INSTRUCTOR INFORMATION:
Mr. Korey Kahler
kahlerke@sfasu.edu
312J STEM Building
(936) 468-1717

CLASSROOM INFORMATION:
MWF 9:00am – 9:50am STEM 417 or Zoom

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. Credit not available for students who have taken CSC 121. May not be taken by business majors. (http://sfasu.edu/docs/computer-science/undergraduate-course-COSC1301.pdf)

PREREQUISITE:
2 years of high school algebra or equivalent. Credit not available for students who have taken BCIS 1305. May not be taken by business majors. Must have a grade of C or better in each prerequisite course.
Note: Students who have taken CSC 121 may NOT receive credit for this course.

OFFICE HOURS:
Monday: 10:00am – 11:00a; 1:00 – 2:30p (Zoom)
Tuesday: 10:45am – 11:45p (Zoom)
Wednesday: 10:00pm – 11:00a; 1:00 – 2:30p (Zoom)
Thursday: 10:45am – 11:45p (Zoom)
Friday: 10:00am – 11:00a (Zoom)

For questions or concerns, contact the instructor through email. Zoom appointments also available. In person appointments are available at request.

REQUIRED MATERIALS FOR COSC 1301:

SUGGESTED MATERIALS FOR COSC 1301:
• USB Flash Memory Drive (64MB minimum)

EXAMINATIONS: (80% of the course grade)
3 Class Examinations (20 % each) (See the class schedule for the dates and exam coverage.)
Comprehensive Final Examination (20 %) (See the class schedule for the time and date)
*Note: 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.
ASSIGNMENTS AND QUIZZES: (20% of the course grade)
There will be a total of 10-15 assignments and 10-15 quizzes of unequal weight.
Topics include: Computer concepts, Computer History, file management, word processing, spreadsheets, email, HTML and the WWW. Assignments will be accepted up to 12 hours late. Quizzes are not accepted late. Missed quizzes cannot be made up.

COURSE CALENDAR/TIMELINE:

<table>
<thead>
<tr>
<th>General Topic</th>
<th>Hours</th>
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<tbody>
<tr>
<td>General Computing</td>
<td>3</td>
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<tr>
<td>Network Environments</td>
<td>3</td>
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<tr>
<td>Microcomputer Operating Systems</td>
<td>6</td>
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<tr>
<td>Word Processing</td>
<td>10</td>
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<tr>
<td>Electronic spreadsheets</td>
<td>9</td>
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<tr>
<td>Web Page Development</td>
<td>7</td>
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<tr>
<td>Independent Study of Other Computer Applications</td>
<td>4</td>
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<tr>
<td>Exams (plus a comprehensive final)</td>
<td>3</td>
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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.
COURSE SCHEDULE:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics Covered</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction and Orientation</td>
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<tr>
<td>2</td>
<td>Windows and Internet Basics</td>
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<tr>
<td>3</td>
<td>File Management and Computer Concepts</td>
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<td>4</td>
<td>Exam 1</td>
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<tr>
<td>5</td>
<td>Word Processing</td>
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<tr>
<td>6</td>
<td>Word Processing</td>
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<tr>
<td>7</td>
<td>Word Processing</td>
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<tr>
<td>8</td>
<td>Exam 2</td>
</tr>
<tr>
<td>9</td>
<td>Spreadsheets</td>
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<tr>
<td>10</td>
<td>Spreadsheets</td>
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<tr>
<td>11</td>
<td>Spreadsheets</td>
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<tr>
<td>12</td>
<td>Exam 3</td>
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<tr>
<td>13</td>
<td>Web Pages and HTML</td>
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<tr>
<td>14</td>
<td><em>Dead Week</em></td>
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<tr>
<td>15</td>
<td>Comprehensive Final Exam</td>
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Other Class Information and Policies.

Attendance: Seating Assignments will be made and roll will be taken regularly. Attendance may be taken into consideration for your final grade. If you are absent from class please make sure to get notes from a classmate. Please remember there is no smoking, no chewing of tobacco, no eating or drinking, no bare feet, and no cell phone use during class. Cell phones and other electronic communication devices must be turned off during class. Possession of a cell phone or other electronic communication device during an exam will result in an examination grade of zero. Please keep your feet off of the seat backs and seats. Inappropriate student behavior and offensive language in class, computer science facility or other related activity will not be tolerated. Do not sleep in class, I will wake you up. Only students officially registered for the course and approved assistants may attend class.

At the beginning of the semester, each student will be asked if they will be attending class in person or via livestream (Zoom). If a student opts for Zoom/Livestream, then they forfeit their option to show up to class in person for the entire semester. However, if a student decides to attend class in person, they may change their modality to Zoom. Our classroom can only fit 11 students, so if more than 11 students opt for the face-to-face option, they will be put on a rotation. Students who opt in for face-to-face lectures are expected to show up to class and abide by social distancing policies.

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


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 two classes prior to the examination. If you have a conflict with another university event, you must contact me in advance of the examination. In case of an extreme emergency, contact me before the scheduled examination. Failure to do so will 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. Please note that being in possession of a cell phone or other electronic communication device during an exam will result in an examination grade of zero.

Assignment Policy: All assignments are due at the announced time on the specified due date. Assignments will be accepted up to 12 hours late. (50% off) If you have a conflict, please contact me in advance. Please Note: You will be given assignments and quizzes during the last five class days of the semester. 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. Any work turned in to my box should be dated and timed by the CSC department staff. Please ask nicely. Do not slide any work under my door or under the door to the Computer Science Offices.

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

Academic Integrity: Please review the University policy on Academic Integrity. 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 ones paper without giving the author due credit. All instances of academic dishonesty will be reported to Office of the Dean of the students major. This report shall be made part of the student’s record and shall remain on file with the Deans 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-2.

If in my judgment an instance of academic dishonesty on an exam has occurred, a grade of zero will be assigned and a minimum of one (1) letter grade will be lost in the course grade. Please note that being in possession of a cell phone or other electronic communication device during an exam will result in an examination grade of zero. 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, quizzes, exams) and the person copying the work as both cheating. Do your own work. Do not share your work with others. A course grade of F may be assigned depending on the situation.

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

**Special Accommodation Request:** Students with special accommodation 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 about any event which requires special accommodations. "Students with Disabilities - To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services, Wisely Hall, Room 104, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, DS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided."

Identification: Valid SFA student I.D. cards with a CID (not SSN) must be presented on each exam day. (No I.D...No exam...Grade of zero)
Syllabus Addendum

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. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations

General Student Policies:

Academic Integrity (A-9.1)

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.

Definition of Academic Dishonesty

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. Please read the complete policy at http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf.

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.

Students with Disabilities

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/.

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 iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.