SYLLABUS
Tulsa Community College, Northeast Campus
Spring, 2015

Course: Computer Concepts and Applications CSC 1203
Day(s) and Time(s): Mon, Wed 9;30 am – 10:50 am   Section No.:   242   Call No.26534

Instructor: Robert K. Hohulski, B.S.;M.S.
Applications Software Analyst (retired)
Tulsa Community College
Office Hrs: None   Email: bob.hohulski@tulsacc.edu

<u>**TO CONTACT YOUR INSTRUCTOR:**</u>	<u>**TO CONTACT THE DIVISION OFFICE:**</u>
Tulsa Community College	Division Name: Business & Information
Management Information Systems	Technology
Office: None	Chairperson: Pat Green
Phone: 918.519-6685	Division Office Number: NE2372
Email: <u>bob.hohulski@tulsacc.edu</u>	Division Phone Number: 918.595.7439

PREREQUISITES FOR THIS COURSE:
Keyboarding skills are valuable. Familiarity with computer usage is important. We move at a pace in this class that may be frustrating to those who do not have keyboarding skills or computer usage experience. A short discussion with the instructor might be prudent if you are unsure of your abilities. This class can be completed without proficiency in keyboarding or computer usage experience. Be aware, however, that the applications portion of the class will take more time.

COURSE DESCRIPTION:
This course is an introduction to the operational organization of the computer and provides an orientation to the terminology and use of computers in processing data. This course will introduce current computer applications and logic. It will serve as the first course to be taken by any computer science major or may satisfy a computer science requirement for another discipline. Lecture 2 hours. Laboratory 2 hours. *Please allow sufficient time outside of class for reading texts, homework, projects and other assigned tasks. This could be 1-3 hours per class meeting.*

NEXT COURSE(S) IN SEQUENCE:
CSC 1463, Operating Systems for Microcomputers; CIS 2073, MS Office; CSC 2013, Word; CSC 2033, Excel; CSC 2043, Access; or CSC 2483, PowerPoint/Multimedia. See advisor.

TEXTBOOKS & SUPPLEMENTAL MATERIAL:
1) *Technology In Action – ETEXT* (**Required)**;
2) *GO Microsoft Office 2013 - ETEXT*   (**Required);**
3) MYITLAB

OTHER RESOURCES:

- <u>Student Blackboard</u> will be used for posting class closings if possible, announcements and assignments.

GENERAL EDUCATION GOAL STATEMENT:

The General Education Goals are designed to ensure that graduates of Tulsa Community College have the skills, knowledge, and attitudes to carry them successfully through their work and their personal lives. General Education Goals relevant to this course include, Critical Thinking; Effective Communications; Civic Responsibility and Technological Proficiency.

COURSE OBJECTIVES:

Upon successful completion of this course students will be able to:

1. Students will learn to use the Internet to find specific resources, and will understand the process of sending and receiving Email.
2. Students will learn to use *Word 2013* to create, edit and enhance a document.
3. Students will learn to use *Excel 2013* to create, format, and edit worksheets.
4. Students will learn to use basic design elements in creating an *Access 2013* database, and will use basic concepts in querying a database.
5. Students will learn to create presentations using *PowerPoint 2013*, and will create a group project to present to the class.
6. Students will learn the basic information about computers, how they work, and their uses in society identified in the *Discovering Computers* text.
7. Students will use *Windows 7* operating system as a basis for *Office 2013* applications.

TEACHING METHODS:

*   Class participation is expected and encouraged through instructor and student discussions and presentations.

*   Students will work during the first days in class to set up passwords and profiles for TCC Blackboard & MYITLAB, These will be used to assist the student in gaining hands-on application experience relative to the specific topics.

*   Assignments and quizzes will be given from each of the two texts used in this class.   Quizzes will be taken for each major *Office 2013* project studied.   There will be 3 tests given in class using MYITLAB.

*   Students are responsible to complete all work assigned. Instructor DOES NOT GRADE EXCUSES, only completed assignments. Excuses in lieu of assignments will receive a zero (F) grade.

*   Methods used for class instruction include: instructor Powerpoint presentations, handouts, explanations and lecture; lab & practice quizzes; reading and homework assignments; class discussion; group presentations; individual projects; and exams.

COMPUTER USE POLICY:

Use of computing resources is a privilege accessible to all TCC faculty, staff, and students. The use of the computing resources is strictly limited to purposes related to the College's mission of education, research, and community services. Student use of technology is governed by the Computer Services Acceptable Use Statements/Standards found in the TCC Student Code of Conduct Policy Handbook. These handbooks may be obtained by contacting any Student Activities or Dean of Student Services office.

