1) **Catalog Description of the Course**: This class is an 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.

2) **Introduction and Rationale for the Course**: This course incorporates the use of the computer in businesses with application software applied to contemporary problems to enhance productivity and critical thinking skills. Upon successful completion of this course, the student should be able to:
   - Demonstrate an understanding of computer history.
   - Demonstrate an understanding of computer operating systems.
   - Demonstrate an understanding of microcomputer application software:
     - Internet
     - Word processing
     - Spreadsheets,
     - Presentation graphics
     - Databases
   - Demonstrate and understanding of current computer issues:
     - Effect of computers on society
     - History
     - Use of computers in business, educational and other settings

3) **Instructional Materials**
   - **Required Materials**: USB Flash (Jump, Thumb, Travel) Drive (available in the bookstore, Walmart, Office Depot, Big Lots, etc.)

4) **Student Learning Outcomes**:
   - After studying **computer history**, a successful student will be able to
     - Demonstrate an understanding of the development of the computer through time.
After studying computer operating systems, a successful student will be able to
- Demonstrate an understanding of operating systems and their functions.

After studying the Internet and effects of computer on society, a successful student will
- Demonstrate an understanding of the Internet and the effects of computers on society.

After studying hardware, a successful student will be able to
- Identify basic computer hardware components and functions.

After studying word processing software, a successful student will be able to:
- Create, Save, and edit documents
- Apply formatting to Characters, Paragraphs, Objects, and Documents

After studying spreadsheet software, a successful student will be able to:
- Create, format, and modify Spreadsheets containing formulas and functions
- Create, format, and modify charts

After studying presentation software, a successful student will be able to:
- Demonstrate the ability to create and modify presentations.
- Create a personal presentation

After studying database software, a successful student will be able to
Enter, edit, & manipulate data in databases; and create and modify database objects.

5) Core Objectives
- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

6) Method of Instruction: This course will be taught by a variety of methods, including lecture, multimedia projector, and online and offline computer tutorials. It will be largely a "hands-on" experience in that you will be involved in "doing" some activity each class session on the computer.

7) Method of Evaluation: The semester grade in this course will be determined from major examinations (in-class and online), Labs, Quizzes, and Project assignments. The grading of some exams, lab assignments, and projects/presentations is substantially objective (graded by hand).

8) Grading Criteria: Letter grades will be assigned based on total final grade: 90 to 100 → A, 80 to 89 → B, 70 to 79 → C, 60 to 69 → D, below 60 → F.

Grade Distribution (maximum possible points per category)

<table>
<thead>
<tr>
<th></th>
<th>17 Labs</th>
<th>15 IC3 Quizzes/Exams</th>
<th>3 Unit Case Projects</th>
<th>31 Quizzes</th>
<th>4 Project Activities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>25%</td>
<td>20%</td>
<td>30%</td>
<td>10%</td>
<td>15%</td>
<td>100%</td>
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</tbody>
</table>
Labs (17 Simulation Training and Mastery Project): Labs may be done in the Computer Science Lab (Midlothian, Bldg. 1, 106) or any other place where you have access to Microsoft Office 2016 Version. Labs are TBD (to be determined by you) so that you may fit them into your schedule when it is convenient. To be successful in this course, you need to spend four or more hours a week on your assignments outside class periods. Lab assignments will be done online via “MYITLab” for Office 2016. Non-scheduled course lab hours are available via the internet; you can use many facilities including Computer Lab in Midlothian, Bldg. 1, 106 (8-9 M-Th, and 8-5 on Friday), Library, and others.

- **Exams (18 – IC3 and Unit Case Projects):** Students are expected to complete all IC3 and Unit 3 written and SR Exams on time and in class. Simulation Exams can be done outside class. Both the SR and Simulation will be administered through the “MYITLab” for Office 2016 online.

