Microcomputer Applications  
COSC 1301  
Spring 2010  

Instructor: Kisha Thompson  
Email: kisha.thompson@blinn.edu  
Contact Phone: 281.290.3258  

E-mail is checked regularly Monday – Friday until 5pm. If you need to contact me, please send an e-mail and I will respond to you within 24 to 36 hours. If your correspondence arrives after 5pm on Friday, then your e-mail may not be responded to until Monday.

NOTE:  
As this is an online course the preferred method of correspondence with me, Ms. Thompson, will be through the private mail component of our eCampus classroom online. eCampus is what I will check on a regular basis even more so than the Blinn e-mail account. The Blinn email is not our classroom so I advise you not to send questions…especially classroom questions to the Blinn address as I’m not likely to see it.

Course Title: COSC 1301: Microcomputer Application (Section ID: N3)  
Days & Times: Distance Learning Course  
Location: Course taught online through the eCampus Component  

ADDITIONAL NOTE: COSC 1301 online, is NOT an independent study course and you are not to work at your own pace. While these sections of COSC 1301 are not a traditional course whereby the class meets at a scheduled time on scheduled days as well as complete course work in or out of class, these sections are still deadline specific. Assignments, quizzes, exams, discussions, etc. issued in this course need to be completed by the specified due dates.

Credit: Three (3) semester hours  
Course Description:  
Introduction to the use of computers as data processing and problem-solving tools with hands on experience. Emphasis is placed on the use of application software, such as word processing, spreadsheet, database, and Internet software, to solve various information systems problems.

Course Learning Outcomes: At the completion of this course the student will:

- Describe computer information systems.
- Demonstrate how to create and modify the following software files: word processing, spreadsheets, multimedia slides, a basic database, and a web page
- Compile a description of human resources required of different levels of computer use in society.
- Describe the integration and application of computer systems as they apply to user interfaces in society.
- The fundamentals of computer problem solving and programming may be discussed.

Prerequisites: None  
Required Materials: Text

Supplies/Hardware
• You are required to use USB mass storage device (i.e. scandisk, flashdisk, jumpdrive, etc.)
• It is the responsibility of the student (not Blinn College) to insure that regular access to a computer is available.

Software
• Microsoft Office 2007
  ❇️ THIS COURSE UTILIZES:
  ▪ Microsoft Word 2007
  ▪ Microsoft PowerPoint 2007
  ▪ Microsoft Excel 2007
  ▪ Microsoft Access 2007

*****If you do not have Access 2007 on your computer as part of the Office 2007 packaged you purchased or possess, you will not be exempt from turning in the Access assignments nor is there a substitute assignment you can do to make up for your not turning in the appropriate Access work. If this is your situation, you should find alternative resources that contain Microsoft Access 2007. *****

• Internet Explorer 6.0 or newer
• Microsoft Windows XP or Higher

Attendance Policy: ONLINE ATTENDANCE: As an online student you are required to log into eCampus at least twice a week. A week is considered Monday – Sunday 11:55pm

The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students shall find themselves at a severe disadvantage for achieving success in college. Class attendance/participation shall constitute at least ten percent of the final course grade. Faculty will require students to regularly attend class and will keep a record of attendance from the first day of class and/or the first day the student’s name appears on the roster through final examinations. If a student has one week’s worth of unexcused absences during the semester, he/she will be sent an e-mail by the College requiring the student to contact his/her instructor and schedule a conference immediately to discuss his/her attendance issues. Should the student accumulate two weeks worth of unexcused absences, he/she will be administratively withdrawn from class.

There are two forms of excused absences recognized by the institution: (1) Observance of religious holy days. The student should notify his/her instructor not later than the 15th day of the semester concerning the specific date(s) that the student will be absent for any religious holy days. (2) Representing Blinn College at an official institution function. Additionally, a student whom has fallen ill and shows that he/she has gone to the doctor or a death of an immediate family member where proof is submitted to the instructor will constitute an excused absence at the instructor’s discretion.

Exams & Deadlines: The general rule in this class is that assignments and/or projects will not be accepted late. Arrangements may be made with the instructor prior to the due date if extenuating circumstances are involved. It is vital to keep communication with the instructor. Make-up exams will not be given unless proven extenuating circumstances exist. **Documentation will be required for any extenuating circumstance.**
BE ADVISED: THERE IS NO EXTRA CREDIT IN THIS COURSE. YOU NEED TO COMPLETE THE ASSIGNMENTS, EXAMS, ETC. TO THE BEST OF YOUR ABILITY AND PER THE INSTRUCTIONS. DO NOT ASK FOR EXTRA CREDIT.

