

## Computer Information Systems—COSC 1200 Spring 2013--Online

**Instructor:** Patricia Pulliam  
Division of Business and Technology  
**Office:** Tebbet, Room 263, Torrington Campus  
**Office Hours:** Online appointments, as needed  
**Phone:** 307/532-1025 (home phone)  
**E-Mail:** PPulliam @ ewcmail.wy.edu  
**Fax:** (307)532-8229 or (307)532-8222. Be sure to put my name on your fax cover page.

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### Course Description:

An introduction to computers and information processing, computer systems, hardware, computer software, information processing systems, and management information systems. Spreadsheet, data base, and word processing software are used extensively by the student in apply program capabilities to practical business problems. Students who earn credit in COSC 1200 cannot earn credit in CMAP 1900. Prerequisite: MATH 0920 with a grade of "C" or better or appropriate score on math placement exam.

### Rationale:

Technology is widely used in our everyday lives and learning more about it can help us carry out tasks with greater confidence. Computers are present in all aspects of our modern society and Microsoft Office is a standard application tool for use in business, education, and personal home computer use. Anyone working with computers can benefit from gaining skills to use Office more efficiently.

### Course Objectives:

Computer Information Systems is a 3CR course. It includes an introduction to computers, Windows, Internet Explorer, and Microsoft Office 2010. No experience with a computer is assumed. The objectives are:

- To provide a concise introduction to computers
- To present the most up-to-date technology in an ever-changing discipline
- To teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computers, software, and the Web
- To present the material in a visually appealing and exciting manner that motivates students to learn
- To present strategies for purchasing a desktop computer, notebook computer, smart phone, portable media player, and digital camera
- To offer an introduction to the following Microsoft products: Windows 7, Internet Explorer 8, Word 2010, PowerPoint 2010, Excel 2010, and Access 2010
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to use a computer; interact with the Web; and create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Microsoft Office 2010 so that they can become more productive
- To use an exercise-oriented approach that allows learning by doing
- To offer alternative learning techniques and reinforcement via the Web
- To expose students to strategies for using computers

### Text/Materials/Web:

*Text: Go! With Microsoft. Office 2010, Volume 1, 2e*, by Gaskin, Ferrett, Vargas, & McLellan. Publisher information: Pearson: Go! by Gaskin, 2e + myITlab: 9780133050660 (includes textbook and online materials).

Software: Microsoft Office Professional 2010 is required for successful completion of this course. Low cost rentals are available for students.

Internet Access: Will be needed to access the website.

Jump Drive: Will be needed to backup your work. For those using a shared computer, such as the computers in Eastern Wyoming College labs, a jump drive will be needed for data files; plus to create, save, and backup your work.

All of the required materials are available through the College bookstore.

## **Taking an Online Course:**

### **Plan ahead!**

Taking an online course requires personal commitment and a lot of self-motivation. You will need to remember to complete all your preparation and required assignments. You will be responsible for managing your time and making sure that your homework arrives on time. I strongly suggest that you not wait until the last minute to make submissions. You will need to communicate with me if you are having difficulties. Do not allow yourself to fall behind. If you email, LancerNet Journal, or otherwise leave a message for me, you can normally expect to hear back within 24 hours (except for weekends and holidays), and often much sooner.

By their nature, online courses require planning and a willingness to experiment with technology. Online courses also give us practice in learning how to solve problems when the equipment fails, or when we need to look for ways to solve formatting or “how-to” issues on our own. In other words, taking an online class not only requires commitment, it requires flexibility, ingenuity, and a lot of patience. That’s one of the reasons for the video on the home page. Things will happen to your computers, to the Internet, to LancerNet, and to our schedules. By planning ahead, you can more easily overcome obstacles. 😊

### **Course Requirements:**

Computer Information Systems (COSC 1200) is a full-semester 3CR course that is primarily delivered via the Internet. Your attitude is crucial to your success in this course.

#### Expectations:

You are expected to:

Submit assignments when due and be serious about the work we have to accomplish. For any work that involves use of a computer, remember to save often and make a backup.

Stay with the group. Each Unit has a beginning and ending time, which means that all students are working on the same Unit at the same time.

Be polite and respectful of your fellow students and the instructor.

Read and follow the guidelines for Online Etiquette & Copyright on this site.

Read and follow the guidelines for Professional Communication (listed below).

Complete and format all work as required.

Turn all work in on time. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made. All uncompleted assignments will receive zero points.

You are expected to keep a copy of every assignment until the course is completed. Check with your advisor to see if you need to retain work for your portfolio or other purposes.

## **Teaching Methods:**

Texts & Online Assistance: Important material from the text and outside sources will be covered. You should plan to carve out time to concentrate on the readings and exercises so that you can build your technology and computer application skills. Frequently, you will have chapter assignments which require that you complete a chapter long exercise, and then be expected to complete end of the chapter activities to reinforce the chapter, plus you will have exercises that will require you to go further than the materials in the chapter. The work for this course may require the application of various software packages.

In order to improve your skills, you must allow time to practice, even when it is not assigned. You will probably find that some areas are very easy for you and some will require a greater amount of time in order to learn or improve. You should expect to spend 8 -15 hours a week on the materials for this course. The speed of your modem will impact the amount of time that it will take you to complete your work.

The text does an excellent job of helping us to gain skills in Microsoft Office. You may find that sometimes you need additional assistance and part of this course is learning how to find information to solve computer issues. You can post your questions using the Water Cooler on the Message Board to see what has worked for other students. You can also Google your questions on the Internet or go to the Microsoft Office site. I often find YouTube to be helpful and you may find a training series that is very clear and easy to use. If so, post the information or site or link for others to explore. The instructor reserves the right to delete any post.

