INTRODUCTION TO COMPUTING
Fall 2019

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468-2508

PREREQUISITE: 2 years of high school algebra or equivalent
Must have a C or better in each prerequisite course.

Note: Credit NOT available for students who have taken CSC 121. May not be taken by business majors.

CLASS INFO: This is an online course.

OFFICE HOURS: 10:00 a.m. – 11:00 a.m. Monday – Thursday
1:00 p.m. – 2:00 p.m. Tuesday
I will gladly make appointments for other times.

COURSE DESCRIPTION: General study of computer types, capabilities, uses, and limitations. Use of operating systems and application software on a microcomputer. Use of network environments to access online resources. Introduction to problem solving using a computer.

COURSE INTENT: To acquaint students with the capabilities and limitations of different types of digital computers. To provide experience in using a microcomputer as a productivity tool. To provide practice in operating system utilization on microcomputers. To develop competencies in word processing and electronic spreadsheet utilization. To provide experience in using digital resources to locate information. To introduce students to the concept of information literacy. To introduce students to problem solving using a computer.


REQUIRED ITEMS: USB Flash Memory Drive

EXAMINATIONS: (80% of the course grade)
3 Examinations 20% each
Final Examination – Comprehensive 20%

Tentative Exam Schedule:
Exam 1 Tuesday, September 24 (8:00 a.m. – 11:30 p.m.)
Exam 2 Tuesday, October 22 (8:00 a.m. – 11:30 p.m.)
Exam 3 Tuesday, November 19 (8:00 a.m. – 11:30 p.m.)
Final Monday, December 9, 8:00 a.m. – Tuesday, December 10, 11:30 p.m.

NOTE: There are no exemptions from the final examination. Check the final exam time. If the final exam time is a problem, you need to drop this course.

ASSIGNMENTS AND QUIZZES: (20% of the course grade)
There will be a total of 10-15 assignments and 8-12 quizzes of unequal weight.
Topics include: File management, word processing, spreadsheets, email, HTML and the WWW.
Assignments will not be accepted late. Missed quizzes and/or assignments cannot be made up.

ATTENDANCE: This is an online course. Constructive class participation is expected.
STUDENT LEARNING OUTCOMES: Upon successful completion of the course, students should be able to:
1. Identify capabilities, limitations and procedures for using computer systems to solve personal, business, and educational problems.
2. Discuss the role of computers in society, business, and education.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.

CONTENT: The following topics with estimated hours spent on each is listed below:
- General Computer Units (3)
- Network Environments (3)
- Microcomputer Operating Systems (6)
- Word Processing (10)
- Electronic Spreadsheets (9)
- Web Page Development (7)
- Independent Study of Other Computer Applications (4)
- Exams, plus a comprehensive final (3)

Program Learning Outcomes: Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness.

- Students majoring in the Department of Computer Science may access program learning outcomes at [http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations](http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations)

COURSE CALENDAR: This course meets for a minimum of 37.5 lecture contact hours during the semester, including the final exam. Students have significantly weekly reading, homework assignments and quizzes, three exams and a final exam. Students are expected to prepare for any class assignments or quizzes over the material covered in class or in the reading material. Successful completion of these activities requires at a minimum six additional hours of outside of classroom work each week.

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture Material</th>
<th>Homework Assignment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>8/26 – 8/30</td>
<td>Syllabus, Policies, D2L Orientation Computer and Internet Basics</td>
<td>D2L Introduction and Orientation Due (8/30) (consists of quiz, discussion posting, email, and dropbox assignment)</td>
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<td>2</td>
<td>8/31 – 9/6</td>
<td>Browser Videos Computer Hardware</td>
<td>Browser Discussion Postings Due (9/6) Search Engine Discussion Postings Due (9/6) Windows and Internet Basics Quiz Due (9/6)</td>
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<td>3</td>
<td>9/7 – 9/13</td>
<td>History of Computing Computer Software File Management</td>
<td>People in Computing Quiz Due (9/13)</td>
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<td>4</td>
<td>9/14 – 9/20</td>
<td>File Management Business Information Systems</td>
<td>File Management Due (9/20) (consists of Assignment and Quiz) Computer Concepts Quiz Due (9/20) Business Information Systems Quiz Due (9/20)</td>
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<td>5</td>
<td>9/21 – 9/27</td>
<td>Exam 1 – Concepts, File Management</td>
<td>Exam 1 (Tuesday, 9/24 – 8:00 a.m. – 11:30 p.m.) Fundamentals of Word Processing Due (9/27)</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Course</td>
<td>Assignments/Quizzes</td>
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<td>6</td>
<td>9/28 – 10/4</td>
<td>Word Processing</td>
<td>Editing and Formatting a Document Due (10/4) (consists of Assignment and Quiz)</td>
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<td>7</td>
<td>10/5 – 10/11</td>
<td>Word Processing</td>
<td>Creating a Newsletter Due (10/11) (consists of Assignment and Quiz)</td>
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<td>8</td>
<td>10/12 – 10/18</td>
<td>Word Processing</td>
<td>Mail Merge Due (10/18) Using Tables Due (10/18) Advanced Word Processing Quiz Due (10/18)</td>
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<td>9</td>
<td>10/19 – 10/25</td>
<td>Exam 2 – Word Processing Spreadsheets</td>
<td>Exam 2 (Tuesday, 10/22 – 8:00 a.m. – 11:30 p.m.) Fundamentals of Spreadsheets Due (10/25) (consists of Assignment and Quiz)</td>
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<td>10</td>
<td>10/26 – 11/1</td>
<td>Spreadsheets</td>
<td>Using Formulas and Functions Due (11/1) (consists of Assignment and Quiz)</td>
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<td>11</td>
<td>11/2 – 11/8</td>
<td>Spreadsheets</td>
<td>Advanced Spreadsheet Concepts Due (11/8)</td>
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<td>12</td>
<td>11/9 – 11/15</td>
<td>Spreadsheets</td>
<td>Spreadsheets in Business Due (11/15)</td>
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<td>13</td>
<td>11/16 – 11/22</td>
<td>Exam 3 - Spreadsheets</td>
<td>Exam 3 (Tuesday, 11/19– 8:00 a.m. – 11:30 p.m.)</td>
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<td>14</td>
<td>11/23 – 11/29</td>
<td>Thanksgiving Holiday</td>
<td>Web Pages and HTML</td>
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<td>15 (Dead Week)</td>
<td>11/30 – 12/6</td>
<td>Web Pages and HTML</td>
<td>Fundamentals of Web Pages and HTML Assignment Due (12/4) NOTE: This assignment is due on Wednesday of this week, not on Friday as all other assignments.</td>
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<td>16</td>
<td>12/9 – 12/10</td>
<td>Final Exam</td>
<td>Final Exam will be open Monday, December 9 at 8:00 a.m. until Tuesday, December 10 at 11:30 p.m.</td>
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**Attendance:** This is an online class. Class participation is expected. No disruptive behavior including offensive language will be tolerated in a computer science facility or related activity. Such behavior may result in administrative removal from class. Only students officially registered for the course and approved assistants may attend class.

