CASPER COLLEGE COURSE SYLLABUS
COSC 1200 04 – Computer Information Systems

Semester/Year: Fall 2007

Lecture Hours: 2         Lab Hours: 2         Credit Hours: 3

Class Time: 11:00-12:40  Days: MW  Room: BU127

Instructor’s Name: Georgia Wheatley

Instructor's Contact Information:
Call during office hours. You may leave a message on my voice mail. E-mail is a very effective way of contacting me.

Office Phone: 268-2700   Email: wheatley@caspercollege.edu

Office Hours:
MW 1:00-3:00
T 10:00-1:00
Th 2:15-3:00
F 10:00-3:00 By appointment

Course Description: An introduction to computers and information processing. Computer systems and hardware, computer software, information processing systems, information systems and information resource management, word processing, a database language, electronic spreadsheet program, and Power Point are used in hands-on exercises.

Statement of Prerequisites: Keyboarding skills necessary.

Goal: This course will provide a practical foundation in computers and information processing.

Outcomes:
Upon successful completion of the course the student will

1. use MS Word to create and edit letters, envelopes, labels, tables
2. use MS Excel to create and edit worksheets, formulas, graphs
3. use MS Access to create and edit tables, forms reports, queries
4. use MS PowerPoint to create and edit presentations, handouts
5. foresee and define computer and communication concepts
Methodology:
Course assignments will consist of work in these areas:

1. **Reading assignments and written work from the textbook.** To get full credit on these assignments, the work must be done carefully and completely. Your assignments will be submitted using the assignment drop-boxes that can be found on our class site. Avoid grammar and spelling errors. Points will be docked for careless work. These assignments will be submitted via the assignment drop-box. Each assignment is worth 10 points.

2. **Tests over Using Information Technology textbook.** You will take a quiz over 8 chapters of the Using Information Technology textbook. You may use your book to take these tests. You’ll have 60 minutes to take each test and may take each test three times. WebCT will automatically record the highest of your three grades. All of the tests for all of the chapters are available now. Each test will become unavailable as its due date passes. The due dates for these tests are listed below. Each test is worth 50 points.

3. **Lab assignments using the Office 2007 suite.** To get full credit on these assignments, complete the work carefully and completely. Spell-check all work and avoid grammar errors. If you are handing in a memo, it should look like it’s ready to be mailed. If you are handing in a spreadsheet or a slide show, they should look as professional as possible. Points will be docked for careless work. When the exercises tell you to print results, you will save them and submit them instead. Your assignments will be submitted using the assignment drop-boxes that can be found on our class site. Each Word and Excel project and assessment is worth 10 points; each PowerPoint and Access project and assessment is worth 20 points:

   10 (or 20) - Assignment is completed correctly, no spelling or grammar errors
   8 (or 16) - Several errors in the assignment OR 1-2 spelling or grammar errors
   4 (or 8) - 3-5 errors in the assignment OR 3-5 spelling or grammar errors
   2 (or 4) - Assignment has many errors OR many spelling or grammar errors
   0 - Wrong file

All assignments will be due when listed in the monthly assignment sheet and no late assignments will be accepted without prior permission of the instructor.

**Evaluation Criteria:** Grades will be assignment on a total percentage basis. All points for the class will be added and a percentage figured against total possible points.

A 93-100% B 85-92% C 75-84% D 70-74%

**Required Text, Readings, and Materials:**
Using Information Technology, sixth edition by Sawyer and Williams
ISBN 0-07-226071-8

Microsoft Office 2007 Windows XP Edition by Nita Rutkosky
Floppy disks or flash drive

**Class Policies:** Successful completion of the course requires timely adherence to the schedule outlined in this syllabus and in the class handouts. Textbook readings and chapter activities are designed to assist the student in meeting this goal.

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** November 2, 2007

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

**Course Content:** The course content is shown below. The due dates for all assignments will be distributed on monthly assignments sheets.

*The instructor reserves the right to change this syllabus as needed.*
Using Information Technology Assignments

Chapter 1
Read Chapter 1. Complete and submit Knowledge in Action question #3 found at the end of the chapter.
Complete and submit Chapter 1 quiz.

Chapter 2
Read Chapter 2. Complete and submit Knowledge in Action question #3 found at the end of the chapter.
Complete and submit Chapter 2 quiz.

Chapter 3
Read Chapter 3. Complete and submit Knowledge in Action question #5 found at the end of the chapter. Compete and submit Web Exercise #3 found at the end of the chapter.
Complete and submit Chapter 3 quiz.

Chapter 4
Read Chapter 4. Complete and submit Web Exercise #2 found at the end of the chapter.
Complete and submit Chapter 4 quiz.

