

**CPMT 1403 - ITSC 1409
Computer Confluence**

Western Texas College

- I. Basic Course Information:
 - A. Course Description: *A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.*
 - B. Any required prerequisites: *None*
- II. Student Learning Outcomes: *Define and recognize terms, expressions and phrases associated with computers and use advanced commands in various applications.*
- III. Information on Books and Other Course Materials
 - A. Required Book: Microsoft Office 2007 Sheely Cashman ISBN#:1-4188-4327-x
 - B. Required Book: Computer Concepts: Basics 4th ed Wells ISBN#13: 978-1-423-90461-8
- IV. Other Policies, Procedures and important dates
 - A. Academic Integrity - Each student is expected to perform his own work without the aid of unauthorized external resources:
 - 1. If an open-book project is assigned, the textbook would be an example of an *authorized* external resource.
 - 2. Accepting aid from fellow students or obtaining information from other students' work is always considered an unauthorized external resource.
 - B. Exam Schedule: Weekly test to monitor comprehension will be given.
 - 1. Course Grades: Grades will be calculated using a weighted percentage system. Individual assignments will be graded based upon the percentage of correct responses given the total number responses that make up the overall assignment. For instance, if an assignment contains 20 questions and 15 responses are correct, the overall assignment grade would be 75% (or C) using the formula ((correct responses divided by total responses) multiplied by 100). Each assignment type has a corresponding weight, meaning that different assignment types count more or less heavily than others (refer to the following scale):

Assignment Type	Weight
Daily (includes homework, quizzes, etc.)	1
Participation (includes both class and lab activities)	4
Tests	2
Major Exams (includes mid-term and final examinations)	4

- C. Weekly participation grades may be evaluated according to the following scale:

Description	Grade
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Excellent participation; aides in the participation and learning of others (when appropriate); an example for others to follow.	90-100%
Good participation	80-89%
Adequate participation	70-79%
Substandard participation	60-69%
Does not participate; disrupts the class and/or inhibits the participation or learning of other students.	0%

- D. All formal written works will follow the American Psychological Association (APA). Written assignments will be evaluated according to the following scale:

Description	Weight
Format, Structure, and Organization * Does the paper include a properly formatted cover page and reference page (if required)? * Does the paper conform to proper APA formatting guidelines (if applicable)? * Is each sentence a complete thought? * Are sentences grouped together in a logical manner that enhances meaning and readability?	10%
Content * Does the written work completely and accurately address all topics imposed by the assignment?	75%
Grammar and Literary Flow * Are there any major grammatical errors? * Is the written work easy to read and understand?	15%
Total	100%

- E. Attendance: Attendance will be reported on a daily basis and is recorded in 1/2 hour increments. For example, if a student is present in class for at least 30 minutes, 1 hour of attendance will be recorded. Conversely, if a student is present for only 29 minutes, 0 hours of attendance will be recorded. Perfect daily attendance is denoted by recording 6 attendance hours.
- V. Weekly Schedule:
- A. Monday - Thursday 5:00am-11:00am (Occasionally, Friday classes are held within the same time frame).