**Examination Policy:** All class examinations are considered to be a major part of the course work upon which a large part of the course grade depends. There are NO make-up exams! Class examinations will be announced at least one week prior to the examination. If you have a conflict with another university event, you must contact me well in advance of the examination. In case of an extreme emergency, contact me before the scheduled examination. Failure to do so may result in an examination grade of zero. There are no exemptions for the final examination and no changes in taking the final examination. **All students must take the final exam. A zero on the final exam will result in an F in the course.** Check the final examination time. If the final examination time is a problem, you need to drop this course. Once the first person has left the room on the day of an examination, no one else will be permitted to begin the exam.

**Assignment Policy:** All assignments are due at the announced time on the specified due date. Assignments will not be accepted late. If you have a conflict, please contact me in advance. You should turn in your homework assignments done neatly, clearly, and to the best of your ability. Follow all the instructions given. You will lose points for failure to follow instructions. **PLEASE NOTE: You may be given assignments during the last five class days of the semester.**

**Software Policy:** Disciplinary action will be taken against individuals who perform unauthorized duplication of software or who are involved in the unauthorized use of duplicated software. Such action may make it impossible for you to successfully complete this course.

**Computer Laboratory Usage:** Students utilizing equipment in university computing laboratories are expected to read and abide by all posted policies for the laboratories. Please note that no children and no pets are permitted in university computing laboratories.

**Drop Policy (Univ.):** The official university add/drop policy is located at: [http://www.sfasu.edu/policies/add_drop.asp](http://www.sfasu.edu/policies/add_drop.asp). If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail: REGISTRAR@SFASU.EDU The Registrar is located on the 2nd floor of the Rusk building.

**Special Accommodation Requests:** To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. **Failure to request services in a timely manner may delay your accommodations.** For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

Students with special accommodation requests have the responsibility to immediately initiate a meeting with the instructor to discuss how the special accommodations will be provided. Students who are aware of these special needs at the beginning of the semester must inform the instructor in person before the twelfth class day about any class activity, which will require special accommodations.

**Computer Account Policy:** All assignments that require the use of the University Computer must be done under the computer account that is assigned to you in this class. **You should NOT do other class assignments in this account, and you should NOT do assignments from this class in other accounts.** Failure to abide by the above statements will mean that you will received a grade of F in this course.

**Academic Integrity:** Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. All instances of academic dishonesty will be reported to Office of the Dean of the student’s major. This report shall be made part of the student’s record and shall remain on file with the Dean’s office for at least four years. Instances of academic dishonesty may also be reported to the University Committee on Academic Integrity. A student who wishes to appeal decisions related to academic integrity follows procedures outlined in University policy A-9.1. Please read the complete policy at [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf)

If in my judgment an instance of academic dishonesty on an examination has occurred, a grade of zero will be assigned as the examination
grade and a minimum of one (1) letter grade will be lost in the course grade. A course grade of F may be assigned depending on the situation. A student found cheating on an examination may not drop the course. If in my judgment a student is found cheating on any part of a homework assignment or quiz, the student will receive negative points equal to the value of the entire homework/quiz. A negative grade will not be replaced by any possible bonus assignment. I consider the person who did the work (homework, quiz, test) and the person copying the work as both cheating. A recurrence of this by any individual will result in a grade of F in the course. DO YOUR OWN WORK!!!!!! Do NOT show your code to other students!!!

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.