Chapter 5
Read Chapter 5. Complete and submit Knowledge in Action question #4 found at the end of the chapter.
Complete and submit Chapter 5 quiz.

Chapter 6
Read Chapter 6. Complete and submit Web Exercise 1 found at the end of the chapter.
Complete and submit Chapter 6 quiz.

Chapter 7
Read Chapter 7. Complete and submit Knowledge in Action #2 found at the end of the chapter.
Complete and submit Web Exercise #4 found at the end of the chapter.
Complete and submit Chapter 7 quiz.

Chapter 9
Read Chapter 9. Complete and submit Knowledge in Action question #1 found at the end of the chapter. Complete and submit Knowledge in Action question #3 found at the end of the chapter.
Complete and submit Chapter 9 test.

Appendix
Read the appendix. Answer each of the key questions on page A1. Write a short paragraph for each question.
Office 2007 Assignments

NOTE: You will submit only one file for each project. Each project has several parts and each part uses the same file. You MUST complete all parts of each project and submit the final result.

**Word Chapter 1**
Work through all projects in Word Chapter 1. Submit the following projects to the Word Chapter 1 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Project 5
- Assessment 1 – p. 32
- Assessment 2 – p. 32

**Word Chapter 2**
Work through all projects in Word Chapter 2. Submit the following projects to the Word Chapter 2 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Assessment 1 – p. 66
- Assessment 3 – p. 67

**Word Chapter 3**
Work through all projects in Word Chapter 3. Submit the following projects to the Word Chapter 3 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Project 5
- Project 6
- Assessment 1 – p. 98
- Assessment 3 – p. 100

**Word Chapter 4**
Work through all projects in Word Chapter 4. Submit the following projects to the Word Chapter 4 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Project 5
- Project 6
- Assessment 1 – p. 141
Assessment 2 – p. 141

**Word Unit 1**
Complete the following Word Unit 1 assessments and submit them to the Word Unit 1 assignment drop-box:
Assessment 3 – p. 146
Assessment 4 – p. 146
Assessment 6 – p. 147

**Word Chapter 5**
Work through all projects in Word Chapter 5. Submit the following projects to the Word Chapter 5 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Assessment 1 – p. 190
Assessment 2 – p. 191

**Word Chapter 6**
Work through all projects in Word Chapter 6. Submit the following projects to the Word Chapter 6 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Project 6
Assessment 1 – p. 221
Assessment 3 – p. 222

**Word Chapter 7**
Work through all projects in Word Chapter 7. Submit the following projects to the Word Chapter 7 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Assessment 2 – p. 264
Assessment 3 – p. 265

**Word Chapter 8**
Work through all projects in Word Chapter 8. Submit the following projects to the Word Chapter 8 assignment drop-box:
Project 1
Project 2
Project 3
Word Unit 2
Complete the following Word Unit 2 assessments and submit them to the Word Unit 2 assignment drop-box:
Assessment 2 – p. 299
Assessment 4 – p. 301
Assessment 9 – p. 303

Excel Chapter 1
Work through all projects in Excel Chapter 1. Submit the following projects to the Excel Chapter 1 assignment drop-box:
Project 1
Project 2
Project 3
Assessment 2 – p. 33
Assessment 4 – p. 34

Excel Chapter 2
Work through all projects in Excel Chapter 2. Submit the following projects to the Excel Chapter 2 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Assessment 2 – p. 62
Assessment 4 – p. 64

Excel Chapter 3
Work through all projects in Excel Chapter 3. Submit the following projects to the Excel Chapter 3 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Assessment 1 – p. 103
Assessment 4 – p. 105

Excel Chapter 4
Work through all projects in Excel Chapter 4. Submit the following projects to the Excel Chapter 4 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Assessment 2 – p. 143
Assessment 4 – p. 144

Excel Unit 1
Complete the following Excel Unit 1 assessments and submit them to the Excel Unit 1 assignment drop-box:
Assessment 4 – p. 150
Assessment 5 – p. 151

Excel Chapter 5
Work through all projects in Excel Chapter 5. Submit the following projects to the Excel Chapter 5 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Project 6
Assessment 2 – p. 192
Assessment 6 – p. 195

Excel Chapter 6
Work through all projects in Excel Chapter 6. Submit the following projects to the Excel Chapter 6 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Project 6
Assessment 2 – p. 234
Assessment 3 – p. 235

Excel Chapter 7
Work through all projects in Excel Chapter 7. Submit the following projects to the Excel Chapter 7 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Assessment 2 – p. 265
Assessment 4 – p. 266

Excel Chapter 8
Work through all projects in Excel Chapter 8. Submit the following projects to the Excel Chapter 8
assignment drop-box:

Excel Unit 2
Complete the following Excel Unit 2 assessments and submit them to the Excel Unit 2 assignment drop-box:

