COSC 1335 701
Computers And Problem Solving
Fall 2020 Session 001
Delivery Method: Online

Instructor Information

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Course Information

Class Location: Online

Course Description

Introduction to basic issues related to computer aided problem solving. Computational problems will be studied using software packages including spreadsheets and database systems. Use of the Internet and the World Wide Web as problem solving resources is introduced. Basics of computer systems will be introduced. Same as Business Field of Study course COSC/BCIS 1305.

Course Outline:

- Computer Basic
- The Internet and World Wide Web
- MS Word
- MS Excel
- MS Access
- MS PowerPoint

**IMPORTANT NOTE: This course covers Microsoft Windows and Office suite. Therefore, it is intended for Windows users only. If you own a Mac computer, you may not be able to complete all the lab assignments in this course. **

Student Learning Outcomes

- By the end of the semester, you should be able to: • Understand the concepts and basics of computer systems • Use of the Internet as problem solving resources • Know how to use software packages such as Microsoft Office 365, including Microsoft Word, Excel, Access and PowerPoint.

Required Materials
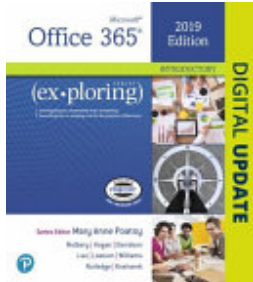
Title: Exploring Microsoft Office 2019 Volume 1
ISBN: 9780135402542
Authors: Mary Anne Poatsy, Keith Mulbery, Lynn Hogan, Amy M. Rutledge, Jason Davidson, Linda Lau, Diane Kosharek, Rebecca Lawson, Jerri Williams
Publisher: Pearson
Publication Date: 2019-01-15

Important Academic Dates

UTPB Academic Calendar

Graded Material

Course Activity	Points	Percentage of Total Grade
Lab Assignment 1	100	2%
Lab Assignment 2	100	2%
Lab Assignment 3	100	2%
Lab Assignment 4	100	2%
Lab Assignment 5	100	2%
Lab Assignment 6	100	2%
Lab Assignment 7	100	2%
Lab Assignment 8	100	2%
Lab Assignment 9	100	2%
Lab Assignment 10	100	2%
Quiz 0 (Syllabus)	100	3.33%
Quiz 1	100	3.33%
Quiz 2	100	3.33%
Quiz 3	100	3.33%
Quiz 4	100	3.34%
Quiz 5	100	3.34%
Midterm Exam	100	25%
Final Exam	100	30%
Discussion Topic 1	100	1%
Discussion Topic 2	100	1%
Discussion Topic 3	100	1%
Discussion Topic 4	100	1%
Discussion Topic 5	100	1%
Total	2300	100%

Grading Scale

A = 90% – 100%

B = 80% – 89%

C = 70% – 79%

D = 60% – 69%

F = 0% – 59%

Overall performance of the exams, assignments, and quizzes will determine your final letter grade.

University Policies

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides "reasonable accommodations" to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to Accessibility and Privacy Statements.

Sexual Harassment/Sexual Misconduct Policy

You may report incidents of sexual misconduct to any University employee. They are obligated to report any incident to the Title IX Coordinator or Deputy Coordinator.

You may also contact:
The UTPB Police Department at 432-552-2786
The Title IX Coordinator at 432-552-2697 or TitleIXCoordinator@UTPB.edu.
The Dean of Students at 432-552-2600
Reports can also be made via the University Complaint Portal: UTPB Complaint Management

A ***confidential reporting option is available***. Please contact UTPB's Counseling Center at 432-552-3365 or 432-552-2367 or stop by MB 1150.

Student Success at UTPB

UT Permian Basin offers numerous services to help you reach your academic goals. Available both in the Success Center on the 2nd Floor of the Mesa Building (https://www.utpb.edu/academics/advising-and-support/student-success-center/index), and online, UTPB Student Success offers the following services to all students:

- O.W .L. (Online Writing Lab) - Submit essays that need to be revised by one of our tutors to owl@utpb.edu.

- Tutoring – For both online and in person tutoring, please use EAB to create an appointment. (Utpb.campus.eab.com) Sign in using UTPB credentials.
- SI/PLTL Sessions - If available for your class, will be communicated to you by the mentor assigned to your class section and students can communicate to their SI or PL through Canvas.
- Peer Mentoring - Incoming freshmen can be paired with a peer mentor who will help you navigate your first year on campus.
- SSC Computer Lab - Come take advantage of the state-of-the-art computers available at the Student Success Center.

