COSC 1301.004: Introduction to Computing
Fall 2020

Anne Marie Eubanks
Department of Computer Science
College of Sciences and Mathematics
312P Ed and Gwen Cole STEM Building (#11 on campus map)
eubanksanne@sfasu.edu & within your D2L class
Department of Computer Science Office Phone Number: 936.468.2508

Office Hours - Online, Zoom Meeting & In-Person*
Monday: 11:00 a.m. – 12:00 p.m. & 2:20 p.m. – 3:20 p.m.
Tuesday: 11:20 a.m. – 12:20 p.m. & 1:50 p.m. – 2:50 p.m.
Wednesday: 11:00 a.m. – 12:00 p.m. & 2:20 p.m. – 3:20 p.m.
Thursday: 11:20 a.m. – 12:20 p.m. & 1:50 p.m. – 2:50 p.m.
Friday: 11:00 a.m. – 12:00 p.m.
Sunday: online & Zoom meeting only 7:00 p.m. – 8:00 p.m.
The office hours above are just a starting point. I am often online and I am frequently available outside these hours. Please feel free to Page any time you see me online. You may also email me at any time; typically during the school/business days, I will respond within 24 hours.

*I will gladly make appointments for other times; either online, in person*, or schedule a Zoom meeting. Please note, when scheduling a Zoom meeting, advanced notification is needed to accommodate scheduling.

*In-Person meetings: office 312P does not conform to the 6 feet social distancing as required by the CDC, please call or Page so that arrangements can be made to meet in another room, e.g, the Department of Computer Science Conference Room, or the Department of Computer Science Open Lab.

Zoom Meeting Information:
The Zoom Office Hours are hosted with a waiting room and you will be muted. This accommodates privacy just as it is in person. I will admit you as soon as I can.

All SFA students have a pro Zoom account. When signing into Zoom, do not log in to Zoom with Google or Facebook accounts, as this will result in them creating extra Zoom accounts that you do not need. To authenticate and log into a Zoom meeting, follow the steps provided here: How to join a Zoom meeting.

Please see the D2L Office Hours Content Page for Zoom meeting ID and password.

Email: The course requires that you have and use your SFA Jacks email account. You are responsible for messages sent by course instructors and other SFA officials to your SFA Jacks email address. Due to FERPA restrictions, any email correspondence regarding this course must be sent to
me from your SFA Jacks email account only; due to this, emails sent to me from an address other than your official SFA email address will not receive a response. You are responsible for checking your email daily.

**D2L:** The course has a D2L site that can be found at d2l.sfasu.edu. You may also use this email. Keep in mind that D2L is an intrasystem, meaning that you must be logged in to D2L and can only access individuals who are on the Class list of that particular course. You are responsible for all announcements and materials presented on this web page, so you must check it daily. If you do not have access to our class D2L page for any reason, you must contact me. Also, get in touch with the Center for Teaching and Learning Tech Support, phone: 936.468.1919 or email: d2l@sfasu.edu; their hours are Monday - Friday, 8 a.m. - 5 p.m. CST.

**Technology Requirement**
It is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Semester Calendar. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part. On campus, you may use Open Lab in STEM 206 or the Library Linc in the Ralph W. Steen Library.

**Masks and Social Distancing**
SFA is complying with CDC and state guidance regarding COVID-19 of requiring face coverings for the health and safety of the SFA community, which includes students, faculty, staff and visitors. Beginning July 7, 2020 it is required that face coverings be worn by all individuals – faculty, staff, students and visitors – on campus in the following areas:
- Indoor public areas, except where otherwise marked, even if a person is alone (includes all non-private offices, academic areas and residential spaces such as lobbies, hallways, restrooms, classrooms, teaching laboratories, common spaces in residence halls, conference rooms and break rooms); and
- Outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

Face coverings include cloth face coverings, FDA-approved surgical masks and other coverings that meet CDC recommendations. Information on how to make, wear and wash face coverings may be found on the CDC website. Individuals are responsible for providing their own face coverings. It is recommended that all individuals have at least three face coverings available for use throughout a week in order to begin each day with a new or cleaned face covering.

The primary purpose of wearing a face covering is to reduce the amount of virus spreading from wearer (who may not know they have and are spreading the virus) into the environment and to others. The secondary purpose of the face covering is to reduce the likelihood that large droplets containing the virus may enter the nose and mouth of the wearer. The use of a face covering does not replace the continued need to maintain physical distance from others – at least 6 feet – but instead augments physical distancing and frequent handwashing to help further reduce the likelihood of virus transmission.

Exceptions for individuals and areas of campus will be evaluated on a case-by-case basis. Students requesting a modification to this order based on a disability should work with Disability Services for guidance. Employees and visitors requesting a modification based on a disability should contact Human Resources for guidance.

Exceptions for physical areas on campus or certain occupations on campus where wearing a face covering is not feasible (and not based on a disability) will be evaluated on a case-by-case basis. Requests for an exemption/waiver should be made to the Face Coverings Committee at
facecoverings@sfasu.edu. The request should include the reason(s) face coverings are not feasible and the additional safety measures that will be taken to mitigate the risk in absence of face coverings. Areas where face covering requirements have been waived must be clearly marked with signs indicating that an exception has been granted. In some cases, face shields may be approved for use in lieu of face coverings.

SFA is adhering to the social distancing CDC requirement of keeping a safe space, defined as at least 6 feet, between yourself and other people who are not from your household.

Additional information is available on the Open SFA: Guide to Fall 2020 website.

**Class meeting time and place:** COSC 1301.004
1:00 p.m. – 2:15 p.m. Monday and Wednesday
All class meetings will be recorded via Zoom to accommodate the Livestream

**In-Person:**
Ed and Gwen Cole STEM Building (# 11 on the campus map)*
Room 417

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.

