STUDENT SYLLABUS

Course Name/Section Number: COSC 1301.W1,L1 Introduction to Computing (SEAL)

Instructor Name: Marty Stockbauer

Office Hours: TBD

Instructor Email: marty.stockbauer@victoriacollege.edu

Course Description
Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science. No credit if BCIS 1305 has been taken.

Prerequisite(s): Texas Success Initiative complete or consent of instructor.

Required Textbook(s), Supplies, and Materials:
The following book bundle is required. It is available ONLY at the Victoria College Bookstore.


This course requires that you have Microsoft Office 2016 Professional installed on the computer that you will be using to complete lab assignments. The Professional Edition includes Word, Excel, Access, and PowerPoint.

If you do not have Microsoft Office 2016 installed on your computer, you can access Office 2016 in any of the following ways:
- Utilize the computer labs on the Victoria College campus.
- Purchase and install this software on your computer

Please note that OpenOffice (free) is not equivalent to Microsoft Office. You must have access to Microsoft Office Professional 2016 to complete this course.

Student Study Tools Available
- Free Study Tools available for students include Flash Cards and glossary for each chapter, and student data files.
- Students also get access to Mindtap study and chapter reinforcement materials including online ebook, quizzes, games, videos and more with purchase of book bundle from the Victoria College Bookstore.

Tutoring
Tutoring Center is a FREE service and it is completely walk-in based. The tutoring schedule is posted on the Tutoring Center website, www.victoriacollege.edu/TutoringCenter. Computer tutoring is done in Johnson Hall 108.

SEAL Course
This course is part of the SEAL (Students Engaged in Active Learning) Academy.

This is a course focusing on active learning and learner-centered teaching. According to research, learner-centered teaching engages students and focuses on how students are learning the material and applying it, instead of traditional content-centered teaching which emphasizes sharing facts and concepts through reading and lecture-centered activities. Learner-centered education promotes the classroom as a community and requires individual responsibility for learning. In the class, I will strive to create an environment and experiences that provide learner-centered instruction. We will use a ‘flipped’ classroom - meaning that all lecture is to be read OUTSIDE of the classroom. While in the classroom, we will concentrate on learner-centered activities to reinforce what you have read and watched. While this may be an adjustment for some, studies show that this methodology increases retention and real-learning for students. In order to be successful in this course, you MUST read and/or watch the required information PRIOR to class.

Primary Approaches to Teaching:
In this class, I will primarily use hands-on labs to ensure that not only does the student know the material, the student can apply the material. I will also use videos, question and answer, group discussion, class discussion, quizzes, exams, and projects to assess whether or not each student is reaching the course objectives.

Disclaimer: The instructor reserves the right to change this syllabus as deemed necessary and appropriate.
How to be Successful in this Course:
1. Be respectful of each other and your instructor.
2. Be present and don’t be late – EVER.
3. Don’t get behind on assignments or readings.
4. Follow your Schedule/Due Dates handout and be prepared for class each day.
5. Turn in all assignments on time!
6. Actually DO read your textbook and complete assigned activities before class.
7. Engage in class – get into it and activate your brain.
8. Ask meaningful questions.
9. Really Think about what we are discussing.
10. Really try to Learn, not just Memorize. You will forget what you Memorize, but you will forever have what you Learn.
11. Humor is a wonderful learning tool. Let’s have fun while learning!
12. I am here for you. Please contact me if you need help.

Core Objectives/Assessments:
1. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information/Computer Ethics Case Study/Integrated Project
2. Communication Skills: to include effective written, oral, and visual communication/Integrated Project
3. Teamwork: to include the ability to consider different point of view and to work effectively with others to support a shared goal/Computer Ethics Case Study
4. Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making/Computer Ethics Case Study

Course Requirements:

Participation
You are expected to participate in this course. Activity points will be accumulated through prior-to-class preparatory activities. At the end of the semester, each student’s total Activity Points will be divided by the total activity points possible to calculate an activity point grade.

Teamwork
You will complete at least one team project in this course. You will work together as a team on the Computer Ethics Case Study and will be individually evaluated by your team members on Contribution, Cooperation, and Self-Management.

Presentations
You will publicly present your work twice in this course, once as a team, and once individually. Few people look forward to presenting publicly. However, this is an important life-skill. In the future, you may find yourself presenting at work, PTO meetings, club meetings, etc. It is important to learn how to communicate information effectively. We will use PowerPoint as our communication tool.

Departmental Requirements
All sections, all instructors will use the same departmental Computer Ethics Case Study Group Project, Integrated Project and Final Skills Exam as developed by the CIS Curriculum Coordinator. These will be evaluated using the departmental grading rubric.