COMMUNICATION:

a. Email communications: All TCC students receive a designated "MyTCC" email address (ex: jane.doe@mail.tulsacc.edu). Communications to you about TCC and this course will be sent to your MyTCC email address; and you must use MyTCC email to send email to, and receive email from, the instructor regarding this course. While enrolled in this class you are responsible for monitoring your TCC email on a timely basis. Failure to do so will not be accepted as a legitimate excuse. All homework will be submitted by you using your MyTCC software.

b. Inclement Weather: TCC rarely closes. If extreme weather conditions or emergency situations arise, TCC always gives cancellation notices to radio and television stations. This information is also posted on the TCC website (www.tulsacc.edu).

EVALUATION AND GRADING (Approximate):

Evaluation Tool	Points		Final Grade Percentage	Grade
Homework (*Office* text):				
			89.5-100%	A
Word	182		79.5-89.4%	B
Excel	182		69.6-79.4%	C
PowerPoint	182		59.5-69.4%	D
			Below 59.5%	F
Padlet Project	100			
Test 1	100			
Test 2	100			
Test 3				
Drop lowest score of test 1,2 or 3				
Final	100			
TOTAL	Up to 946			

ASSIGNMENTS POLICY:

- Homework or hand-in projects will be due at the **BEGINNING OF THE CLASS PERIOD** for which it was assigned.
- There will be a 10% deduction for work turned in after that time and before the beginning of the next class period.
- There will be a further 40% deduction for work turned in after the first 10% deduction.
- Homework done by others and submitted as yours will receive a zero grade.

MAKE-UP EXAM POLICY:

- Makeup exams should be arranged *before an absence*, if possible.
- When this is not possible, please contact instructor *before the next class meeting* to determine scheduling of make-up exam. These exams may NOT be the same exams as the exams given in class. Exams missed without contacting the instructor either before or soon after the testing period will probably cause a 10 percent reduction in the test grade.
- **If make-up arrangements are not made within two <u>class</u> days after returning, the exam cannot be made up.**
- **The final exam can be taken early but cannot be taken late.**

ATTENDANCE POLICY:

The student is responsible for all work (homework, quizzes, etc) due during an absence or absences. Because all homework assignments are posted in MyITlab, **make-up work is due the first class meeting after the absence at the beginning of the hour, except in extenuating circumstances.**

The student is responsible for consistent class attendance. This is important for the student, for student participation in class, and for some special grants or sources of financial aid. Student attendance will be recorded in accordance with TCC policies. Excessive absences will be defined, for instance, as 4 classes for 3-hour MW or TR 16-week classes. A
notice will be issued after excessive absences, AND when the student does not maintain a "C" average for the class. Further excessive absences may result in an Administrative Withdrawal (AW) for non-attendance.

If a student misses the first 2 class sessions and fails to have those absences waived by the instructor then the student will be dropped from the class and receive a WN grade.

Students missing substantial portions of any class without instructor approval will be marked absent.

COURSE WITHDRAWAL:

The deadline to withdraw from a course shall not exceed 3/4 the duration of any class. Contact the Counseling Office at any TCC campus to initiate withdrawal from a course ('W' grade) or to change from Credit to Audit. Check the TCC Academic Calendar for deadlines. Students who stop participating in the course and fail to withdraw may receive a course grade of "F," which may have financial aid consequences for the student.

CLASSROOM ETIQUETTE AND GENERAL INFORMATION:

Students will please—

- Be on time to class. No one will be admitted more than 30 minutes late during major exams.
- Complete and turn in his/her own work at the time it is due.
- Bring supplies, including pencils, paper, disks, disk labels, folders, etc., and all necessary materials to class.
- Turn off or mute cell phones or beepers—students may be asked to leave class if this becomes disruptive.

Also –

- At times it may be difficult for a student to keep up with a demonstration. If this occurs, the student should look on with another student until they can catch up. If a student falls extremely behind during a presentation, please wait and speak with the instructor after the presentation.
- **No form of rudeness** to the instructor or other students will be tolerated in class. An offending student may be asked to leave the class and possibly forfeit any points for the activity being undertaken on that day.
- Group projects require participation by ALL members of the group. Lack of group participation, or an absence when the presentation is made, will result in one or more 10-point deduction on the project for the individual. Not being present during presentation, not taking part in presentation, not furnishing slides and not assisting the group in putting together the presentation can result in a score of '0'.
- Please e-mail me if you have questions (bob.hohulski@tulsacc.edu).