- **Quizzes (31 End of Chapter and Check Your Knowledge):** Quizzes may be done in the Computer Science Lab (Bldg. 1, 106) or any other place where you have access to Microsoft Office 2016 Version. Labs are TBD (to be determined by you) so that you may fit them into your schedule when it is convenient. You are getting one-hour semester credit for doing 3 hours or more of lab outside of class time per week. To be successful in this course, you need to spend four or more hours a week on your assignments outside class sessions. Lab assignments will be done online via “MYITLab” for Office 2016.

- **Project (4 – Project Plan, Midterm Report, Final Report, and Grades Documentation):** Students are expected to complete the following Project Assignments (all project assignments will be under and submitted via “Personal Responsibility” on the Blackboard):
  - Project Plan – Develop and submit a “Project Plan” for this course, COSC1401.
  - Project Progress/Performance Report – Type and submit a “Progress Report.”
  - COSC1401 Assignments Grades – Upload your grades that you have been recording during the semester.

9) **Attendance/Withdrawal Policy:** Attendance is required. **Responsibility for work missed due to illness, or personal or school business is placed upon the student.** A student is excessively absent, as defined in the college catalog, when a student missed the equivalent of 2 weeks of instruction (the 4th absence for an hour and a half lecture; the 6th absence for an hour lecture; and the 2nd absence for a 3 hour lecture or night/once a week class). An absence is defined as your signature not appearing or “present” not showing on the roll sheet made for a particular class day. Excessive absences may result in class failure, since academic success is closely associated with regular classroom attendance. The instructor may drop students who are excessively absent. Veteran’s Benefits recipients who earn a grade of W may be required by the VA to repay any benefits received since the beginning of the semester.

Although the instructor MAY withdraw you from the class for excessive absences, the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you
must withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment!

**Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.**

Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.

If you have trouble in this course or in meeting the class schedule, contact the instructor immediately to discuss your options.

All drop slips must be signed by the instructor unless the student is completely withdrawing from Navarro College.

**Special notes:**
- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information, see the Office of the Registrar.

10) The focus of the Navarro College QEP is to increase student completion in developmental and credit-bearing mathematics courses necessary to meet degree requirements. This initiative is designed to support student learning in mathematics and assist students in meeting their educational goals. – *Together Everyone Achieves Math Mastery –TEA(M)²*

11) **Classroom Policies**
- **Course Content and Rigor:** College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.
- **Email:** All Navarro College students are required to use their Navarro College email to correspond with instructors and other Navarro College personnel.
- **Electronic Devices in Classrooms:** (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.
The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms**: (This policy is required verbatim in all lecture courses but should not be included in online courses.) Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy**: Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially, substantially interferes with, or obstructs the teaching or learning
process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

12) Civility - In keeping with its rich traditions, Navarro College pledges to maintain a civil campus climate in which students, employees, and visitors can experience a safe, mutually supportive, academically encouraging, egalitarian, & tolerant community. Civility is the act of formal politeness and courtesy in behavior and speech. Navarro College encourages its community to enable “I Am Navarro” by continually acting with consideration and respect of the Navarro College culture and its members. Civility is defined as “good citizenship and orderly behavior.”

- **Respect, Civility, Integrity, Honesty:** Respect, Civility, Integrity, and Honesty are not just words; they are intentions that must be present in all interactions within the Navarro College Community.
- **IDs and Lanyards:** All faculty, staff, students, and guests must wear approved Navarro College identification. For most, this consists of a college ID visibly displayed, commonly on a lanyard. Visitors must wear unique wristbands identifying them so that all can greet them and ensure their visit is pleasant. Civility ambassadors are present on various portions of the campus to ensure all are properly identified and that unauthorized visitors are removed from campus.
- **Dress:** Students are expected to dress appropriately. Civility ambassadors will help in this, but it takes everyone to be effective.
- **Class Decorum:** A faculty committee continues to work on guidelines and information to be shared with faculty. Faculty should know that there is support in controlling classroom behavior. Faculty may remove a student from a classroom for failure to wear appropriate Navarro College Identification.
- **Smoke and Tobacco Free District:** The Navarro College District has designated all Navarro College property to be smoke and tobacco free since fall 2014.
- **Residence Life:** GPA standards for residence life students require first semester students to earn a minimum 1.75 GPA and all others a cumulative 2.0 GPA to remain in residence life. By design, it is a privilege to reside in residence life, set aside for students who want to be academically successful.
- **Noise:** Out of respect for all, if others can hear your use of audio communication (e.g., music, voice, audio), it is too loud.