All sections, all instructors will use the same textbooks for the lecture and lab components.
All sections, all instructors will use the same software.
All Victoria College requirements and practices will apply.

Criteria for Grading:

Course Specific Grading Policy:
Quiz Average – 10% (lowest grade is dropped)
Word Capstone Project – 5%
PowerPoint Capstone Project – 5%
Excel Capstone Project – 5%
Lab Average – 25% (lowest grade is dropped)
Activity Points – 5%
Computer Ethics Case Study - 5%
Integrated Project – 10%
Final exam (Closed book, comprehensive) – 20%
Final Skills (Closed book) – 10%

Departmental/Intuitional Policies:
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Each course syllabus will contain the grading formula that the instructor intends to follow in arriving at semester grades. Instructors are responsible for assigning grades in accordance with the definition given in the current Victoria College catalog. Proper security measures should be taken in the preparation, storing, and administration of examinations. The weight of the final examination is assigned by the instructor or by the Department, with approval of the Division Dean. In general, the final examination should not constitute more than one-third nor less than one-fifth of the semester grade. Absences from the final examination are reported to the instructor directly. Students who are absent from final examinations for reasons beyond their control may apply in writing to the instructor for a postponed examination. If the postponed examination is approved by the instructor, it will be taken on a schedule made by the instructor.

All Final Examinations for online classes must be proctored. Examinations may be offered during the week of final exams online in a proctored environment or within the same format as traditional class finals which are not to exceed three hours. Students should not be required to take exams during times that conflict with the final exam schedule prepared by the Admissions and Records Office. Online final examinations, at the discretion of the instructor and with approval from the appropriate Division Dean, may be given after all other course requirements have been completed, but no later than the end of the week of finals.

If a student is unable to take an exam as scheduled, the student must petition the instructor in writing prior to scheduled time of the final in order to reschedule the exam. Final examinations may not be given early without prior approval of the Division Dean.

RECORDING OF GRADES:
Mid-term and Final grades will be entered electronically by instructors through the portal according to policy. The Final grade sheet is printed, signed by the instructor and submitted to the Registrar’s Office or department secretary. Due dates for grades will be communicated by e-mail to faculty and secretaries.

Attendance:
Course specific Attendance Policy:
Attendance will be taken for every class meeting. Be aware that there is a direct correlation between attendance and class success. In on-line and hybrid sections, attendance is taken by completing assignments in Canvas.

Institutional Attendance Policy:
Attendance will be taken for every class meeting. The method by which attendance is taken will be determined by the faculty member and clearly outlined in the class syllabus. Attendance records will be submitted electronically to the appropriate division dean on the last day of the course. Regular and prompt class attendance is expected of every student. A student’s absence means that the student is not able to participate in the class.

Late Assignment Submission Policy:
Students are expected to turn in assignments and complete quizzes by the specified due date. If, for any reason, a student fails to submit a lab assignment by the due date, the assignment will still be accepted for the next 24 hours with a late penalty of 20 points. If the assignment has not been submitted by 24 hours following the due date, the lab will receive a grade of 0. The lowest lab grade is dropped.

Capstone Projects will not be accepted late. Students not submitting by the due date will receive a 0.

Quizzes, Prior-to-Class Activities, and In-Class Activities will not be accepted late. Students not submitting by the due date will receive a 0. The lowest quiz grade is dropped.

Victoria College Policies: (For Online Courses only)
DISTANCE EDUCATION COURSES
Online courses are courses in which the content is delivered completely over the Internet. Students may need to come on campus several times as determined by the course instructors for specific activities or for testing. Hybrid courses are courses in which the content is delivered through a combination of online and on-campus instruction. To take an online or hybrid course, students will need access to a computer with an Internet connection. Students can use any of the on-campus computers in the open computer labs or the library to complete their course work. An online or hybrid course may require certain minimum hardware and software configurations on a student’s machine. Those requirements are the responsibility of the student. Interactive Television (ITV) courses are courses in which students and faculty meet in an interactive television classroom, and interact with other students and/or faculty at a remote location.

