STUDENT SYLLABUS

Course Name/Section Number: COSC-1301-W4 (30254) / WL4 (30255) Introduction to Computing (Online) COSC-1301-WHL(30274)/ WLL (30275)

Instructor Name: Alexandra Suchon
Division/Dept: CTP/CIS

Office Hours: By Appointment
Office Number: CAPE 103

Instructor Email: Alexandra.Suchon@VictoriaCollege.edu
Office Phone: 361-572-6487

Preferred Method of Contact: Canvas Inbox

Response Expectation: Student messages received from Sunday noon to Thursday noon should expect a response within 24 hours. Messages received from Thursday noon to Sunday noon should expect a response within 72 hours (maximum, typically less).

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. Book Bundle uses ISBN of 9781337801492 and consists of:


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 module/chapter, and student data files.
- Students also get access to MindTap study and module/chapter reinforcement materials including online ebook, quizzes, games, videos and more with purchase of book bundle from the Victoria College Bookstore.

Disclaimer: The instructor reserves the right to change this syllabus as deemed necessary and appropriate.
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 in Johnson Hall 108.

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

Learning Outcomes:
1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4. Use business productivity software to manipulate data and find solutions to business problems.
5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify emerging technologies for use in business applications.
7. Complete projects that integrate business software applications.
8. Demonstrate the use of e-mail as an effective means of communication (exchange information).
9. Demonstrate use of the Internet as a resource for information gathering, dissemination, and problem solving.
10. Demonstrate writing or speaking processes.
11. Write or speak to an appropriate audience, for a specific purpose, and select appropriate communication choices.
12. Use appropriate evidence and reasoning to support claims

Course Requirements:

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
Presentations take the form via three avenue – written, visual, and audio. In this course, we will utilize both written and visual present your work twice in this course, once as a team (Computer Ethics Case Study), and once individually (Integrated Project). 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.

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Suchon Summer 2017
All capstones (Word, PowerPoint, and Excel) will be proctored. In online sections, students will be required to take the capstones at the VC Testing Center or other approved testing center. Some testing times may be scheduled in advance. See http://www.victoriacollege.edu/TestingCenter for more information.

The Final Exam and Final Skills will be proctored. In online sections, students will be required to take the Final Exam and Final Skills at the VC Testing Center or other approved testing center. The Final Exam and Final Skills must be scheduled in advance. See http://www.victoriacollege.edu/TestingCenter for more information.

Criteria for Grading:

Course Specific Grading Policy:
- MindTap Activities (Trainings and SAM Exams) – 10%
- Lab Average (includes Personal Responsibility Assignment) – 20% (lowest grade is dropped)
- Canvas Quiz Average – 10% (lowest grade is dropped)
- Word Capstone Project – 5%
- PowerPoint Capstone Project – 5%
- Excel Capstone Project – 5%
- Computer Ethics Case Study (Group Project) - 5%
- Integrated Project – 10%
- Final Exam (Closed book, comprehensive) – 20%
- Final Skills (Closed book) – 10%

Late Assignment Submission Policy:
Students are expected to adhere to due dates.

Late work will not be accepted. Students not submitting by the due date will receive a 0.

At the discretion of the instructor, exceptions may be made for extenuating circumstances. If you feel you have an extenuating circumstance, please contact me as soon as possible. Examples of extenuating circumstances would include a death in the immediate family, hospitalization, and so forth. These events are emergencies, unforeseeable and beyond the student’s control.

Departmental/Intuitional Policies:

FINAL EXAMINATIONS AND GRADES
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.

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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 online and hybrid sections, attendance is taken by submitting an assignment in Canvas or MindTap.

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.

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 proctored.

Victoria College Student Support Services:
http://www.victoriacollege.edu/studentservices

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### Tentative Class Calendar:

