

**TOWSON UNIVERSITY**  
Department of Computer and Information Sciences

**COSC 111 Syllabus – Spring 2011 for COSC 111 (Sections 101 and 102)**

**Professor:** Webster, Richard D;   **Office:** 7800 York Rd, RM 422;   **E-mail:** [webster@towson.edu](mailto:webster@towson.edu);   **Phone:** (410) 704-2424

**Office Availability:**

Monday through Friday, 8:00 am – 3:30 pm. Always feel free to stop by – but it's also best if you call ahead for an appointment.

**Office Hours:** Wednesdays & Thursdays: 4:00 – 4:45 PM on those days not meeting on-line.

**E-mail Availability:**

I'll be checking my e-mail daily, including weekends and evenings. Always feel free to drop me a line if you have any questions.

**Lectures and Labs:** see Spring 2011 Class Schedules for COSC 111.101 and 102.

The **Web Site** for these sections of this course can be found at <http://pages.towson.edu/webster/111/>

Please note that Food and/or Drinks are prohibited in all 7800 YR Classrooms and Computer Labs.

**Course Description:**

Introduction to the use of information technology to retrieve, filter, process, classify, sort, and evaluate data and information in a business environment. Problem solving, creative thinking, effective communication, team building, and professional ethics within an information systems framework. Team-based case studies will be utilized and labs covering library information systems, e-mail, web/Internet, word processing, presentation software, spreadsheets, and databases will be emphasized in the course.

In this course you will:

- Learn the importance of the creative use of information in business. Learn to gather, process, critically evaluate and use information.
- Understand and practice skills for the efficient and profitable use of information.
- Learn the importance of teamwork in business and develop techniques for working effectively in teams.
- Learn the fundamentals of problem solving and critical thinking as applied to information systems. Improve your skills in organizing and analyzing information in a new way. Learn to better evaluate the legitimacy and appropriateness of resources when doing research.
- Use technology as a communication and information management tool to assist with the effective use of information with the following: e-mail, web/Internet, word processing, presentation software, spreadsheets, and database software. Improve your understanding of the role of technological changes within a business environment.
- Study the ethical, societal, physical and personal impact of information and technology.

**Prerequisites:**           None

**Required Materials:** Towsonu E-mail Account (Required for all labs beginning with Lab #1).

**Required Texts:** the 3 items listed below are sold new as a pre-packaged bundle in the TU Bookstore.

*"Illustrated Series, Microsoft Office 2007 Premium Video Edition" by Hunt and Waxer, BRIEF Edition". (Laboratory Manual)*  
ISBN-10: 1-4390-3789-2

The Shelly Cashman Series, *Discovering Computers Fundamentals, 2011 Edition*. ISBN-10 1-4390-7945-5 (Lecture Text);  
<Note: the earlier 4<sup>th</sup> & 5<sup>th</sup> editions of this text are also fine>.

**Recommended Software:** *Microsoft Office Professional Plus 2007 Suite;*

**Final Exam Dates:** (no make-ups or pre-tests)

COSC 111.101: Monday, 05/23/2011, 5:15 PM; Location: YR 205  
COSC 111.102: Tuesday, 05/24/2011, 5:15 PM; Location: YR 205

**Assignments and Grading:** Various assignments requiring both individual and collaborative work will be assigned during the semester. These will mainly consist of lab assignments, case studies and exams. Additional work may be assigned in the lecture at the instructor's discretion and as the need arises. These assignments will be explained in greater detail as the course progresses. **All work MUST be turned in by the assigned deadlines or a grade of zero will be assigned.** See the Spring 2011 Schedules for COSC 111.101 and 102 for all the assignments' due dates.

**Grades based on these items will be calculated according to the following:**

25% Laboratory Assignments and Quizzes  
25% Case Study  
25% Exam #1 (Mid-term)  
25% Exam #2 (Final)

No grade will be rounded up to the next higher number.			
A	93 – 100	C+	77–79.99
A-	90 – 92.99	C	70-76.99
B+	87 – 89.99	D+	67-69.99
B	83– 86.99	D	60-66.99
B-	80 –82.99	F	Below 60

### **Cheating Policy:**

This course consists of two types of assignments: individual and team. The Case Studies are team assignments for which collaboration is allowed and highly encouraged. Nevertheless the work of the team must be of the team's creation and non-plagiarized. All other assignments are of an individual nature and each student is expected to submit work of her/his own creation. The penalty for cheating will consist of a grade of 0 for the dishonest work and the submission of a letter to the Vice President. The policy concerning Academic Dishonesty is described in Appendix I of the Towson University Undergraduate Catalog 1998-99. (At the instructor's discretion some collaboration in the lab may be allowed. Permission to work together in the lab must be obtained prior to this collaboration)

### **Attendance Policy:**

Students are expected to attend each class meeting and attend team meetings as required. Students are required to notify the instructor via email if they are unable to attend a class meeting. Written documentation of the reason for the absence may be requested by the instructor and must be submitted for the absence to be excused. Students who miss more than one class meeting without permission of the instructor will be penalized with a reduction in grade.

If a student is absent from an exam during the scheduled time for that exam, the student will automatically receive a grade of 0 for the exam unless: (a) the student notifies the instructor of the absence prior to the exam and supplies a written doctors excuse explaining the absence or (b) there is an extraordinary situation which the instructor allows as an acceptable excuse. If (a) or (b) applies, arrangements for a makeup exam will be made.

**NOTE:** Students may not repeat a course more than once without prior permission of the academic standards committee.