Institutional Statement: Each student is responsible for being aware of the information contained in the TCC Catalog, the TCC Student Policies & Resources Handbook, and semester information listed in the class schedule. All information may be viewed on the TCC website: www.tulsacc.edu

ADA POLICY

Students with Special Needs: Students with documented disabilities are provided academic accommodations through the Disabled Student Resource Center (918-595-7115) or Resource Center for the Deaf and Hard of Hearing (918-595-7428V 981-595-7434TTY). If any student is in need of academic accommodations from either office, it is the student's responsibility to advise the instructor so an appropriate referral can be made no later than the first week of class. Students may also contact the Disabled Student Services Offices directly at the telephone numbers indicated. ACADEMIC ACCOMMODATIONS WILL NOT BE PROVIDED UNLESS APPROPRIATE DOCUMENTATION IS PROVIDED TO THE DISABLED STUDENT SERVICES OFFICES.

DISABILITY RESOURCES: It is the policy and practice of Tulsa Community College to create inclusive learning environments. Accommodations for qualifying students in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act are available. To request accommodations, contact the Education Access Center (EAC) at eac@tulsacc.edu or call (918) 595-7115 (Voice). Deaf and hard of hearing students may text (918) 809-1864.

ACADEMIC DISHONESTY:

Academic dishonesty (cheating) is defined as the deception of others about one's own work or about the work of another. Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Tulsa Community College adopts a policy delegating certain forms of authority for disciplinary action to the faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty a faculty member may:

- Record a "zero" for the assignment or test in question

- Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class;
- Record a grade of "F" for the student at the end of the semester.
- Require the student to redo an assignment or test, or require the student to complete a substitute assignment or test

Faculty may request that disciplinary action be taken against a student at the administrative level by submitting such request to the Dean of Student Services.

TENTATIVE SCHEDULE OF ACTIVITIES
The instructor may change the Schedule of Activities AT ANY TIME by verbal or written notification in class and/or by updating on Blackboard.

Tentative Course Agenda
Computer Concepts and Applications

Week 1   January 12, 2015
- Class orientation. Go over course Syllabus and Tentative Course Schedule.
- Set-up and discuss MYITLAB
- On TCC Student Web, sign into Blackboard (Use TCC campus-wide ID and your PIN).

Week 1   January 14, 2015

- WORD Practice 1A, 1B

Week 2   January 19, 2015
- Martin Luther King Day – College Closed

Week 2   January 21, 2015
- WORD Practice 2A, 2B

Week 3   January 26, 2015
- Technology In Action: Chapter 1

Week 3   January 28, 2015
- WORD Practice 3A, 3B

Week 4   February 2, 2015
- Technology in Action: Chapter 2

Week 4   February 4, 2015

- EXCEL Practice 1A

Week 5   February 9, 2015

- Technology in Action: Chapter 3

Week 5   February 11, 2015

- Review for Test 1 – Technology in Action Chapters 1, 2 and 3

Week 6   February 16, 2015
- TEST 1 – Technology in Action Chapters 1, 2 and 3

Week 6   February 18, 2015
- EXCEL Practice 1B

Week 7   February 23, 2015
- Technology in Action: Chapter 4

Week 7   February 25, 2015

- EXCEL Practice 2A

Week 8   March 2, 2015

- Technology in Action: Chapter 5

Week 8   March 4, 2015

- Technology in Action: Chapter 6

Week 9   March 9, 2015

- Review for Test 2. Technology in Action Chapters 4,5 and 6

Week 9   March 11, 2015

- TEST 2. Technology in Action Chapters 4, 5 and 6

  March 16, 2015

   SPRING BREAK – College closed

  March 18, 2015

- SPRING BREAK – College closed

Week 10   March 23, 2015

- Technology in Action Chapter 7

Week 10   March 25, 2015

- EXCEL 2B

Week 11   March 30, 2015

- Technology in Action Chapter 8

Week 11   April 1, 2015

- EXCEL 3A

Week 12   April 6, 2015

- Technology in Action Chapter 9

Week 12   April 8, 2015

- EXCEL Practice 3B

Week 13   April 13, 2015

- POWERPOINT Practice 1A, 1B

Week 13   April 15, 2015

- Review for TEST 3, Technology in Action Chapters 7, 8 and 9

Week 14   April 20, 2015

- TEST 3 Technology in Action, Chapters 7, 8 and 9

Week 14   April 22, 2015

- POWERPOINT Practice 2A, 2B

Week 15   April 27, 2015

    POWERPOINT Practice 3A, 3B

Week 15   April 29, 2015

- Review for final

Week 16   May 4, 2015

- Comprehensive Final