Please email success@utpb.edu for more information.

Course Modalities

Both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC) provide standard definitions for basic course types/modalities that have informed the following adopted course definitions.

Online Courses are those in which more than 85 percent of the planned instruction occurs online/virtually (asynchronously) when students and faculty are not in the same place. A fully online course is one in which mandatory in-person meetings occur no more than 15% of the planned instructional time.

Remote Courses are ones in which students, while not required to physically come to campus to attend in-person classes, are required to "attend" virtually/remotely (synchronously) during scheduled days and times, with students expected to log in and participate in the lecture via video conferences.

Hybrid Courses are courses in which the majority (more than 50% but less than 85%) of the planned instruction occurs when students and instructor(s) are not in the same place. This form of instruction offers a mix of on-campus/in-person and remote/online/electronic learning.

HyFlex Courses are those which, like hybrid courses, offer a mix of on-campus/in-person and remote/online/electronic learning. These courses, however, do not require student authentication since at least 50% of the planned instruction occurs when students and instructor(s) are in the same place.

Face-to-Face/In-Person Courses are those in which more than 85 percent of the planned instruction occurs when students are in the same place with an instructor(s).

Distance Education Policy

Distance Education Courses and Student Identity Authentication Requirements and Policy

SACSOC defines a distance education course as one in which more than 50 percent of the planned instruction occurs when students and instructor(s) are not in the same physical place. Distance education courses, therefore, include online, remote, and hybrid courses as defined above. Per SACSCOC and University policy, all distance education courses are required to follow our Distance Education Student Authentication Policy procedures (please see below), and these requirements and policies must be stated in the course syllabus. Further, any projected additional student charges associated with verification of student identity must be indicated on the courses schedule and course syllabus.

The Distance Education Student Authentication Policy does not apply to Hyflex Courses--those in which at least 50% of the planned instruction occurs when students and instructor(s) are in the same place--and Face-to-Face/In-Person Courses--those in which more than 85 percent of the planned instruction occurs when students and instructor(s) are in the same place. Student authentication and identity verification in these courses may be accomplished by in-person attendance monitoring as well as through in-class instructor proctored examinations and other assessments. These same "in-class" authentication procedures also may be employed in hybrid courses, but in the case of these defined distance education courses, they must be documented on the course syllabus as described below.

Distance Education Student Authentication Policy and Syllabus Requirements

UT Permian Basin's Distance Education Student Authentication Policy requires the University to employ processes (documented in each distance education syllabus) to verify that each student who registers fora distance education course is the same student who participates in, completes, and receives credit for the course.

The policy requires faculty members teaching distance education courses to employ at least two methods of verification to ensure student identities.The first method of verification is accomplished by the student logging into Canvas, our learning management system. To access all UTPB courses, students must login to Canvas uniqueness personal identifying username and secure password. This is the primary method of student identity verification. The Distance Education Student Authentication Policy requires at least one additional student identification method within the distance

learning course that has been determined and approved by the faculty or academic program. The second method of authentication must be explicitly stated in the syllabus.The second method of student authentication maybe:

- Proctored exams using an approved photo ID*.
- Presentation of approved photo ID through a webcam and optional levels of proctoring during assessment.
- Field or clinical experiences using an approved photo ID.
- Synchronous or asynchronous video activities using an approved photo ID.
- In hybrid distance education courses, which have an in-person meeting component, the secondary method of student authentication may be accomplished (as is it may be done in hyflex and face-to face-courses) by in-person attendance monitoring as well as through required in-class instructor proctored examinations and other assessments.
- Other Technologies or procedures,etc. (which must be detailed in the syllabus).

If faculty require secondary method of verification for which students are charged a fee(e.g. face-to-face proctoring at an off-campus site that charges a fee), this notification must be stated on the course schedule and in the course syllabus as well.

*Approved photo identifications include passports, government issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

This course satisfies the second method of student authentication by: Presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor)

Course Policies

**IMPORTANT NOTE: This course covers Microsoft Windows and Office suite. Therefore, it is intended for Windows users only. If you own a Mac computer, you may not be able to complete all the lab assignments in this course. **

Course Content Structure

The course is divided into 5 modules corresponding to the textbook. You should read the textbook section first, and then review the online lecture. The lectures will be summaries, elaborations of the textbook material, and links to related information on the Web. Follow the order of activities presented in Modules

Module 1: Getting Started

Introduction: This module has one unit. The unit describes the fundamentals of Office 365. Office 365 is composed of several components. These components have common interfaces, common functionalities.