Assessment 4 – p. 311
Assessment 9 – p. 313

Access Chapter 1
Work through all projects in Access Chapter 1. Submit the following projects to the Access Chapter 1 assignment drop-box:

Assessment 1 – p. 31
Assessment 3 – p. 33

Access Chapter 2
Work through all projects in Access Chapter 2. Submit the following projects to the Access Chapter 2 assignment drop-box:

Assessment 1 – p. 60
Assessment 2 – p. 62

Access Chapter 3
Work through all projects in Access Chapter 3. Submit the following projects to the Access Chapter 3 assignment drop-box:

Assessment 1 – p. 95
Assessment 3 – p. 97

Access Chapter 4
Work through all projects in Access Chapter 4. Submit the following projects to the Access Chapter 4 assignment drop-box:

Assessment 1 – p. 131
Assessment 2 – p. 132
Access Unit 1
Complete the following Access Unit 1 assessments and submit them to the Access Unit 1 assignment drop-box:
Assessment 1 – p. 137
Assessment 8 – p. 142
Assessment 9 – p. 142

Access Chapter 5
Work through all projects in Access Chapter 5. Submit the following projects to the Access Chapter 5 assignment drop-box:
Project 1
Project 2
Assessment 1 – p. 178
Assessment 2 – p. 179
Assessment 3 – p. 180

Access Chapter 6
Work through all projects in Access Chapter 6. Submit the following projects to the Access Chapter 6 assignment drop-box:
Project 1
Project 2
Assessment 1 – p. 209
Assessment 2 – p. 210
Assessment 4 – p. 211

Access Chapter 7
Work through all projects in Access Chapter 7. Submit the following projects to the Access Chapter 7 assignment drop-box:
Project 1
Project 2
Project 3
Assessment 1 – p. 245
Assessment 2 – p. 245

Access Chapter 8
Work through all projects in Access Chapter 8. Submit the following projects to the Access Chapter 8 assignment drop-box:
Project 1
Project 2
Project 3
Assessment 1 – p. 270
Assessment 2 – p. 271
Assessment 3 – p. 272

Access Unit 2
Complete the following Access Unit 2 assessments and submit them to the Access Unit 2 assignment drop-box:
Assessment 1 – p. 275
Assessment 2 – p. 278
Assessment 4 – p. 279

**PowerPoint Chapter 1**
Work through all projects in PowerPoint Chapter 1. Submit the following projects to the PowerPoint Chapter 1 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Assessment 1 – p. 37
- Assessment 2 – p. 38

**PowerPoint Chapter 2**
Work through all projects in PowerPoint Chapter 2. Submit the following projects to the PowerPoint Chapter 2 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Assessment 1 – p. 70
- Assessment 2 – p. 71

**PowerPoint Chapter 3**
Work through all projects in PowerPoint Chapter 3. Submit the following projects to the PowerPoint Chapter 3 assignment drop-box:
- Project 1
- Project 2
- Project 3
- Project 4
- Assessment 1 – p. 114
- Assessment 2 – p. 115

**PowerPoint Chapter 4**
Work through all projects in PowerPoint Chapter 4. Submit the following projects to the PowerPoint Chapter 4 assignment drop-box:
- Project 1
- Assessment 1 – p. 155

**PowerPoint Unit 1**
Complete the following PowerPoint Unit 1 assessments and submit them to the PowerPoint Unit 1 assignment drop-box:
- Assessment 1 – p. 165
- Assessment 2 – p. 168

**PowerPoint Chapter 5**
Work through all projects in PowerPoint Chapter 5. Submit the following projects to the PowerPoint Chapter 5 assignment drop-box:
Project 1
Project 2
Assessment 1 – p. 212
Assessment 3 – p. 218

PowerPoint Chapter 6
Work through all projects in PowerPoint Chapter 6. Submit the following projects to the PowerPoint Chapter 6 assignment drop-box:
Project 1
Project 2
Project 3
Assessment 2 – p. 254
Assessment 3 – p. 255

PowerPoint Chapter 7
Work through all projects in PowerPoint Chapter 7. Submit the following projects to the PowerPoint Chapter 7 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Assessment 2 – p. 293
Assessment 3 – p. 294

PowerPoint Chapter 8
Work through all projects in PowerPoint Chapter 8. Submit the following projects to the PowerPoint Chapter 8 assignment drop-box:
Project 1
Project 2
Project 3
Project 4
Project 5
Assessment 1 – p. 337
Assessment 2 – p. 338

PowerPoint Unit 2
Complete the following PowerPoint Unit 2 assessments and submit them to the PowerPoint Unit 2 assignment drop-box:
Assessment 1 – p. 343
Assessment 2 – p. 345
Submit #3 on page S239. Select any 2 other performance assessments from this section and submit them