Because this course is being taught over the Internet, exam dates and times are listed as a “window.” This means that students are given a first day available and a last day available, it is up to the student to make sure that they take their test within the allotted dates. Exams and Quizzes must be completed by 11:55pm on the last day the assessment is available.

You may also choose to take your exams in a Testing Center. There are three Blinn Testing Centers available for your use (located in the Bryan Learning Center [979-2090-7267], Brenham Learning Center [979-830-4442], and the Schulenburg Library [979-743-5226]). If you choose to test in a Blinn Testing Center, you are required to call the Testing Center ahead of time and schedule a testing time; it is recommended that this is done a minimum of one week prior to the first day the test is available. You should not plan on “just showing up” on the last day the exam is available. Students should arrange their schedule so that they can take the exam within the scheduled time frame (noted on the course calendar). Children are not allowed in the testing centers; please plan accordingly.

Again, make-up exams are given in extenuating circumstances only. Computer problems are not grounds for an extension on a test (i.e. Internet connection not working, forgetting eCampus password, etc.).

IF YOU EXPERIENCE TECHNICAL DIFFICULTIES AND YOU FEEL THE PROBLEM HAS TO DO WITH ANGEL, YOU NEED TO CONTACT BLINN DISTANCE LEARNING TECHNICAL SUPPORT AT 979.209.7298. YOU’LL ALSO NEED TO SEND ME NOTIFICATION AS WELL. WAITING TO NOTIFY THE INSTRUCTOR OR TECHNICAL SUPPORT IN THE EVENT OF A LEGITIMATE TECHNICAL ISSUE IS NOT IN YOUR BEST INTEREST.

Additional Course Components:

Quizzes

Quizzes are given to assure that students are staying current with their assignments and to help them focus on the main concepts from each chapter. It is the student’s responsibility to check the web site and make sure they take the quizzes within the time frame allotted. There will typically be one quiz per chapter. Quizzes must be submitted by 11:55pm on the date specified in the calendar/schedule. Quizzes are timed. Any answers not saved when time expires will not be submitted for grading. To ensure that your answers get turned in, make sure you click the Save Answer button after each question (a check mark will appear next to the question number indicating that the answer has been saved).

Quizzes are found by logging into eCampus and going to the Lessons Tab and reviewing the correct weekly folder.

PLEASE NOTE: THERE MAY BE TIMES WHEN YOU ARE GIVEN A HANDS-ON QUIZ. IN THE EVENT YOU ARE GIVEN A HANDS-ON QUIZ, YOU WILL BE REQUIRED TO FOLLOW THE INSTRUCTIONS AND UPLOAD YOUR COMPLETED WORK SIMILAR TO AN ASSIGNMENT.

The lowest quiz grade will be dropped.

Discussions

Periodically the instructor will post discussion questions on the eCampus discussion board. Each student will be required to respond to the topic/question as given in the specified instructions for the topic; the topic will tell the student the latest date and time posting a response for credit will be allowed. Additionally, you must respond to at least one of your classmates’ post. Your own response to the discussion as well as your response to at least one classmate must be a substantial post. A substantial post consists of at least 5 sentences and classmate responses can not merely state
something to the effect of: “I agree with you or I disagree with you,” nor can you restate what your classmate said. You need to elaborate on your opinions and your stance and include any examples that may back up your thoughts when applicable.

**PLEASE NOTE:** Discussions are setup to where YOU MUST CREATE YOUR OWN NEW POST FIRST, before you will have access to view the discussion forum. When you click on a discussion and read the instructions for that discussion, if you’ve never expressed your comments about the discussion, at the bottom of the screen it will say something to the effect of you not having access to the discussion forum.

This means you do not have access to see the posts made by your classmates. **ONCE** you read the discussion topic and then create your own NEW POST to the discussion topic, you will then be able to see everyone else’s response to the discussion topic and can then respond to their thoughts.

**Student E-mail**
Students are provided email accounts within eCampus. This account should be checked regularly (daily) as the instructor may use this account to communicate with the students. You are not being graded on how often you check your mail. It is to your advantage to check your mail. I typically will send out mass e-mails to make students aware of a quiz that is being released late and what the new due dates are, or to let students know if there’s new information that is being posted.

