



COSC 1301 001 – Introduction to Computing (F2F)

Course Syllabus: Fall 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Weekday	Office Hours
Monday	9:00 AM – 9:30 AM 3:30 PM – 5:00 PM
Tuesday	9:00 AM – 11:00 AM 1:30 PM – 2:30 PM
Wednesday	9:00 AM – 9:30AM 3:30 PM – 5:00PM
Thursday	9:00 AM – 11:00 AM 1:30 PM – 2:30 PM
Friday	None

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Prerequisite: None

Prerequisite(s): None

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to

communicate and store information as well as to support problem solving.

4. Describe the need and ways to maintain security in a computing environment.
5. Demonstrate the ability to use modern software tools and applications other than word processors, spreadsheets, presentations, and databases in order to solve problems
6. Describe processes associated with database, information system, and application development including career and certification opportunities in the information technology field

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
35%	Lab Assignments
35%	Chapter Quizzes
10%	Discussion Board Postings
10%	Midterm Exam
10%	Final Exam

Final Letter Grades will be assigned according to the following based on weighted averages (see weighted percentages in previous section).

Percentage	Letter Grade
90% and above	A
80%–89%	B
70%–79%	C
60%–69%	D
59.9% and below	F

The following contains more details regarding quizzes, exams, and assignments for the COSC 1301 course.

Lectures & Discussions:

Lectures covering the chapters from the textbook will be conducted online through Blackboard. Viewing the

narrated PowerPoint lectures is required! It is NOT optional. It is the student's responsibility to view each lecture at or before the appropriate time during the semester. For each chapter there will be a multiple choice quiz as well as a discussion board posting assignment.

CHAPTER QUIZZES

There will be individual quizzes over each chapter of the textbook. Each quiz will consist of 25 multiple choice questions. Each question will count 4 points for a total of 100 points per quiz. You can use your book on the chapter quizzes. There will be a time limit on these quizzes so it is important that you read the chapters and view the online lecture ahead of time. Makeup quizzes will not be given unless prior arrangements have been made.

MIDTERM EXAM

You will be required to complete a midterm exam that will cover chapters 1-6. The Midterm Exam will consist of 50 multiple choice questions. Each question will count 2 points for a total of 100 points. You can use your book. **This exam must be taken at an approved proctored testing center.** For most local students, this will be the NTCC Testing Center located in the Student Services Building.

FINAL EXAM

You will be required to complete a final exam at the end of the semester that will cover chapters 7-11 & 13. We will skip Chapter 12 unless time permits. The Final Exam will consist of 50 multiple choice questions. Each question will count 2 points for a total of 100 points. You can use your book. **This exam must be taken at an approved proctored testing center.** For most local students, this will be the NTCC Testing Center located in the Student Services Building. A makeup for this test will not be given due to time constraints.

LAB ASSIGNMENTS

There will be a series of computer lab assignments designed to reinforce concepts from the lecture portion of the class. Lab activities will typically be comprised of a short explanation and instructions of what we will be doing that day. This will be followed by hands on student work to complete the lab tasks. A completed lab report and other required deliverables may be required for grading purposes. For students in the online section, video walkthroughs and demonstrations of lab activities will be provided when possible. **The lab assignments are NOT optional.**

DISCUSSION BOARD POSTINGS

In order to promote writing abilities, critical thinking, and to promote student interaction, you will be required to create discussion posts to answer technology related questions. You will also be required to respond to other students' posts. Grammar and spelling will count as part of these assignments. Students are expected to use appropriate language and academic writing styles.

Required Instructional Materials:

Title: Discovering Computers: Digital Technology, Data, and Devices

Authors: Campbell, Ciampa, Freund, Frydenberg, Sebok, Vermaat, Clemens

Publisher: Cengage Learning

ISBN Number: 9780357675472 (eBook)

ISBN Number: 9780357675366 (Paperback)

Note: You can choose either the electronic version or the printed version of the textbook. The electronic version of the book is automatically included with the course (Inclusive Access). If you are taking several college courses that use Cengage textbooks, the Cengage Unlimited subscription service is also an option. Cengage Unlimited provides semester access to the electronic versions of most of Cengage's books.

Optional Instructional Materials:

Any available resource relating to computers and technology.

Minimum Technology Requirements:

You will need to have a dependable personal computer (preferably running Windows) to complete the lab assignments for this course.

COSC 1301 has an emphasis in learning how to use a variety of software applications. The best way to learn about these applications is to gain experience using them. Therefore, online students will be required to download and install some software onto their personal computers. I know that college classes and textbooks can be expensive so I have made every effort possible to find free options for software applications for this course.

- You will be required to have a Google account to complete some lab assignments. You will need to sign up for an official Google account if they don't have one already.
- You will also need to have Microsoft Office installed on your computer. Microsoft Office 365 Professional is available to students to download, install, and use for free during your time as a student at NTCC. This version of Microsoft Office includes Word, Excel, PowerPoint, Access, and Publisher. Be aware that some versions of Microsoft Office such as ones found at stores like Walmart and Staples might not include Access and Publisher. More information on how to download and install the free college offer of Microsoft Office will be made available in other documents that will be provided to you. NOTE: Microsoft will be discontinuing Publisher in October of 2026, so we might try using a different software program for desktop publishing.
- We will use other pieces of application software during the semester. Open source software options are chosen whenever possible so that students can download them for free for use on their own machines.

