



# COSC 1301 – Introduction to Computing (Face to Face)

Course Syllabus: Fall 2021

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 – 9:30	9:00 – 11:00 1:30 – 2:00	9:00 – 9:30	9:00 – 11:00 1:30 – 2:00	None	By Appointment as needed (Zoom)

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

### Course Information

Course Code and Title: COSC 1301 Introduction to Computing

Credit Hours: 3

Format: Online

Duration: 16 weeks (Fall 2021)

Required Prerequisite Courses: None

**Catalog Course Description (include prerequisites):** 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

### Required Textbook(s):



Title: Discovering Computers 2018: Digital Technology, Data, and Devices

Author: Vermaat, Sebok, Freund, Campbell, Frydenberg

Publisher: Cengage Learning

ISBN Number: 978-1-285-16176-1

Note: You can choose either the electronic version or the printed version of the textbook. The electronic version of the book is NOT automatically included with the course. 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.

**Recommended Reading(s):** Any available resource relating to computers and technology.

## Student Learning Outcomes (Course Objectives):

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

## Summary of Course Assignments

Objectives will be achieved and demonstrated through the following course assignments.

Assignment	# of Assignments
Chapter Quizzes	12
Lab Assignments	18
Discussion Board Postings	12
Midterm Exam	1
Final Exam	1

## Evaluation/Grading Policy

Grades will be posted in the Blackboard course shell as soon as they are ready for distribution. The weighted percentages for each category of assignment is as follows.

Category	Percentage of Final Grade
Chapter Quizzes	35%
Lab Assignments	35%
Discussion Board Postings	10%
Midterm Exam	10%
Final Exam	10%

## Final Letter Grade Scale

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

Final Weighted Average	Final Letter Grade
90 to 100	A
80 to less than 90	B
70 to less than 80	C
69 to less than 70	D
Below 60	F

## General Information and Student Responsibilities

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 more than one week 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.

## Information Regarding Required Software

COSC 1301 (Microcomputer Applications) 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.
- 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.

### **Description of Course Assignments**

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

#### **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.

#### **Tests/Exams**

##### **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 7-12. 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.

## **Assignments**

### **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. See the grading rubric for lab assignments located in the Start Here folder in the Blackboard course shell.

### **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. See the grading rubric for discussion board postings located in the Start Here folder in the Blackboard course shell.

## **Institutional / Course Policies**

### ***Policy Regarding Face Coverings***

In order to promote safety from the current Coronavirus pandemic, students are strongly encouraged to wear a face covering at all times during class meetings. Social distancing will also be practiced and encouraged by proper spacing of student workspaces.

### **Video Recording of Course Activities**

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

### **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.

## **NTCC Academic Honesty Statement**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

## **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

## **ADA Statement**

It is the policy of NTCC to provide reasonable accommodations 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 accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

## **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.

## **Other Course Policies**

### **Student Conduct in Class Policy**

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.

### **Electronic Devices in Class Policy**

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.

**Tentative Course Timeline (NOTE: instructor reserves the right to make adjustments to this timeline at any point in the term) – See following sheet**

# Tentative Schedule

## Fall 2021

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 23	Ch 1: Introducing Today's Technologies	Exploring Google Tools Google Calendar Ch 1 Discussion
2	August 30	Ch 2: Connecting and Communicating Online	Chapter 1 Quiz Geo Tools Ch2 Discussion
3	September 6	Ch 3: Computers and Mobile Devices	Chapter 2 Quiz Word Processor Labs Ch 3 Discussion
4	September 13	Ch 4: Programs and Apps	Chapter 3 Quiz Spreadsheet Labs Ch 4 Discussion
5	September 20	Ch 5: Digital Security, Ethics, and Privacy	Chapter 4 Quiz Presentation Graphics Ch 5 Discussion
6	September 27	Ch 6: Computing Components	Chapter 5 Quiz Desktop Publishing Ch 6 Discussion
7	October 4	Ch 7: Input and Output Review Ch 1-6 for Midterm Exam	Chapter 6 Quiz Database Labs Ch 7 Discussion
8	October 11	<b>Midterm Exam</b>	<b>Midterm Exam</b>
9	October 18	Ch 7: Input and Output	Desktop Computer Dissection Google Home, Cardboard (VR), Wearable Computing Ch 7 Discussion
10	October 25	Ch 8: Digital Storage	Chapter 7 Quiz Image Processing (GIMP, Photoshop) Ch 8 Discussion
11	November 1	Ch 9: Operating Systems	Chapter 8 Quiz Android and Mobile Apps Ch 9 Discussion
12	November 8	Ch 10: Communicating Digital Content	Chapter 9 Quiz Linux Operating System Ch 10 Discussion
13	November 15	Ch 11: Building Solutions	Chapter 10 Quiz Network Router Setup Demo Drawing Software / Network Design Diagram Ch 11 Discussion
14	November 22	Ch 12: Working in the Enterprise	Chapter 11 Quiz Project Management Software Ch 12 Discussion
15	November 29	Review Ch 7-12 for Final Exam	Chapter 12 Quiz
16	December 6	<b>Final Exam</b>	<b>Final Exam</b>