13) **Tobacco Free Campuses:** The use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, and college owned buildings.

14) **Academic dishonesty:** The Academic Dishonesty policy is located in the current Student Handbook. Interaction with fellow students is an integral part of the learning process. You are allowed to consult with or observe a peer on lab assignments, but you must personally use the keyboard/mouse for all keystrokes/mouse actions to complete the assignments. You may not copy or share a file or any portion of a file from another
student, nor allow another student to copy any portion of your work. All work submitted for grading must be your own. Cheating includes, but is not limited to: copying; use of materials not authorized during a test; collaborating during a test; plagiarism; substituting for another student; or using, buying, selling, or transporting test materials prior to its administration. Violation of the academic dishonesty policy will result in a grade of zero for all involved parties, and/or assignment of an F in the course, and/or potential academic discipline and/or course expulsion.

15) **Late work/makeup exams:** Due dates will be given for all work in this class. Work is expected to be turned in on the due date. Any work not submitted on that day will be considered late. Late assignments and/or makeup exams are only accepted/allowed at the discretion of the instructor after a thorough consideration of the circumstance.

16) **Additional Course Requirements**
   - Students must attend class; complete assignments, projects, and tests in compliance with class policies; maintain a record of class work; and demonstrate skills on accumulated graded work that collectively constitutes a passing average.
   - **Attention:** Students should not be working or playing games on the computer during lecture time when new material is being presented in class. Students need to understand underlying concepts; therefore, they should give the teacher their undivided attention.
   - **Talking:** Talking while the teacher is lecturing is rude and will not be tolerated. It distracts the people near you and distracts your instructor. If you need to talk to a classmate, please step outside of the classroom so you will not disturb others. Please be courteous.
   - **Typing Proficiency:** If the student is not proficient in typing, it is strongly recommended that he/she consider concurrent enrollment in a keyboarding class (POFT 1127 Introduction to Keyboarding). Typing skill is a necessity in today’s world.

17) **EEOC Statement:** Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable. With respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person because of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran status.

18) **Services for Students:**
   - **Students with Disabilities:** Navarro College is committed to providing all students equal access to learning opportunities. The Disability Services Office (DSO) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students who have, or think they may have, a disability (e.g. mental health, attentional, learning, vision, hearing, physical, or systemic) are invited to contact the DSO at 903-875-7377 or the appropriate Navarro College Disability Services Representative on your campus to arrange a
confidential discussion. Additional information is available at the DSO website: http://www.navarrocollege.edu/support-services/disability-services/

- If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. Please refer to the first page of the syllabus for my office location, hours, and contact information.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located in the Bain Center on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

19) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the semester progresses at the discretion of the instructor.
20) **Tentative Content Outline**
This section will likely be updated; you will be informed of any changes.

