

Edited: 7/15/2017

# Introduction to Microcomputer Applications

COSC 1371

## Sections 02, 03, 04

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Office Hours: MW 1:00 pm - 3:00 pm  
TH 9:00 am - 12:00 pm

Mandatory Website: [lamaruniversity.simnetonline.com](http://lamaruniversity.simnetonline.com)  
(PLEASE wait to purchase until we have discussed this in class.)

### Course Description:

The objective of this course is to teach students to solve realistic problems using the most readily available off-the-shelf general applications software: word processing, spreadsheets, database systems, email applications, and presentation applications. The course familiarizes the student with Internet resources. Students learn the basic components of computer systems and networks.

### Student Learning Objectives:

Students will be able to do the following by taking this course:

- .How to create a viable document that is grammatically and syntactically correct, with appropriate features to enhance the document.
- .Formulate and calculate with functions and graphs using a spreadsheet.
- .Create, populate, and manage information in a database management system that uses tables, queries, forms, and reports.
- .Develop presentations with transitions, animations, and automation functions that help to deliver presentations professionally.
- .Understand and properly configure utility software and system properties, for managing a computersystem.

### Voicemail

You may call me during office hours and generally get to talk to me. If I have a student or another faculty member in my office, I will let your call go to voicemail.

I will review voicemail during office hours ONLY! If you leave a message on Thursday or Friday, I will usually not review it until the following Monday. Please email me if you want a possible want quicker response.

### Dropping

I will not drop you from this course. Drop dates are per the Academic Calendar on the [www.lamar.edu](http://www.lamar.edu) website.

### Course Grading:

Grading per University policies is in the left chart, and the grades will be generated per the right chart:

0.0 to 59.9 - F	Homework - 30%
60.0 to 69.9 - D	Tests(4+1) - 30%
70.0 to 79.9 - C	Final Exam - 40%
80.0 to 89.9 - B	
90.0 and above - A	

You will have four (4) tests throughout the semester (which will occur after the last lesson covering each application) on simnet.com, and one final exam at the end of the semester (per the Academic Calendar on [www.lamar.edu](http://www.lamar.edu)) in class using the computer. You will also have a test grade (the +1) generated from my sporadic attendance taken in class.

Homework is assigned (per the Content page of your Blackboard Class website) to assist you in understanding the materials. **All work must be your own!** Cheating is considered copying, plagiarizing, or other forms of cheating will reward you with a zero (0) for the homework or exam you cheat on. If you are found to have cheated twice, you will receive a zero (0) for the course. Please refer to the file entitled Department Policy on Academic Honesty in the Syllabus and Info folder on your Blackboard class website.

### **Assignments:**

Homework is assigned per the Blackboard assignment page, and is due on the date indicated (which will be close to the date of that application's test). Homework is due before the class starts on the date due. Homework turned in late must have my permission, and will get an initial 15% off before I grade it, also receiving an additional 5% off for each day beyond the day due it is submitted to me.

All homework must be submitted to the Blackboard site. I will grade your submission, and you will see your grade for each homework assignment on the MyGrades link, and the tests in like manner.

It is much better to turn in assignments, even if they are totally wrong. You will get a minimum of 50 points on anything you turn in, even if totally wrong. You will never get less than 50 points, ever; unless you refuse to turn something in to be graded.

### **Absences:**

You are responsible for being in class, and for learning the material. You will be **assessed** for attendance by the taking of the roll on a random basis in class, and a **5<sup>th</sup> test grade** will be determined based on your attendance.

If you miss an announced test date, it is your responsibility to document the reason for your absence. Make-up exams will only be given in the case of documented medical or family emergencies.

### **Students with Disabilities**

If you are a student with disabilities, please refer to the [Disability Resource Center](#) (DRC), in Communication building, Suite 105 or call them at **409-880-8347** for assistance in overcoming those disabilities.

## **Cell Phones**

I play Pokémon Go, and can understand the desire to play it wherever you go. However, while in class, you will not have GPS, and your availability of Pokémon will be limited.

Therefore, I will refrain from opening my phone to play during class, and I will expect you to do the same. Also, no texting, social-media, browsing, or other form of online activities will be needed for this class, unless I specifically call for it.

## **Emergency Procedures**

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at:

<http://www.lamar.edu/about-lu/administration/risk-management/index.html>

Following are procedures for the first two emergencies:

### 1) Severe Weather

Follow the directions of the instructor or emergency personnel.

Seek shelter in an interior room or hallway on the lower floor, putting as many walls as possible between you and the outside.

If you are in a multi-story building, and you cannot get to the lower floor, pick a hallway in the center of the building.

Stay in the center of the room, away from exterior walls, windows, and doors.

### 2) Violence/Active Shooter (CADD)

CALL - 8311 from a campus phone (880-8311 from a cell phone). Note: calling 911 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.

AVOID - If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.

DENY - Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.

DEFEND - Use chairs, desks, cell phones or whatever is immediately available to distract and/o defend yourself and others from attack.