- Unit 1: Office 365 Common Features

Module 2: Introduction to Word Processing

Introduction: This module has one unit. This unit includes all the process you need to know in order to create a professional document. All the new features in Word 365 are discussed and used.

- Unit 1: Introduction to Word
- Unit 2: Document Presentation

Module 3: Excel

Introduction: Module 3 is about Excel Application. In unit 1, we define all the elements of Excel; we discuss the concept of a good design. Unit 2 presents formulas and functions. It introduces major functions in different disciplines in unit 1. Unit 3 shows how to deliver a message by using charts. It presents what type of chart to use depending of the type of data. It also presents all the steps to make a professional chart. Unit 4 is about manis about managing large volume of data using datasets and tables.

- Unit 1: Introduction to Excel.
- Unit 2: Formula and Functions
- Unit 3: Charts
- Unit 4: Datasets and tables.

Module 4: Introduction to Access

Introduction: This module has three units. The first unit explains what is Microsoft Access and its functions. Unit two explains how to design simple databases Organizing Data – one-to-one and one-to-many relationships.

- Unit 1: Introduction to Access
- Unit 2: Tables and Queries in Relational Database

Module 5: Introduction to PowerPoint

Introduction: This module has one unit. This unit explains in detail how to organize your information into slides in order to have a meaningful presentation.

- Unit 1: Introduction to PowerPoint

Grading and Feedback

I will grade all assignments the week after the due date. I will submit feedback about your assignments to the Grades comment column. If you have any questions/doubts about any assignment, post it on the module's "I Have a Question" discussion forum. I will reply within 36 hours. Do not wait until last minute. If you have any questions regarding your assignment grade, email me within 24 hours. It is also student's responsibility to resolve all grading problems within one week of the return date of the graded assignment or exam. No grade will be changed after one week of the return date of the graded assignment or test.

Homework: Chapter exercises will be assigned, but will not be submitted for credit, unless it becomes necessary later in the semester. These exercises will help you prepare for the quizzes and exams.

Quizzes

There are six graded Quizzes – one quiz for the syllabus and one quiz for each of the five modules. Each quiz contains multiple-choice and true or false questions. Only one attempt is allowed. You cannot backtrack (go back to change the answer) to a previous question. This means you have to answer each question before you go on to the next question. Quizzes will be time limited according to the number of questions in the quiz. The questions are generated randomly. Therefore, each student will not get the same questions. After you submit the Quiz, you will see your score. Correct answers will be posted after the due date. Check the Schedule for due dates.

** Important note for quizzes and exams: this course uses the Respondus LockDown Browser. It will necessary to download and install the LockDown Browser on your computer.**

Lab Assignments

There are 10 lab assignments. Each lab assignment is a hands-on activity that you will complete during each Module. Follow the directions provided by your instructor and complete and save the activity using the specific software application on your computer. All lab assignments are due by 11:59 PM on the due date. Check the Schedule for due dates.

Exams

There are two Exams: Midterm Exam and Final Exam. Both exams contain multiple choice and true or false questions. The Midterm Exam covers course content from Module 1, Module 2 and Module 3 – Unit 1, 2 & 3 only. The Final Exam covers course content from Module 3 – Unit 4, Module 4 and Module 5. You have one attempt for the

Midterm and one attempt to take the Final Exam. You cannot back track (go back to change the answer) to a previous question. This means you have to answer each question before you go on to the next question. The questions are generated randomly. Therefore, each student will not get the same questions. After the exams' due dates, you will see your score. Check the Schedule for due dates

Requests for make-up exams will be granted under the following conditions:

- There is a very good reason for missing the exam. You are not feeling ready is not an appropriate reason.
- Appropriate reasons for arranging a make-up exam will be accepted by prior arrangement.

Discussion Board Participation

Discussion Board will primarily be used for discussing course content related topics and issues. There will be five discussion topics for the semester. Each discussion topic is worth 100 points. For each graded discussion question, first, you must respond to the question directly and second, you must read the other students posts and reply to at least one other student's responses. You must ensure that the responses to the questions are meaningful, reflective, refer to personal experience and support your course readings. Avoid postings that are limited to 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting then say why you agree by supporting your statement with concepts from the readings or by bringing in a related example or experience.

