

GRAYSON COLLEGE

COSC1301

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

COSC1301 Introduction to Computing Internet (8 week course)

Professor Contact Information

Deena White 903-463-8664 whited@grayson.edu

Office Hours – Please send email or Canvas message to request an appointment.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

No prerequisites are required for this course.

Course Description

COSC 1301. Introduction to Computing. (3-1-3).

Formerly COSC1300.

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.** (R)

The Texas Success Initiative (TSI) is required by Texas law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level course work. TSI includes a testing component designed to identify and provide diagnostic information about the reading, mathematics and writing skills of each student. This course has been identified as a **Reading Intensive** course for the purposes of TSI.

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.
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Required Textbooks (ISBN # included) and Materials

Textbook: ISBN 9781305656314 “Understanding Computers Today and Tomorrow” 16th Edition Comprehensive by Morely and Parker. Published by Cengage. Either the digital or hardcopy book is acceptable

Lab materials: Access code is NOT required. All lab assignments are through Canvas.

Computer Equipment: Access to Internet and Microsoft Office (Word, Excel, and PowerPoint) are required. GCC maintains several labs open to the public with Microsoft Office Suite – please check with the Library for hours. Public libraries usually also have the required software.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Methods of Evaluation

Grading

A*	90-100%
B	80-89%
C	70-79%
D	65-69%
F	Less than 65%
Major Exams: 3	30% of total
Lab Assignments:	25% of total
Final Exam (Comprehensive):	20% of total
Chapter Quizzes: 11	20% of total
Discussion Postings: 9	5% of total

Grades and feedback will be posted on Canvas.

Methods of Instruction

Class time will be used for reading, instructor guided hands-on practice, and self paced laboratory time for one on one instruction and completion of the required lab assignments. Internet classes for this course do not require on-campus attendance unless the student needs to make use of lab facilities.

Most classes require at least 8 hours a week in class attendance and self-paced lab time. This does not include time spent on homework or study.

Since your assignments must be submitted on-line, you should allow yourself ample time to submit the assignment before the due date. *An excuse of "I couldn't access the computer to turn in my assignment because . . ." will not gain you any sympathy or extra time.* No assignments, exams, quizzes or postings are accepted late for any reason.

You may not "test out" of this class. If you feel that the course level is below your present abilities, please contact your instructor during the first week of class so you can be enrolled in a more challenging computer science course.

Due dates are 4pm.

Course & Instructor Policies No late work is accepted for any reason, including problems with your computer, Internet access or Campus problems. Turn in your work ahead of schedule to avoid any

problems. Student athletes and students missing classes for school sponsored activities are **REQUIRED** to report absences in advance and make arrangements to turn in all work before the due date, take any missed exams in advance, and obtain class notes from a classmate.

Any assignment or discussion posting that does not use proper capitalization, punctuation, or that uses 'texting' type grammar will be given a grade of 0. Any emails that do not use proper capitalization, punctuation, or that use 'texting' type grammar will not be answered. You are in college and expected to pay attention to your grammar and spelling in all your school work. If you do assignments from your cell phone, make sure you know where the 'shift' key is!

No cell phones are permitted during lecture.

Motivation and effort on the part of the student determines success in class. Here are some guidelines and suggestions for you to follow if you are a new student and want to succeed. Prepare a calendar which lists all test and homework assignment due dates for all classes and consult this calendar daily. Prepare and print your assignments at least two days **BEFORE** they are due. Review your work before it is due to make sure you haven't left out any answers. Ask questions! If you don't understand something, chances are someone else doesn't either and they're too scared to ask! Turn in all work on time, **read the textbook, and make use of the web site resources provided by the publisher of your textbook.**

Remember that what you get out of college is directly proportional to the amount of time and effort you put into college.

Class Attendance

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used: Read the READ ME NOW file and submit Assignment 1.

Academic success is closely associated with regular classroom attendance and course participation.

All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Attendance is calculated twice a week, a based on whether required assignments are submitted.

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THE CASE OF THE "DISAPPEARING STUDENT":

If you find yourself in over your head, please observe the drop dates on the course calendar. You may drop this course by contacting your instructor via Canvas message or email. Please do not "disappear" for two or three weeks and suddenly "reappear" and ask to be given special permission to make up the required work. If you are going to be out of town for any length of time during the semester, let your instructor know via e-mail or in person.

Student Conduct & Discipline

Netiquette Guidelines:

- **Identify yourself:**
 - Begin messages with a salutation and end them with your name.
 - Use a signature (a footer with your identifying information) at the end of a message

- **Include a subject line.** Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").
- **Avoid sarcasm.** People who don't know you may misinterpret its meaning.
- **Respect others' privacy.** Do not quote or forward personal email without the original author's permission.
- **Acknowledge and return messages promptly.**
- **Copy with caution.** Don't copy everyone you know on each message.
- **No spam (a.k.a. junk mail).** Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- **Be concise.** Keep messages concise—about one screen, as a rule of thumb.
- **Use appropriate language:**
 - Avoid coarse, rough, or rude language.
 - Observe good grammar and spelling.
- **Use appropriate emoticons (emotion icons) to help convey meaning.** Use "smiley's" or punctuation such as :-) to convey emotions. See website list of emoticons at <http://netlingo.com/smiley.cfm> and <http://www.robelle.com/smugbook/smiley.html>.
- **Use appropriate intensifiers to help convey meaning.**
 - Avoid "flaming" (online "screaming") or sentences typed in all caps.
 - Use asterisks surrounding words to indicate italics used for emphasis (*at last*).
 - Use words in brackets, such as (grin), to show a state of mind.
 - Use common acronyms (e.g., LOL for "laugh out loud").

Please communicate with your instructor via Canvas message. I attempt to read and return messages daily.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance and an attitude that seeks to take full advantage of the educational opportunity.

You are personally responsible for your conduct and achievement in this course. Please be aware of this statement and philosophy and plan accordingly.

Students in the Internet sections of this class are expected to know how to use Canvas, type into a computer file, and upload files for Canvas submission.

Students need to have access to a Windows based computer, Microsoft Office (Word, Excel and Powerpoint), and Internet Access. Some labs REQUIRE you use a Windows machine. Open labs at the school and library and most public libraries have the software you will need.

No late work is accepted in this class, so please make sure you begin and submit any assignments in plenty of time to deal with any hardware, Internet, or Canvas outages.

No on-campus attendance is required for this course.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an

examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Any instance of scholastic dishonesty will result in an F in this course and possible referral to the disciplinary committee.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
 - Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
 - Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
 - Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
 - GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
 - GC Counseling Center: (903) 463-8730
 - For Any On-campus Emergencies: 911
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Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

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