



## Course Syllabus

### **COSC 1301 – Microcomputer Applications**

**Catalog Description:** This course an overview of computer information systems. It introduces computer hardware, software, procedures, systems and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Lecture hours = 3, Lab hours = 0

**Prerequisites:** None

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 3

**Contact Hours per Semester:** 48

**State Approval Code:** 1101015207

**Course Subject/Catalog Number:** COSC 1301

**Course Title:** Microcomputer Applications

**Course Curriculum:** State Criteria (those marked with an X reflect the state-mandated competencies taught in this course)

#### **Basic Intellectual Competencies in the Core Curriculum**

- Reading
- Writing
- Speaking
- Listening
- Critical thinking
- Computer literacy

#### **Perspectives in the Core Curriculum**

- Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he/she lives, and to understand the responsibilities of living in a culturally and ethnically diversified world.
- Stimulate a capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be a responsible member of society.
- Recognize the importance of maintaining health and wellness.
- Develop a capacity to use knowledge of how technology and science affect their lives.
- Develop personal values for ethical behavior.
- Develop the ability to make aesthetic judgments.
- Use logical reasoning in problem solving.
- Integrate knowledge and understand the interrelationships of the scholarly disciplines.

## **Core Components and Related Exemplary Educational Objectives**

### **Computer Literacy**

The objective of a computer literacy component of a core curriculum is to enable the student to use computer tools, resources, and software effectively.

- To understand terms and concepts as they apply to computer systems and computer software.
- To demonstrate skill using computers as a tool to research, retrieve, and share information.
- To demonstrate skill using word processing software to create and modify documents.
- To demonstrate skill using spreadsheet software to create and modify workbooks.
- To demonstrate skill using database management system software to create and modify databases.
- To demonstrate skill using presentation graphics software to create and modify presentations.

### **Instructional Goals and Purposes:**

The purpose of this course is to fulfill academic requirements of the Panola College Core Curriculum and an Associate of Arts or Associate of Science degree.

### **General Course Objectives:**

1. Identify terms and concepts as they apply to computer systems and computer software.
2. Use a computer to research, retrieve, and share information.
3. Create and modify documents using word processing software.
4. Create and modify workbooks using spreadsheet software.
5. Create and modify databases using database management system software.
6. Create and modify presentations using presentation graphics software.

### **Specific Course Objectives:**

After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70%.

1. Given a definition, the learner will identify the matching term as it relates to computer systems and computer software.
2. Given a description, the learner will identify the matching concept as it relates to computer systems and computer software.
3. Given the parameters of an essay, the learner will use a computer to research, retrieve, and share information.
4. Given a description of the desired result, the learner will demonstrate skills required to design, create, and modify a word processing document.
5. Given a description of the desired result, the learner will demonstrate skills required to design, create, and modify an electronic workbook.
6. Given a description of the desired result, the learner will demonstrate skills required to design, create, and modify a database and its various objects.
7. Given a description of the desired result, the learner will demonstrate skills required to design, create, and modify a presentation utilizing presentation graphics software.

### **Course Content:**

The Microcomputer Applications course includes but is not limited to the following content:

1. Reading assignments.
2. Self-paced tutorial
3. Concepts assignments.
4. Skills assignments.
5. Concepts assessments.
6. Skills assessments.
7. Complete online assessments.

### Methods of Instruction/Course Format/Delivery:

This course is offered in the traditional classroom and over the Internet using WebCT. Students in the traditional class and in the Internet class will have access to this course via WebCT. Students in the traditional class will meet regularly for lecture over the material. Students in the Internet class will be required to meet for proctored testing and at other times indicated by the instructor. Resources provided via WebCT may include:

- Schedule of assignments
- Online assessments
- Online assignments
- Course documents
- Discussion Board
- WebCT email
- Grade

Some classes also utilize a **S**kills **A**ssessment **M**anager (SAM). SAM gives students hands-on experience working with computers. It is software designed to help assess students' proficiency of the latest Microsoft® Office 2007 software applications, including Word, Excel, Access, PowerPoint, Windows XP and Vista, Internet Explorer, and Outlook. Specific instructions regarding registering, logging in to, and using SAM are provided by the instructor.

### Assessment:

- Exams – 60%
  - ✓ Exams may focus on Skill and/or Concepts
  - ✓ **Skills/Application Exam:** provide the learner an opportunity to demonstrate mastery of database skills introduced in textbook. This type of exam is similar to a case problem included as an assignment
  - ✓ **Concepts Exam:** provide the learner an opportunity to demonstrate mastery of database terms and concepts introduced in the textbook. This type of exam may include multiple-choice, true-false, short-answer, and matching questions randomly selected from a pool of test bank questions.
  - ✓ A minimum of two (2) exams will be **proctored**. Information regarding the testing sites available as well as the dates and times of the exams is available on the course website. Others exams may not be proctored. Information necessary to determine which exams are proctored is available on the website. Learners enrolled in the course through the **Virtual College of Texas (VCT)** may complete the proctored exam at the testing center of the 'home' college.
  - ✓ **Due dates** are provided on the course website.
  - ✓ Information regarding **MISSED** exam is provided by the instructor.
- Assignments – 40%
  - ✓ Assignments may **include** but are not limited to self-paced tutorials, CheckPoints or quizzes, discussion question(s), term paper, lab assignment, crossword review, and skills activities.
  - ✓ Instructions for **submission** of assignments are provided on the course website.
  - ✓ Some assignments are **self-assessed**. **Solutions** for self-assessed assignments are available on the course website or in the textbook.
  - ✓ Some assignments do **not** include a point value.
  - ✓ **Due dates** for assignments are available on the course website.

### Course Grade:

The grading scale for this course is as follows:

- Exams 60%
- Assignments 40%

### **Texts, Materials, and Supplies:**

NOTE: If you purchase the text from a source other than the Panola College Store, you will be responsible for obtaining the materials included in the **BUNDLE**.

- MS Office 2007, Introductory Concepts and Techniques, Premium Video Edition; Shelly, Cashman, Vermaat; Course Technology, **BUNDLE** ISBN: 1 4239 0588 1

#### **BUNDLE INCLUDES:**

- ✓ SAM 2007 Assessment and Projects 4.0 Printed Access Card, 1st Edition
  - ✓ Shelly/Cashman Microsoft® Office 2007 : Introductory Concepts and Techniques, Premium Video Edition, 2nd Edition
  - ✓ A Guided Tour of Hot Technologies, 1st Edition
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- USB drive
  - Access to a computer and the Internet (dial-up not recommended).
  - Access to Microsoft Office 2007 (typical installation), including WORD, EXCEL, ACCESS, and PowerPoint.
  - Data files: Instructions for downloading required data files is provided by the instructor.
  - Other requirements will be indicated by the instructor and may include a headset with a speaker jack, folder(s), etc.

#### **Other:**

- For current texts and materials, use the following link to access bookstore listings: <http://www.panola.edu/collegestore.htm>
- For testing services, use the following link: <http://www.panola.edu/dl/testing.html>