# COSC 1301 – Introduction to Computing

**Course Syllabus:** Summer 2022 (10-Week Course)

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

## Instructor: Dr. Will McWhorter

**Office: Math / Science 114 (Online Only This Summer)**

**Phone:** (903) 434-8223 (Office Phone but you should use my Cell this summer)

(903) 217-2955 (Cell Phone)

**Email:** wmcwhorter@ntcc.edu

| Office Hours | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| | Online by Appointment | Online by Appointment | Online by Appointment | Online by Appointment | Online by Appointment |

## *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:** (3 Semester Credit Hours) 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(s):** No formal course requirements, but students should understand how to access the Internet via a web browser.

**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

Reading assignments may also be made from the Internet and other external sources.

**Optional Instructional Materials:** None

**Minimum Technology Requirements:** Student should understand how to use a web browser to access the BlackBoard Learning Management System.

**Required Computer Literacy Skills**: Web browser

**Student Learning Outcomes:**
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

**Additional Resources:**
   **Your instructor** can be your greatest resource.  I am here to assist you in learning the material and helping you earn the grade you wish to earn in the course.  This is my commitment to you.  Please utilize this "resource" by contacting me with any matter you feel I can assist you with, both within this class, or your university success in general.  It is your responsibility to learn the material, but this can often be best accomplished by initiating contact with me on topics you need clarification or further assistance.  Please do this!

**Class Calendar (Overview):**

**For a detail of the assignments see course calendar located on the last page of the syllabus.**

| Week | Start | Due Date | Topic | Text Ref. |
|---|---|---|---|---|
| 1 | 06-Jun | 20- Jun | Introducing Today's Technologies | Chapter 1 |
| 2 | 13- Jun | 20- Jun | Connecting and Communicating Online | Chapter 2 |
| 3 | 20- Jun | 27- Jun | Computer and Mobile Devices | Chapter 3 |
| 4 | 27- Jun | 4-Jul | Programs and Apps Digital Security, Ethics, and Privacy | Chapter 4 Chapter 5 |
| 5 | 4-Jul | 11- Jul | Computing Components | Chapter 6 |
| 6 | 11- Jul | 18- Jul | Exam 1 (Chapters 1-6) | Online |
| 7 | 18- Jul | 25- Jul | Input and Output Digital Storage | Chapter 7 Chapter 8 |
| 8 | 25- Jul | 1-Aug | Operating Systems | Chapter 9 |
| 9 | 1-Aug | 8-Aug | Communicating Digital Content Building Solutions | Chapter 10 Chapter 11 |
| 10 | 8-Aug | 11-Aug | Exam 2 (Chapters 7-12) | Online |

Please Note:  For a full listing of institutional dates (i.e., drop dates, graduation filing dates, etc.), the NTCC Academic Calendar can be found online at:

**Evaluation/Grading Policy:**

Grades of A, B, C, D, and F will be determined by the student's achievement of a total number of possible points based on the below listed categories.

| Assignments | # of Assignments |
|---|---|
| Homework assignments | |
| Chapter Quizzes | 11 |
| Lab Assignments | 16 |
| Discussion Board Postings | 11 |
| Exams | |
| Exam 1 | 1 |
| Exam 2 | 1 |
| | |

The letter grade is based on the following Grading Scale:

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

| Final Weighted Avg (rounded to .1) | Final Letter Grade |
|---|---|
| 89.5 – 100 | A |
| 79.5-89.4 | B |
| 69.5-79.4 | C |
| 59.5-69.4 | D |
| Less than 59.5 | F |

**Tests/Exams:**

Exams will be open book/notes and timed. You will not be required to come to campus to take the exams.

You will be required to take both exams in order to be successful in this course. You will receive an 'F' in the course if both tests are not taken.

**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.

**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. A makeup for this test will not be given due to time constraints.

**Midterm Exam** – Chapters 1-6 (Week 6 – July 11-18)
**Final Exam** – Chapters 7-12 (Week 10 – August 8-11)

**If you have a conflict with the exam dates**, you **must** contact me prior to the exam week to attempt to resolve the conflict in a mutually agreeable manner.

**Assignments:**

CHAPTER ASSIGNMENTS:

**Narrated PowerPoint Lectures** - 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.

**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.

**Discussion** -- 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:** None, all material will be delivered through BlackBoard

**Software:**

<mark>All software for this course is free to students</mark>, including Microsoft Office 365 Professional (**You do not need to purchase MS Office 365 – see below**)

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 <mark>free college offer</mark> 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.

## 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.

## Communications:

The best way to communicate with me is via email.  You should hear back from me within 24 hours, excluding weekends/holidays.  In addition, I am very welcome to set up a specific time I can "meet" with you via phone, chat, or video conference.

## Institutional/Course Policy:

*Online Access*:  Students must login to the class during the first week of the semester and post to the discussion board through BlackBoard (see first assignment).  Submission of assigned work will count as communication.

*Class Attendance*:  Participation on the class website will constitute "attendance."  Withdrawal requests <u>MUST BE</u> initiated by the student.  The last day for a student to drop a course with a grade of

"W" is **Thursday, July 28, 2022.** Requests for withdrawal become official and effective the date they are received in the records office. Students who stop coming to class (that is, stop participating on the class website) but fail to drop the course will _earn_ an "F" for the course.

_Late Work_: Due to the fast pace and "building-block" nature of the course content, late work will only be accepted for one week following due date with a 10% penalty. If there are extenuating circumstances, please contact your instructor.

**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/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 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 request accommodations. 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

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**Course Calendar:** Summer 2022 (10-weeks)

| Week | Start | Due Date | Topic | Lab Activities/Assignments |
|------|-------|----------|-------|----------------------------|
| 1 | 06-Jun | 20- Jun | Ch 1: Introducing Today's Technologies | Exploring Google Tools Google Calendar Geo Tools |
| 2 | 13- Jun | 20- Jun | Ch 2: Connecting and Communicating Online | Word Processors Basics and Tables Word Processors Mail Merge |
| 3 | 20- Jun | 27- Jun | Ch 3: Computer and Mobile Devices | Spreadsheets Using Excel Spreadsheets Using Google Sheets |
| 4 | 27- Jun | 4-Jul | Ch 4: Programs and Apps Ch 5: Digital Security, Ethics, and Privacy | Presentation Graphics Software Desktop Publishing |
| 5 | 4-Jul | 11- Jul | Ch 6: Computing Components | Database Creation Using Access Database Queries Using Access |
| 6 | 11- Jul | 18- Jul | Exam 1 (Chapters 1-6) | NONE |
| 7 | 18- Jul | 25- Jul | Ch 7: Input and Output Ch 8: Digital Storage | Desktop Computer Dissection Emerging Technologies and Wearable Computing |
| 8 | 25- Jul | 1-Aug | Ch 9: Operating Systems | Image Processing Software |
| 9 | 1-Aug | 8-Aug | Ch 10: Communicating Digital Content Ch 11: Building Solutions | Android and Mobile Apps Linux Operating System |
| 10 | 8-Aug | 11-Aug | Exam 2 (Chapters 7-12) | NONE |

Note: Subject to change to best accommodate student learning.

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https://www.ntcc.edu/sites/default/files/2021-02/2021-2022%20Academic%20Calendar.pdf