**Weekly Activity** (Work on and review your assignments weekly, including Project activities):

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MATERIAL/CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/06</td>
<td>Microsoft Office - Word-Chapters 12 and 13 &amp; Assignments. Project Plan, Word Chapters 12, 13, &amp;14 = IC3 Exams (Quizzes), EoC Quizzes, Word Simulation Training, Mastering Word Project (12G, 13G, 14G). Project Plan is Due</td>
</tr>
<tr>
<td>09/19</td>
<td>Microsoft Office - Word-Chapters 14 &amp; Assignments, and Catchup - Unit 3 Case Project – Documents Created by a Marketing Manager for Oro Jade Hotel Group (page 1031)</td>
</tr>
<tr>
<td>09/26</td>
<td>Concept Chapters 1 &amp; 2 and Assignments - Concept Chapters 1&amp;2 = IC3 Exams (Quizzes), IT Simulation, Check Your Knowledge (CYK) (1A, 1B), EoC Quizzes.</td>
</tr>
<tr>
<td>10/03</td>
<td>Microsoft Office – Excel Chapters 15 &amp; 16 and Assignments. Midterm Progress Report, Excel Chapters 15 &amp; 16, = IC3 Exams (Quizzes), EoC Quizzes, Excel Simulation Training, Mastering Excel Project (15G, 16J), Unit 4 Case Project – Excel Workbooks Created by a Day Spa Manager (page 1037)</td>
</tr>
<tr>
<td>10/10</td>
<td>Microsoft Office – Excel Chapter 16 and Assignments. Progress Report, Excel Chapter 15 &amp; 16, = IC3 Exams (Quizzes), EoC Quizzes, Excel Simulation Training, Mastering Excel Project (15G, 16J), Unit 4 Case Project – Excel Workbooks Created by a Day Spa Manager (page 1037)</td>
</tr>
<tr>
<td>10/17</td>
<td>Concept Chapters 3 and 4 and Assignments. Concept Chapters 3&amp;4 = IC3 Exams (Quizzes), CYK (1A, 1B), EoC Quizzes. Midterm Progress Report is Due</td>
</tr>
<tr>
<td>10/24</td>
<td>Microsoft Office – Access Chapter 17 and Assignments. Access Chapter 17, = IC3 Exam (Quiz), EoC Quiz, Access Simulation Training, Mastering Access Project 17G&amp;H (p. 919, 912)</td>
</tr>
<tr>
<td>10/31</td>
<td>Microsoft Office – Access Chapter 17 and Assignments, and Concept Chapters 5-6</td>
</tr>
<tr>
<td>11/07</td>
<td>Concept Chapters 5-6 and Assignments, and Catch up as needed. Concept Chapters 5&amp;6 = IC3 Exams (Quizzes), CYK (1A, 1B), EoC Quizzes.</td>
</tr>
<tr>
<td>11/14</td>
<td>Microsoft Office – PowerPoint Assignments (Chapter 18) and Assignments. Final Report, PowerPoint Chapter 18 = IC3 Exam (Quiz), EoC Quiz, PowerPoint Simulation Training, Mastering PowerPoint Project (18J), Unit 5 Case Project – PowerPoint Presentation and Database Created by a Sales Operations Manager for Oro Jade hotel group (page 1043), COSC1401 Grades</td>
</tr>
<tr>
<td>11/21</td>
<td>Microsoft Office – PowerPoint Assignments and Concept Chapters 7-8, Final Report</td>
</tr>
<tr>
<td>11/28</td>
<td>Concept Chapters 7-8; Final Report, Grades Documentation, and Final Review. Concept Chapters 7&amp;8 = IC3 Exams (Quizzes), CYK (1A, 1B), EoC Quizzes, COSC1401 Grades. Final Report and COSC1401 Grades are Due</td>
</tr>
<tr>
<td>12/12</td>
<td>Final Exams – December 12th – 17th</td>
</tr>
</tbody>
</table>

**Note:** Additional details will be provided regarding assignments and their due dates. I recommend you start to work on your labs and project assignments from week 1.

**SOME IMPORTANT DATES:**

- September 5th (Monday), Labor Day Holiday – College closed
- November 18th Friday by Noon, Last day to drop/withdraw from college/classes by noon.
  - **NOTE:** You cannot drop this course after this official drop date except if there is a written document of an extenuating reason as determined by the instructor.
- November 23rd – 27th (Wednesday to Sunday) Thanksgiving Holidays – College Closed.