

GRAYSON COLLEGE
Spring 2021 – 16 Week – Sherman High School
Course Syllabus
COSC1301A44 – MWF--01:24 PM - 02:17 PM

Course Information

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)

Professor Contact Information

Instructor name:	Eric Bengfort	E-mail:	bengforte@grayson.edu
Office Phone:	903-463-8728	Course URL	http://grayson.instructure.com
Office Location:	SSC-202B	Office Hours:	TBD Or by appointment.

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

None.

Course Description – from college catalog

COSC 1301 Introduction to Computing

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.

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.
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Required Textbooks (ISBN # included) and Materials

Textbook: Understanding Computers Today and Tomorrow Comprehensive, by Morley and Parker, 16th Edition ISBN-13: 978-1-305-65631-4. NOTE: This title is also available via Cengage Unlimited for substantially less money.

Computer: Windows 7 or later with Respondus LockDown, Chrome and Firefox browsers installed.

High Speed Internet: You must have a high speed internet connection in order to be successful in this course. Dial up will not be sufficient.

Flash drive.

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.

Course Schedule (subject to modification/change)

Semester	Expiration Date	What's due?
Week 1	January 15	Syllabus Test & Assignment #1 & Keyboarding Assessment
Week 2	January 22 (MLK -18 th , no class)	Chapter 1 Test Lab 1
Week 3	January 29	Chapter 2 Test Lab 2
Week 4	February 5	Chapter 3 Test
Week 5	February 12	Chapter 4 Test Lab 3
Week 6	February 19 (no class on 15 th)	Chapter 5 Test Lab 4
Week 7	February 26	Chapter 6 Test Term Paper Rough Draft due
Week 8	March 5	Chapter 7 Test Lab 5
Spring Break March 8-12		
Week 9	March 19 (no class on 15-16 th)	Chapter 8 Test Lab 6
Week 10	March 26	Chapter 9 Test Lab 7
Week 11	April 1 (No class on 2 nd)	Chapter 10 Test
Week 12	April 8	Chapter 11 Test Lab 8
Week 13	April 16	Chapter 12 Test Lab 9
Week 14	April 23	Chapter 13 Test Lab 10
Week 15	April 30	Review and wrap up Term Paper Due
Week 16	May 3-6	Final Exams! (administered during class time)

Methods of Evaluation

Chapter/Competency Tests—Each chapter will have a test that will be due during the week it is assigned. There are also some competency tests that will be assigned to determined work skills/competencies.

MindTap material – There will be material assigned from MindTap to reinforce key concepts for each chapter.

Lab Assignments – Labs will be assigned throughout the semester to measure specific learning of key concepts. These labs will be completed during class time.

Final Exam – The final exam will be comprehensive and will be administered during finals week.

Class Attendance and Participation – Roll will be taken daily and points assigned accordingly. Additional points may be awarded for participation in class discussions at the professor's discretion.

Grading

Points will be assigned as follows:

Assigned item	Weight
Lab Assignments	30%
MindTap material	20%
Chapter/Competency Tests	30%
Term Paper	10%
Comprehensive Final Exam	10%
Total	100%

The following scale will be used to determine the final grade:

Range	Letter Grade
89.5%—100%	A
79.5%—89.4%	B
69.5%—79.4%	C
59.5%—69.4%	D
Below 59.5%	F

All grades will be entered in Canvas as they are completed.

Methods of Instruction

COSC 1301A01 is a class with an Internet assisted component(s). Students will be responsible for completing the video assignments, discussions, chapter quizzes, case studies, and final exam during the week assigned in the course Canvas shell according to the class schedule above.

Course & Instructor Policies

Extra Credit—Not available.

Late Work—Due dates are provided for all assignments. All deadlines are absolute and are designed to teach an important workplace competency. Late work will NOT be accepted.

Missed exams/assignments—If you miss an exam or assignment, you will receive a zero for that item. NO MAKE-UP work is available.

Attendance—Students are expected to be in class, on time, with their books and ready to work.

Dropping the Class --- Students are required to meet with me in person before I will sign a drop slip.

Class Attendance

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 minimester, 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.

Student Conduct & Discipline

Students are expected to maintain proper classroom decorum. When working with professors, staff, and other class members, students should always exercise respect, kindness, truthfulness, cooperation, and responsibility. If a student does not maintain proper classroom decorum, he/she will be asked to leave the classroom and, in extreme circumstances, the student will be referred to Student Life for further sanctions.

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, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, 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 and will be dealt with under the college's policy on plagiarism (see GCC Student Handbook for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Level of technical competence

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GCC Canvas. Software requirements include Microsoft Internet Explorer 7.x or higher (www.microsoft.com), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows 7 or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GCC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. No other software is necessary.

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 (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

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.

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

SCANS Competencies:

The following list summarizes the SCANS competencies addressed in this particular course:

<p>RESOURCES</p> <p>1.1 Manages Time</p>	<p>INTERPERSONAL</p> <p>(NONE)</p>	<p>INFORMATION</p> <p>3.1 Acquires and Evaluates Information</p> <p>3.2 Organizes and Maintains Information</p> <p>3.3 Uses Computers to Process Information</p>	<p>SYSTEMS</p> <p>4.1 Understands Systems</p> <p>4.2 Monitors and Corrects Performance</p>
<p>TECHNOLOGY</p> <p>5.1 Selects Technology</p> <p>5.2 Applies Technology to Task</p>	<p>BASIC SKILLS</p> <p>6.1 Reading</p> <p>6.5 Listening</p>	<p>THINKING SKILLS</p> <p>7.2 Decision Making</p> <p>7.3 Problem Solving</p> <p>7.4 Mental Visualization</p> <p>7.5 Knowing How to Learn</p> <p>7.6 Reasoning</p>	<p>PERSONAL SKILLS</p> <p>8.1 Responsibility</p> <p>8.2 Self-Esteem</p> <p>8.3 Sociability</p> <p>8.4 Self-Management</p> <p>8.5 Integrity/Honesty</p>

Students will satisfy the SCANS RESOURCES competency by completing and submitting all work before the assignment expires.

SCANS competencies in the INFORMATION, SYSTEMS, and TECHNOLOGY groups will be satisfied via a series of hands-on assignments, classroom discussion, and active learning techniques.

Students will use a variety of active learning techniques to hone their skills in the BASIC, THINKING, and PERSONAL categories throughout their daily course activities.