TESTING
Online courses may require one to five proctored (supervised) exams during the semester. Proctored exams may be accomplished in the Testing Center on the main campus, the Calhoun Center, the Gonzales Center, or an approved off-campus testing site at the discretion of the course instructor. Each instructor determines the need for a proctored exam or exams with the exception of the final exams which must be proctor.
## Tentative Course Schedule

<table>
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<tr>
<th>Date</th>
<th>Work on:</th>
<th>Due at 11:59 on due date</th>
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| T 6/6 | • Course Introduction: Getting Started - Go over syllabus, course schedule, register for MindTap, review Getting Started with MindTap video (in MindTap)  
• In MindTap or textbook, read Chapter 1 and complete assigned Module 1 activities in MindTap  
• In MindTap or textbook, read Chapter 2 and complete assigned Module 2 activities in MindTap | MindTap: Getting Started with MindTap video  
• MindTap: Module 1 activities  
• Canvas: Quiz 1 (Chapter 1)  
• MindTap: Module 2 activities  
• Canvas: Quiz 2 (Chapter 2) |
| W 6/7 | • In MindTap or textbook, read Chapter 3 and complete assigned Module 3 activities in MindTap  
• In MindTap or textbook, read Chapter 4 and complete assigned Module 4 activities in MindTap | MindTap: Module 3 activities  
• Canvas: Quiz 3 (Chapter 3)  
• MindTap: Module 4 activities  
• Canvas: Quiz 4 (Chapter 4) |
| R 6/8 | • In MindTap or textbook, read Chapter 5 and complete assigned Module 5 activities in MindTap  
• In MindTap or textbook, read Office 2016 and Windows 10: Essential Concepts and Skills and complete assigned activities in MindTap  
• In MindTap or textbook, read Outlook Module 1: Managing Email and complete assigned activities in MindTap | MindTap: Module 5 activities  
• Canvas: Quiz 5 (Chapter 5)  
• MindTap: Office 2016 and Windows 10 activities  
• Canvas: Office & Win 10 Quiz  
• MindTap: Outlook Module 1 activities |
| M 6/12| • In MindTap or textbook, read Word Module 1 and complete assigned activities in MindTap. | MindTap: Word Module 1 activities  
• Canvas: Word Chap 1 Quiz |
| T 6/13| • In MindTap or textbook, read Word Module 2 and complete assigned activities in MindTap. | MindTap: Word Module 2 Activities  
• Canvas: Word Chap 2 Quiz |
| W 6/14| • In MindTap or textbook, read Word Module 3 and complete assigned activities in MindTap. | MindTap: Word Module 3 Activities  
• Canvas: Word Chap 3 Quiz  
• MindTap: Word Capstone (IN CLASS) |
| R 6/15| • In MindTap, complete Word Capstone (THIS IS AN IN-CLASS PROJECT)  
• In MindTap or textbook, read PowerPoint Module 1 and complete assigned activities in MindTap. | MindTap PowerPoint Module 1 activities  
• Canvas: PPT Chap 1 Quiz |
| M 6/19| • In MindTap or textbook, read PowerPoint Module 2 and complete assigned activities in MindTap. | MindTap PowerPoint Module 2 activities  
• Canvas: PPT Chap 2 Quiz |
| T 6/20| • In MindTap or textbook, read PowerPoint Module 3 and complete assigned activities in MindTap. | MindTap PowerPoint Module 3 activities  
• Canvas PPT Chap 3 Quiz  
• MindTap PPT Capstone (IN CLASS) |
| W 6/21| • In MindTap, complete PowerPoint Capstone (THIS IS AN IN-CLASS PROJECT.)  
• Begin working on Computer Ethics Case Study (Canvas) | MindTap Excel Module 3 activities  
• Canvas: Excel Quiz 2  
• MindTap Excel Capstone (IN CLASS) |
| R 6/22| • Continue working on Computer Ethics Case Study |  
• Computer Ethics Case Study Deliverables and Group Presentation IN CLASS |
| M 6/26| • Computer Ethics Case Study Group Presentations |  |
| T 6/27| • In MindTap or textbook, read Excel Module 1 and complete assigned activities in MindTap. |  |
| W 6/28| • In MindTap or textbook, read Excel Module 2 and complete assigned activities in MindTap. | MindTap Excel Module 1 activities  
• Canvas: Excel Quiz 1 |
| R 6/29| • In MindTap or textbook, read Excel Module 3 and complete assigned activities in MindTap.  
• In MindTap or textbook, read Access Module 1 and complete assigned activities in MindTap. | MindTap Excel Module 2 activities  
• Canvas: Excel Quiz 2 |
| M 7/3 | • In MindTap, complete Excel Capstone (THIS IS AN IN-CLASS PROJECT.)  
• Work on Integrated Project | MindTap Excel Module 3 activities  
• Canvas: Excel Quiz 3  
• MindTap Excel Capstone (IN CLASS) |
| T 7/4 | VC Holiday | VC Holiday |

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| W 7/5 | Integrated Project Presentations | • Integrated Project Deliverables and IN-CLASS presentation  
• MindTap Access Module 1 activities |
| R 7/6 | Complete Final exam and Final Skills in class | R 7/6 Final exam and Final Skills |

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