor.
9. The unauthorized transporting or removal, in whole or in part, of the contents of a test.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

### ***Therefore,***

- Cheating in any form ***will not*** be tolerated.
- Allowing another person to cheat ***from*** you will not be tolerated.
- Penalties for cheating will be determined by the instructor.
- The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course. and will be reported to the Office of Student Affairs.
- If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

***TUTORING SERVICES:*** Student Support Services offers a tutoring program for a variety of courses. This service is free for the tutee. The tutoring program matches a student tutor with the student needing assistance. Student Support Services is located in the Liberal Arts Building.

## ***LAB POLICIES***

- All students who use the computer labs must be enrolled in TVCC.
- All students who use the computer labs must sign the departmental lab policy statement agreeing to abide by the rules set by the lab coordinator and faculty.
- All students who use the computer labs must show their student ID card when asked to do so by the lab consultant or assistant, faculty, or security personnel.
- All students who use the computer labs must sign in and out before using the computers.

## ***LAB CONSULTANT ASSISTANCE:***

Lab consultants in the open lab are on duty to assist you with hardware and software problems. If your computer malfunctions or your printer is out of paper, ask a consultant for help. The consultants are not laboratory assistants and, therefore, are not responsible for answering specific laboratory homework questions.

## ***BEHAVIOR for classroom and computer labs:***

- All students are considered mature individuals by the faculty and staff.
- All students are expected to demonstrate a mature attitude toward the subject matter and participate enthusiastically in class.
- Interference with teaching or classroom administration is considered a discipline problem and will be dealt with accordingly (see TVCC catalog).
- Inappropriate behavior that continues after the instructor's reprimand will be dealt with by administration.
- No talking, no printing, and no working on the computers while the instructor is lecturing or demonstrating class material.
- Students will be required to conduct themselves with utmost consideration of the rights and property of others.
- Monopolizing class discussions to the detriment of other student's rights to enter into class discussion will not be tolerated.
- Study, reading, and listening skills will need to be applied in order to achieve maximum knowledge from the course.
- Do all assigned readings and related homework.
- Come to class prepared to discuss the assigned readings.
- Bring appropriate and prescribed materials to class.
- Come to class all the time and on time.
- Copying of software is prohibited. Software is copyrighted and therefore, copyright laws are adhered to.
- The intentional deletion of *or* addition of any files on the computers is prohibited.
- Phones should be turned off during class and lab time.
- Cameras, CD/DVD players, Ipods, and any other electronic devices are not permitted in the classroom or computer labs at any time.
- Children are not allowed in the classroom or the computer labs.
- Profanity is not allowed in the classroom or the computer labs.
- Food, drink, or tobacco products of any kind may not be taken into the computer labs.
- Smoking is not allowed in any building on campus.
- Weapons are not allowed anywhere on campus.