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**Instructor:** Mr. David Newcomb  
**Office:** Yates Hall Room 210/203  
**Hours:** MWF: 9 – 10; TuTh: 8 – 10, 12 - 2  
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### **Textbook**

Pdf textbook in Canvas, Modules  
Microsoft Office or an open resource application which allows you to save in Office formats.  
Python (download from python.org)

### **Catalog Course Description**

This course is an introduction to the use of computer systems in business and industry. Computer hardware and software, data communications, and computer-based information systems will be studied. There will be an introduction to applications such as Excel worksheets and Python projects.

### **Prerequisites**

None

### **Course Objectives / Learning Outcomes**

In this course, you will have the opportunity to understand the concepts and terminology related to computers and learn how to use selected productivity software.

### **General Education Goals**

1. Demonstrate the ability to distinguish between relevant and irrelevant information in problem solving.
2. Articulate a problem and develop a logical and reasonable response to it using appropriate sources.
3. Apply generalizations, principles, theories, or rules to the real world.
4. Demonstrate the ability to analyze and synthesize information.

### **Tentative Course Outline**

1/18 Chapter 1: Looking at Computers; Chapter 1 Quiz  
1/25 Chapter 5: Understanding and Assessing Hardware; Chapter 5 Quiz; Word/Excel Project  
2/1 Chapter 3 and 4: Application and System Software; Chapter 3 and 4 Quizzes  
2/8 Exam 1 (Chapters 1, 5, 3, 4)  
2/15 Excel Projects: Features, Functions  
2/22 Excel Projects: Logical Operations, Formulas and Graphs  
3/1 Exam 2: Excel  
3/8 Excel Projects: Multiple Worksheets  
3/15 Spring Break  
3/22 Excel Projects: Multiple Worksheets  
3/29 Excel Projects: Multiple Worksheets  
4/5 Exam 3: Excel  
4/12 Python Introduction and Projects  
4/19 Python Projects  
4/26 Python Projects  
5/3 Chapter 2 and 6: Internet, Networking and Security  
5/10 Exam 4 (Chapters 2, 6)

### **Teaching Methods**

Lecture, demonstration, assignments, computer lab tutorials, quizzes and exams will be used.

### **Canvas**

Canvas Announcements, Syllabus, Modules, Assignments, Quizzes, and Grades will be used.

### **Attendance Policy**

1. Class attendance is the responsibility of each student. Students are expected to attend and check class materials on Canvas regularly.
2. Students with excessive absence could be dropped from class with a grade of "W." Please be aware of the deadlines to drop a class.
3. Students who have school-sponsored activities that will cause a conflict with the class should let the instructor know prior to the activity.

### **Classroom Conduct**

It is expected that the student will maintain behavior appropriate for a collegiate learning environment. Please refer to the university academic honesty and integrity policy: <https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html>

### **Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics: <https://business.pittstate.edu/files/documents/Codes-of-Ethics-Handout11.pdf>

Students shall:

- Refrain from class disturbances.
- Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Prepare for and participate in all classes.
- Treat fellow students, staff, faculty and administrators with respect.
- Prepare assignments and exams honestly.
- Avoid plagiarism or unacknowledged appropriation of another's work in any academic work. Refrain from giving or receiving inappropriate assistance.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
- Respect University property and use resources in the most effective and efficient manner.
- Be fair and constructive in the evaluation of faculty.
- Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Gladys A. Kelce College of Business.

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current PSU Syllabus Supplement.

### **Syllabus Supplement**

<https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-spring-2023.pdf>

### **Course Evaluation Methods**

There will be assignments based on the text and lectures. There will be four exams throughout the semester. The exams will be based on the text, lectures, and assignments. Your grade will be calculated by dividing the total points you have accumulated from assignments, quizzes, and exams by the total points possible, and using the following scale.

A: 90%-100%      B: 80%-89%      C: 70%-79%      D: 60%-69%      F: below 60%

### **Note**

The instructor reserves the right to amend and to reorganize this syllabus at any time.