

**OKLAHOMA STATE UNIVERSITY
OKLAHOMA CITY**

Computer Concepts w/ Applications

CIS 1113

Fall 2007, 3 credit hours

INSTRUCTOR: _____

CONTACT INFORMATION: _____

COURSE DESCRIPTION: This course is designed to provide students with an introduction to Concepts and Applications of the computer in business. Topics include: computer evolution, information processing, computer functions, information systems, program development process, microcomputer systems and applications, data communication, transaction processing and future trends. Theory and hands on computer instruction.

PREREQUISITES

1. Basic typing skill.
2. Windows VISTA is recommended (CIS 1003 - Windows)

**NEXT COURSE IN
SEQUENCE**

1. CIS 1503 Microsoft Office
2. CIS 2263 Spreadsheet Application (MS Excel)
3. CIS 2363 Database Design
4. TCOM 1033 Word

TEXT: Discovering Computers 2008
A Gateway to Information Web Enhanced – **Complete Edition**
Author: Shelly Cashman Vermaat - ISBN # 1-42391-2055

Microsoft Office 2007
Introductory Concepts and Techniques - **Vista Edition**
Author: Shelly Cashman Vermaat - ISBN # 1-423912284

SAM 2007 Assessment & Training CD
ISBN # 0-619-17234-7

Resources needed for this course	
Software	Office 2007/ Windows VISTA / SAM 2007
Internet	<ul style="list-style-type: none"> • Access to the internet (if student does not have access to internet at home or place of employment, currently enrolled students can use the computer lab of the Business building.)
Time	<ul style="list-style-type: none"> • 4 to 5 hours minimum a week for this course
Reading	<ul style="list-style-type: none"> • Comprehension of written English language
Technical	<ul style="list-style-type: none"> • Understand concept of folders • How to download files • How to browse for a file and locate a file
Stuff	<ul style="list-style-type: none"> • Thumb Drives • Space on hard drive if working at home or at office.

Tests	May consist of a combination of multiple choices, T/F, or hands-on computer skills. The tests will be taken online with the SAM software
Class Assignments	Will consist of quick checks, tutorials assignments, lab assignments, reviews, and case problems that are found at the end of each tutorial covered.
Final	The Final will be a PowerPoint presentation on an approved topic of your choice at the end of the semester.

Grades will be based on total points earned. Points will accumulate throughout the semester. The final grade will be based on the following formula:

Grading Scale %	Points earned	X 100
	Total points possible	

Assessment: the instructor will assess student progress and achievement:

Instructor assessment - Instructor will assess each students skills and class participation throughout the course.

Tests - Assessment through scheduled practice tests and final tests inside of SAM.

Lab Assignments - Skills assessment through projects and assignments.

COURSE GOALS:

NOTE: These are general course goals. (Projects list a more detailed listing of course objectives/outcomes).

Upon completion of this course the student should:

1. Be able to demonstrate the basic features of Windows VISTA desktop using the mouse, switching between programs, and shutting down Windows VISTA

- environment correctly.
2. Be able to create a folder, subfolder, and shortcut with Windows VISTA.
 3. Be able to work with the components of a computer system, and how the components of a computer works and functions.
 4. Be able to describe a complete computer system.
 5. Be able to identify the different input and output devices.
 6. Be able to use the development of programming applications and their languages.
 7. Be able to communicate in a network and have the ability to share information.
 8. Be able to be move around on the Internet and the environment of the World Wide Web.
 9. Search for a topic and download information from the Web.

GRADING PROCEDURE:

Grading Scale Percentage:

90 – 100	= A
80 - 89	= B
70 - 79	= C
60 - 69	= D

Class Attendance

Class attendance policies are based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. **Students are held accountable for all work covered in the course** despite valid reasons for absence from class. **Students are expected to attend each class period.** Please note attendance policy in student manual.

Academic Dishonesty or Misconduct: Academic dishonesty or misconduct is not condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Student Rights and Responsibilities Code (see Student Handbook).

Honors Credit: A student may receive Honors credit by completing a Request for Honors Credit by Contract – Conditions form with the instructor’s permission and submitting it to the program coordinator.

Points Possible Distribution:

Tests (3 x 100) DC 2008 Book	300
Class assignments / Projects	340
MS Office Tests in SAM	300
<u>Final (Presentation)</u>	<u>100</u>

Total**1040**

Make-Up Policy: Make-up tests are at the instructor's discretion. Course work should be given to the instructor at the beginning of the next class period after it has been assigned.

A.D.A Policy: If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the Office of Services to Students with Disabilities to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodation at some point before, during or immediately after the first scheduled class period.

General Education Goal Statement: Upon completion of General Education Curriculum, students should be proficient in demonstrating the following competencies:

Goal #1: Critical Thinking:

Explanation:

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

**All courses will contain assignments that demonstrate critical thinking, but not all courses will include all critical thinking elements listed.*

Goal #2: Effective Communications

Explanation:

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

Goal #3: Computer Proficiency

Explanation:

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

Goal #4: Civic Responsibility

Explanation:

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

Goal #5: Global Awareness

Explanation:

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

Syllabus Modification Statement: Faculty has the right to change or modify the course syllabus materials during the academic year. Any changes will be shared with students. All changes in the instructor's policies after the semester has begun must be made in writing as part of a written addendum to the course syllabus; this addendum should be clearly labeled as such and dated.

Institutional Statement: Each student is responsible for being aware of the information contained in the OSU-Oklahoma City Catalog, Student Handbook, and semester information listed in the Class Schedule.

Global Education Mission: Global Education is an institutional commitment to providing learning environments that provide a cross-cultural global perspective through all facets of the educational process. This institutional commitment to Global Education shall manifest itself throughout the entire institution, providing support for diversity, international, and inter-cultural educational opportunities. These opportunities will be institutionalized through curricular and co-curricular activities. This institutional commitment to Global Education will assist OSU-Oklahoma City in accomplishing its mission of preparing students for an increasingly technological and global society.

** Instructors may add the APPLY IT, or the ISSUE assignments as extra credit or class discussion areas in the DC 2008 book. To find practice tests for the DC 2008 book make sure and go to the address at the end each chapter then select learn it online. Print out the tests that you score 85% or better for your instructor.