Communication: Much of our communication will be asynchronous. This means that we do not have to be online at the same time, and you can explore, work, and solve problems at your own pace.

For issues and questions that concern the entire group, it is appropriate to post questions using the Water Cooler Message Board. You should start new topics as needed. Chances are if you have a question about an assignment or task, at least three other people are looking for the same information, and they will worship you for the being the first to bring it up. Check the Water Cooler often, and if you know the answer, then let others know. This will help us to work collaboratively and enable answers to be spread more quickly. If you have questions about how to post, please refer to the guidelines for Online Netiquette. It is not a place to have gripe sessions, but to have constructive give and take on how to accomplish a task or gain clarification on the course content.

For private concerns such as grades, please use the LancerNet Journal tool. This will allow me to keep your personal correspondence in one place and will enable us to communicate more efficiently. You may also call me.

For non-course-related communication, use the Student Lounge Message Board. As you will not have face-to-face time, you may want to visit with one another in this space. Please remember to respect your fellow students when chatting.

Exams: Four exams will be given. Three exams will be given during the semester, and a final will be given during finals week. These exams will allow you to demonstrate your mastery of the applications.

Quizzes: Announced and unannounced quizzes may be given. Quiz grades will be bundled in with assignment grades.

Assignments: End of chapter assignments, and within chapter activities will be assigned for each Unit to reinforce the material. These assignments may require the use of various software packages.

Some assignments will be completion graded only. You will either receive credit for good faith completion of the assignment or no credit for missing or poor work. More details about this will be given with the actual assignments in the Unit.

You are expected to use professional communication skills in this course. Expectations for professional communication guidelines are listed below and are in addition to Netiquette expectations. Failure to follow them will result in your end of the semester grade being lowered by up to 5%.

Professional Communication: An important part of this course is to learn and practice professionalism. One of the ways this is done is by practicing professional communication standards. You are expected to adhere to the following standards:

*Email:*

- a) Use an appropriate greeting to begin
- b) Use the appropriate email address for what you need
- c) Remember that there is a difference between Personal and Business email
- d) Always put the class you are enrolled in and referring to in the subject line, as well as the assignment
- e) Always use a meaningful subject line
- f) Clearly state the purpose of your email and/or question
- g) Use complete sentences, with appropriate spelling and grammar
- h) Always include response instructions
- i) Create and use a formal signature if you don't already have one

*Message Boards:*

- a) Clearly state the purpose of your post
- b) Keep it clean
- c) Be constructive and supportive
- d) No personal attacks
- e) Use good judgment when posting or accepting advice

*Phone:*

- a) Identify yourself
- b) Include the class you are calling about in your identification
- c) Speak slowly and clearly
- d) Clearly state the purpose of your call and/or question
- e) Always leave contact information

*Texting:\**

- a) Be as formal as possible—use appropriate language for the person you are texting
- b) Identify yourself and your class
- c) Clearly state your purpose and/or question
- d) Always leave contact information

\*We will not use texting for this class, but as you may need to use texting elsewhere, I have included these guidelines.

**Grading:**

Breakdown:

Exam #1:	20%
Exam #2:	20%
Exam #3:	20%
Assignments:	20%
Final:	20%
Total:	100%

Grades will be assigned as follows:

A	>= 90
B	>= 80
C	>= 70

D     >= 60  
F     < 60

**Course Policies:**

Assignments: All assignments are due on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

Academic Dishonesty: Plagiarism, cheating, or any conscious act by a student that gives him or her an undue advantage are serious offenses and may be punished by failure on exam, paper or project; or failure in course. For more information refer to the "Academic Dishonesty" policy in the most current Eastern Wyoming College catalog. 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.

**Student Philosophy Statement:**

Eastern Wyoming College (EWC) is committed to providing a student experience that promotes academic success in a challenging and supportive environment, facilitates the transition to college for first time students, and helps all students identify and achieve their individual goals. EWC's student experience is designed to foster personal growth by increasing independence, promoting ethical behavior and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.

**Americans with Disabilities:**

Eastern Wyoming College is committed to providing reasonable accommodations for "qualified individuals with disabilities." If you are a person with a disability that qualifies under the Americans with Disabilities Act (ADA) and desire reasonable accommodations, please contact Mrs. Debbie Oschner at (307)532-8238 or Mr. Tom McDowell at (307)532-8330 (you may use (800)658-3195 if you need a toll free number) as soon as possible so that arrangements may be made.

**Technical Assistance:**

Technical questions about LancerNet should first be directed to the Instructional Technologists: Aaron Bahmer at (307)532-8284 or David Banville at (307)532-8379. You may also reach them at (877)392-4678 (866-EWC-INST), 8 a.m. to 5 p.m. Mountain Time.

Problems with Internet connectivity should be directed to your Internet Service Provider.

If you are having difficulty with a hardware item on your PC, please contact the appropriate technical support telephone number for the vendor or manufacturer.

Software installed on your PC may be covered by their technical support staff. Third-party software (either off-the-shelf or downloaded) will require that you contact the software developer directly.

**General Education Requirement:**

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas:

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.

- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationships between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

Disclaimer: Information contained in this syllabus is, to the best knowledge of the instructor, considered correct and complete when distributed at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Last modified: January 2013.....SP13COSCSyllOn  
E-mail comments to your instructor