Required Computer Literacy Skills:

Basic computer literacy skills and abilities such as typing, copy / paste, file management are required in order to be successful in this course. A desire and ability to learn how to use new software programs is also needed.

Course Structure and Overview:

Several elements are essential for your success in this course. You will need to be aware and understand these fully prior to starting the course.

- Online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Assignments are due by the posted due dates so keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings, assignments, quizzes, and exams.
- You must have continuous access to a working and dependable computer and Internet provider.
- A USB flash drive for file storage and transport as well as headphones for listening to online lectures and other videos is recommended.
- Be prepared and read the appropriate material in the textbook as well as view the narrated PowerPoint lecture video for each chapter.
- You are expected to turn in completed assignments through Blackboard. Any assignments marked late by the interface may receive up to a 10% late penalty.

- No assignments will be accepted unreasonably late.
- Unless specifically indicated by the instructor, collaboration on assignments among students is not intended or allowed. Assignments are to be performed individually, and any material handed in by a student should represent that student's own work.
- If two students turn in assignments that are identical or very nearly identical, BOTH students will be given a 0 for that assignment. Don't copy another student's work, and don't let someone else copy yours.
- You are not allowed to use artificial intelligence or any kind of AI chat bot to complete assignments for this course unless permission is given. Every individual student needs to have their hands on their keyboard and mouse and using their brain to analyze problems and develop solution implementations.

Communications:

For face to face students, most questions can be answered during, before, or after class with the course instructor. For some students as well as online sections communication outside of class will be needed. The best method for communication with the instructor is through email wmcwhorter@ntcc.edu Every effort will be made to respond within 24 to 48 hours to student emails. You can also reach the course instructor using Microsoft Teams. Students can also communicate in person outside of class by visiting the instructor during official office hours.

Institutional/Course Policy:

Student Conduct in Class Policy (Face to Face Students)

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

Attendance (Face to Face Students)

Students are expected to attend all class meetings. Attendance will be taken each day and excessive absences can affect the participation component grade. The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during her office hours or other times. Contact your instructor by phone or email should you not be able to attend class. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Electronic Devices in Class Policy (Face to Face Students)

Cell phones should be placed on silent or vibrate in the classroom. In emergency situations, if not during lecture, the student may ask permission to step outside the classroom and take their calls. Text messaging during class is a distraction for the completion of work. The first time a student is caught interacting with the phone rather than working, the phone will be taken from them until the end of the period. After the second time, the student will be asked not to bring the cell phone to class. If these guidelines are not followed, further disciplinary action will be taken which could include reduction in overall grade. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes or completing assignments.

Withdrawal

Students who wish to drop the course must do so by the deadline for student-initiated withdrawal. If circumstances cause you to stop attending classes, then you must still officially withdraw or expect to receive an F in the course. In addition, the instructor may withdraw a student from the course if the student fails to attend three consecutive class meetings.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For

more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

See the following page.

Tentative Schedule Fall 2026

Northeast Texas Community College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Week	Monday	Textbook Readings and Lecture	Lab Activities / Assignments / Quiz
1	August 24	Ch 1: Being a Digital Citizen	Google Calendar Exploring Google Tools Ch 1 Discussion
2	August 31	Ch 2: The Internet	Chapter 1 Quiz Geo Tools Ch2 Discussion
3	September 7	Ch 3: Evaluating Hardware	Chapter 2 Quiz Word Processor Labs Ch 3 Discussion
4	September 14	Ch 4: Programs and Apps	Chapter 3 Quiz Spreadsheet Labs Ch 4 Discussion
5	September 21	Ch 5: Digital Security, Ethics, and Privacy	Chapter 4 Quiz Presentation Graphics Desktop Publishing Ch 5 Discussion
6	September 28	Ch 6: Input and Output	Chapter 5 Quiz Database Labs Ch 6 Discussion
7	October 5	Ch 7: Input and Output Review Ch 1-6 for Midterm Exam	Chapter 6 Quiz Desktop Computer Dissection Artificial Intelligence and Personal Assistants Ch 7 Discussion
8	October 12	Midterm Exam	Midterm Exam
9	October 19	Ch 7: Digital Storage	Image Processing (GIMP, Photoshop, etc.) Virtual Reality and Wearable Technology Ch 7 Discussion
10	October 26	Ch 8: Operating Systems	Chapter 7 Quiz Android and Mobile Apps Linux Operating System Ch 8 Discussion
11	November 2	Ch 9: Networks and Network Devices	Chapter 8 Quiz Network Router Setup Demo Drawing Software / Network Design Diagram Ch 9 Discussion
12	November 9	Ch 10: Databases	Chapter 9 Quiz Programming Concepts and Languages Ch 10 Discussion
13	November 16	Ch 11: Program Development	Chapter 10 Quiz Project Management Software Ch 11 Discussion
14	November 23	Ch 13: Technology Careers	Chapter 11 Quiz Computer Graphics (POV Ray) Ch 13 Discussion Thanksgiving Break
15	November 30	Review Ch 7-11 & 13 for Final Exam	Chapter 13 Quiz Topic To Be Announced
16	December 7	Final Exam	Final Exam