**Official Class Time**
The eCampus clock is the official clock for this course. This clock (not your home computer clock, cell phone, etc.) will determine if assignments, quizzes, etc. were completed by the due date/time. You can easily compare the ECampus time to your computer (cell phone, home clock, etc.) by sending yourself an email through ECampus and noting the time on your clock you sent it and then looking at the time the e-mail is stamped. Please make sure you note this difference because your clock being different from the ECampus clock is not an extenuating circumstance and you will not be given an extension on an assignment/quiz/test due to this.

**Assignments**
Lab assignments will be provided at least one week prior to the due date. The due date will be stipulated at the time of the assignment (it is usually posted on your course calendar and/or the tentative course schedule). The number of lab assignments for each topic will vary. Lab assignments are to be submitted (via ECampus) by 11:55pm on the day that they are due. After 11:55pm they are considered late and will be evaluated with a grade of zero.

**Students who will be absent due to an official Blinn College event know in advance and therefore they should submit any assignment(s) that would be due while they were gone before they leave or make sure, DON’T GUESS, that they will have access to the Internet while they are away.** Lab assignments can be found by logging into ECampus and going to the Lessons Tab and reviewing the correct weekly folder.

**PLEASE NOTE:** THERE IS ONLY ONE DUE DATE AND TIME FOR EACH ASSIGNMENT. IF IN THE EVENT YOU DO NOT TURN AN ASSIGNMENT IN BY THE DUE DATE AND TIME, THERE IS NO OTHER OPPORTUNITY OR LATE OPPORTUNITY TO TURN IN THE ASSIGNMENT. THEREFORE, IT IS NOT IN YOUR BEST INTEREST TO WAIT UNTIL THE LAST MINUTE.

The lowest lab grade will be dropped.

**Grades**
You should be able to see a brief summary of your grades on our course homepage. HOWEVER, to see your scores and any comments provided by the instructor for an assignment, you need to CLICK ON THE “REPORT” tab and run a Category: Grades report.
Blinn College Civility Statement
Members of Blinn College community, which includes faculty, staff and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights and freedoms of every member of the College community, including respect for College property and the physical and intellectual property of others.

Incivility Protocol
If a student is asked to leave the classroom because of uncivil behavior, the student may not return to the class until he or she arranges a conference with the instructor: it is the student’s responsibility to arrange for this conference.

Student Behavior Standards/Cheating
Again, please place all pagers and cell phones on silent mode or turn them off. Please do not bring food or drink into the classroom.

Students are allowed to discuss homework assignments and labs, but are required to do their own work. Any evidence that a student did not complete his or her own assignment will result in a grade of zero on that particular assignment. Students should retain an electronic copy of all assignments in case it is needed to verify work. Any collusion on exams or quizzes is considered cheating and will be dealt with appropriately. Any use of unauthorized materials during a quiz or exam will also be considered cheating.

Withdrawals
If a student chooses to withdraw from the course because he/she is failing, a "WF" will be the posted grade. If the student chooses to withdraw from the course and is passing, a "W" will be posted. Students are advised to contact their Academic Advising counselors before a decision is made to withdraw from a course.

Disabilities
Blinn College will make every attempt to provide the resources necessary to give effective aid to students with disabilities. Any student that requires special assistance is advised to make an appointment with a counselor in Academic Advising during the first week of the semester to make arrangements for this assistance and to learn about the student’s rights and responsibilities.

Changes to Syllabus
The contents of this syllabus and class assignments are subject to change at the instructor’s discretion. If either the syllabus or class assignments change, a new syllabus or an addendum will be issued and/or an email will be sent to all students.

Grading:
The grading system for this course will be based on the following percentages:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
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<tbody>
<tr>
<td>Attendance/Participation</td>
<td>5%</td>
<td>A = 100-90</td>
</tr>
<tr>
<td>Assignments</td>
<td>25%</td>
<td>B = 89-80</td>
</tr>
<tr>
<td>Quizzes/Discussions</td>
<td>15%</td>
<td>C = 79-70</td>
</tr>
<tr>
<td>Exams</td>
<td>25%</td>
<td>D = 69-60</td>
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<tr>
<td>Final Exam</td>
<td>30%</td>
<td>F = 59 or below</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Please keep all electronic assignments until you receive your final course grade.

Important Dates:

- MLK Holiday: January 18th
- Spring Break Holidays: March 15th-19th
- Spring Holiday: April 2nd
- Last Day to Drop & receive a “W”: April 16th
- Final Exam Days: May 5th - 12th

THE FINAL EXAM FOR THIS COURSE WILL BE ACCESSIBLE BEGINNING May 5th but must be taken by May 12th.