<table>
<thead>
<tr>
<th>(Due) Dates</th>
<th><strong>Reading Assignments (Available in both Textbook &amp; MindTap online book unless otherwise noted)</strong></th>
<th><strong>MindTap Due by 11:59 on row date</strong></th>
<th><strong>Canvas Due by 11:59 on row date</strong></th>
</tr>
</thead>
</table>
| **7/11 (Tues)** | • Canvas: Syllabus, course schedule, Getting Started module  
• Mindtap: Watch Getting Started with MindTap video | • Register account in Mindtap  
• Watch Getting Started with MindTap video | • Introduction Discussion Posting |
| **7/12 (Wed)** | • Module 1 (Chapter 1): Introducing Today’s Technologies: Computers, Devices, and the Web  
• Module 2 (Chapter 2): Connecting and Communicating Online: The Internet, Websites, and Media | • Module 1 activities  
• Module 2 activities | • Chapter 1 Quiz  
• Chapter 2 Quiz |
| **7/13 (Thurs)** | • Module 3 (Chapter 3): Computers and Mobile Devices: Evaluating Options for Home and Work  
• Module 4 (Chapter 4): Programs and Apps: Productivity, Graphics, Security, and Other Tools | • Module 3 activities  
• Module 4 activities | • Chapter 3 Quiz  
• Chapter 4 Quiz |
| **7/14 (Fri)** | • Module 5 (Chapter 5): Digital Security, Ethics and Privacy: Threats, Issues, and Defenses  
• Office 2016 and Windows 10: Essential Concepts and Skills  
• MindTap: Outlook Module 1: Managing Email (only available in MindTap) | • Module 5 activities  
• Office 2016 and Windows 10 activities  
• Outlook Module 1 activities | • Chapter 5 Quiz  
• Office & Win 10 Quiz |
| **7/15 (Sat)** | • Canvas: Read Computer Ethics Case Study Group Project | | • Select Group for Computer Ethics Case Study Group Project |
| **7/16 (Sun)** | • Word Module 1 | • Word Module 1 Activities  
• Word Lab 1 | • Word Module 1 Quiz |
| **7/17 (Mon)** | • Word Module 2 | • Word Module 2 Activities  
• Word Lab 2 | • Word Module 2 Quiz |
| **7/18 (Tues)** | • Word Module 3 | • Word Module 3 Activities  
• Word Lab 3 | • Word Module 3 Quiz |
| **7/19 (Wed)** | • Canvas: Personal Responsibility Assignment | | |
| **7/20 (Thurs)** | | • Word Capstone Project (Must be taken at Testing Center, walk-in or schedule in advance) | • Personality Responsibility Assignment |

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<tbody>
<tr>
<td>7/21 (Fri)</td>
<td>• Canvas: Begin working on Computer Ethics Case Study Group Project</td>
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<td>7/22 (Sat)</td>
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<tr>
<td>7/23 (Sun)</td>
<td>• PowerPoint Module 1</td>
<td>• PowerPoint Module 1 activities • PPT Lab 1</td>
<td>• PPT Module 1 Quiz</td>
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<tr>
<td>7/24 (Mon)</td>
<td>• PowerPoint Module 2</td>
<td>• PowerPoint Module 2 activities • PPT Lab 2</td>
<td>• PPT Module 2 Quiz</td>
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<tr>
<td>7/25 (Tues)</td>
<td>• PowerPoint Module 3</td>
<td>• PowerPoint Module 3 activities • PPT Lab 3</td>
<td>• PPT Module 3 Quiz</td>
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<td>7/26 (Wed)</td>
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<td>7/27 (Thurs)</td>
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<td>• PPT Capstone Project (Must be taken at Testing Center, walk-in or schedule in advance)</td>
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<tr>
<td>7/28 (Fri)</td>
<td>• Canvas: Continue working on Computer Ethics Case Study</td>
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<td>• Computer Ethics Case Study Group Project Deliverables</td>
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<td>7/29 (Sat)</td>
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<tr>
<td>7/30 (Sun)</td>
<td>• Excel Module 1</td>
<td>• Excel Module 1 activities • Excel Lab 1</td>
<td>• Excel Module 1 Quiz</td>
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<tr>
<td>7/31 (Mon)</td>
<td>• Excel Module 2</td>
<td>• Excel Module 2 activities • Excel Lab 2</td>
<td>• Excel Module 2 Quiz</td>
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<tr>
<td>8/1 (Tues)</td>
<td>• Excel Module 3</td>
<td>• Excel Module 3 activities • Excel Lab 3</td>
<td>• Excel Module 3 Quiz</td>
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<tr>
<td>8/2 (Wed)</td>
<td>• Canvas: Begin working on Integrated Project</td>
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<td>8/3 (Thurs)</td>
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<td>• Excel Capstone Project (Must be taken at Testing Center, walk-in or schedule in advance)</td>
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<td>8/4 (Fri)</td>
<td>• Canvas: Continue working on Integrated Project</td>
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<td>8/5 (Sat)</td>
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<td>• Integrated Project</td>
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<td>8/6 (Sun)</td>
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<tr>
<td>8/7 (Mon)</td>
<td>• Read Access Module 1</td>
<td>• Access Module 1 activities</td>
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<td>8/8 (Tues)</td>
<td>• Prepare for the Final Exam and Final Skills</td>
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<tr>
<td>8/9 (Wed)</td>
<td>• Complete Final Exam and Final Skills</td>
<td>• Final Skills (Must be taken at Testing Center AND scheduled in advance)</td>
<td>• Final Exam (Must be taken at Testing Center AND scheduled in advance)</td>
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