You are expected to read all messages. You are responsible for reading all of the messages that are posted in the online discussion. Not reading messages is the equivalent of sleeping in class. Use a person's name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better. Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals at http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops

For grade appeal process go to http://www.utpb.edu/campus-life/dean-of-students/grievances

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Submission of Course Assessment Activities

All the course assessment activities will be submitted via Assignment Tool. Keep in mind the following standards/practices for submission of assignments:

1. All course assessment activity files that will be submitted to the instructor should be in the format stated in the lab assignment guideline
2. Be sure to put your name at the top of each page header
3. Always keep a copy of all the work you submit so that you won't need to re-do it if it should get lost in cyberspace.

Make-Up/Late Submission Policy

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. There will be a 10% deduction for each day of late submission of the assignment.

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Netiquette

Anything you type in the discussion area is public - which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

1. Do not post anything too personal;
2. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity;
3. Do not use all caps in the message box unless you are emphasizing (it is considered shouting)
4. Be courteous and respectful to other people on the list
5. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
6. If the posting is going to be long, use line breaks and paragraphs
7. Fill in a meaningful Subject Line
8. Write your full name at the end of the posting

9. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

NOTE: If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and the instructor reserves the right to remove your posting and to deny you any further posting privileges.

Refer to this link for additional help on netiquette:
http://www.albion.com/netiquette/corerules.html

Cheating/Plagiarism/Academic Dishonesty

"Plagiarism" includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

NOTE: Students found plagiarizing or cheating will receive a zero on the course activity which could cause failure in the class and/or suspension or dismissal from the college.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. The expectation of the instructor is that students will log on a minimum of three times every seven days. It is critical that you read all of the lecture and assignment materials as well as all of the public discussion materials. Your full participation ON A WEEKLY BASIS is not only a requirement; it is also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and make up assignments no later than the due dates.

NOTE: For summer classes students are expected to log in every day.

Tracking

The learning management systems used to deliver this course have a tracking feature. This feature quantifies how often and when students are active in the course and also provides information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Thus, if you are ill for a prolonged time and cannot complete the activities, you must contact me and update

the situation. You are expected to log into the course at least once a week. For summer courses you are required to log in everyday. If I am going to be out because of ill health, attending a conference, etc you will be notified through email.

Disclaimer: Instructor reserves the right to modify the policies set forth in this document.

Course Schedule

Close (due date) means the last day the item is available for submission. If it says, the due date is Sept. 1 at 11:59 PM that means that you should have your work completed or submitted no later than 11:59 PM Sept. 1.

Activity	Dates	
Review Course Schedule Read and Print Syllabus	Aug. 24	
Syllabus & Module 1(Getting Started)	**Open**	**Close (11:59 PM)**
Quiz 0 (Syllabus Quiz)	Aug. 24	Sept. 9
Unit Instructions	Aug. 24	Never
Discussion Topic 1 Posting & Reply	Aug. 24	Sept. 9
Lab Assignment 1	Aug. 24	Sept. 9
Quiz 1	Sept. 6	Sept. 9
Module 2 (Introduction to Word Processing)	**Open**	**Close (11:59 PM)**
Unit Instructions	Sept. 7	Never
Discussion Topic 2 Posting & Reply	Sept. 7	Sept. 28
Lab Assignment 2	Sept. 7	Sept. 15
Lab Assignment 3	Sept. 12	Sept. 20
Quiz 2	Sept. 22	Sept. 28
Module 3 (Introduction to Excel)	**Open**	**Close (11:59 PM)**
Unit Instructions	Sept. 26	Never
Discussion Topic 3 Posting & Reply	Sept. 26	Nov. 6
Lab Assignment 4	Sept. 27	Oct. 6
Lab Assignment 5	Oct. 7	Oct. 16
Quiz 3	Oct. 17	Oct. 22
Lab Assignment 6	Oct. 17	Oct. 25
Midterm Exam	Oct. 25	Oct. 29
Lab Assignment 7	Oct. 27	Nov. 3
Lab Assignment 8	Oct. 29	Nov. 6
Module 4 (Introduction to Access)	**Open**	**Close (11:59 PM)**
Unit Instructions	Nov. 1	Never
Discussion Topic 4 Posting & Reply	Nov. 1	Nov. 20
Lab Assignment 9	Nov. 8	Nov. 15
Quiz 4	Nov. 15	Nov. 20
Module 5 (Introduction to PowerPoint)	**Open**	**Close (11:59 PM)**
Unit Instructions	Nov. 15	Never
Discussion Topic 5 Posting & Reply	Nov. 15	Dec. 6
Lab Assignment 10	Nov. 15	Dec. 1
Quiz 5	Nov. 30	Dec. 4
Final Exam	Dec. 7	Dec. 10