Only 14 students can be admitted to this classroom at one time to adhere to the CDC Social Distancing requirement.

*Starting 11/30/2020, all SFASU courses will only be utilizing the online format for the remainder of the semester.

**Livestream:**
Please see the Class Information D2L Content Page for the meeting ID and password. The livestream meeting is set up with a waiting room. At the beginning of class, you will be admitted. You must have your camera on when joining livestream. Note that when you are admitted, you will automatically be muted. You will need to unmute when you want to ask a question. Questions in Chat will be addressed.

**Prerequisites:**
- 2 years of high school algebra or equivalent
- Credit not available for students who have taken BCIS 1305.

**Grade Reminder:**
Must have a grade of C or better in each prerequisite course.

**Credit Hours:**
COSC 1301 “Introduction to Computing” (3 credits) typically meets twice each week or three times each week for an average of 2,250 minutes, and also meets for a 2 ½ -hour final examination. Students have significant weekly reading assignments. Students are expected to complete 10 - 15 homework assignments, and 2-3 periodic exams in addition to the final exam. Students are expected to prepare for any assignments or quizzes over the material covered in the course material. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.
Hybrid Course: SFA defines a hybrid course as a course that is delivered as a blend of face-to-face and online, face-to-face and livestream, or online and livestream. Classes meet at regular, scheduled intervals. Your faculty will share the dates and times when on-campus or livestream attendance is required.

Our Course: Our course is listed as a hybrid course; as such, I will hold class during our meeting times which will be recorded as Zoom video presented livestream and posted on D2L. Please feel to attend in person, watch livestream, or on your own schedule.

Notice: If for any reason we are required to attend only online, class meetings will be asynchronous.

Catalog Description
A general study of computer types, capabilities, uses, and limitations. Use of operating systems and application software on a microcomputer. Network environments. Introduction to problem solving using a computer.

Purpose of Course
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.

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.

Educational Objectives
Upon successful completion of the course, students should be able to:
Identify capabilities, limitations and procedures for using computer systems to solve business problems.
Discuss the role of computers in society and business.
Use digital resources to gather information.
Use a microcomputer operating system.
Apply concepts of word processing and document design.
Apply concepts of electronic spreadsheet design.

Materials:

Course Requirements:
Course Calendar/Timeline:
General Topic | Approximate % of course devoted to topic
--- | ---
General Computing | 7
Network Environments | 7
Microcomputer Operating Systems | 13
Word Processing | 22
Electronic spreadsheets | 20
Web Development | 15
Independent Study of Other Computer Applications | 9
Exams (plus a comprehensive final) | 7

A more detailed listing of the topics that the course will cover and approximate amount of time to be devoted to each is available online.

Specific exam dates and assignment due dates will be available on the Calendar tool in the Desire2Learn learning management system. Once registered, students can access Desire2Learn via https://d2l.sfasu.edu using their mySFA username and password.

Tentative Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
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</table>
| 2    | General Computing  
Network Environments |
| 3    | Microcomputer Operating Systems |
| 4    | Study of Other Computer Applications |
| 5    | Word Processing - Word |
| 6    | Word Processing - Word |
| 7    | Word Processing - Word |
| 8    | Electronic spreadsheets - Excel |
| 9    | Electronic spreadsheets - Excel |
| 10   | Electronic spreadsheets - Excel |
| 11   | Electronic spreadsheets - Excel |
| 12   | Web Development - HTML |
| 13   | Web Development - HTML |
| 14   | Thanksgiving Break |
| 15   | Review |
| 16   | Final Exam |

Grading Policy:

Desire2Learn: This course will use the Desire2Learn Management System. The course login page may be accessed directly, https://d2l.sfasu.edu/. All grades will be posted in the D2L Grade Page. You are responsible for all announcements and materials presented on this web page, so you must check it daily. If you do not have access to our class D2L page for any reason, you must contact me. Also, get in touch with the Center for Teaching and Learning Tech Support, or Phone: 936.468.1919 or email: d2l@sfasu.edu; their hours are Monday - Friday, 8 a.m. - 5 p.m. CST.

This course is incorporated into students' grade point average (GPA) as listed in the Course Grades.
A student who wishes to appeal the final grade must follow the procedure listed in the Final Course Grade Appeals by Students.

**Examinations:**
Comprehensive Final Examination (34 %)
   - NO Exemptions
   - Thursday, December 7, 2020
   - ONLINE only.

All class examinations are considered to be a major part of the course work upon which a large part of the course grade depends.

**Examination Policy:** If you have a conflict with another university event, you must contact me well in advance of 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.

**Online:** The online exams are located in the Quizzes on D2L. The Final Exam will be available all day and once you start, you will have 150 minutes to take the Final Exam.

*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. Please see the SFASU Final Examination Schedule policy for more information.

**Assignments and Quizzes:**
Assignments and quizzes account for 64% of the course grade. No make-ups.

Assignments can be found on the D2L Dropbox page and will be submitted in its Dropbox Folder. All assignments are due at the announced time on the specified due date. If you have a conflict, please contact me in advance. You will lose points for failure to follow instructions. Please note: You may be given assignments and quizzes during the last five class days of the semester.

**Help Support Resources:**

**Graduate Assistant:** 320 Ed and Gwen Cole STEM Building, please D2L Content Page for more information.

**Open Lab** Time in 206 Ed and Gwen Cole STEM Building
   - Monday – Thursday 9:00 a.m. – 5:00 p.m.
   - Friday 9:00 a.m. – 3:00 p.m.
   - You may use the lab computers during this time.

**AARC Tutors:** The AARC tutors are in in 206 Ed and Gwen Cole STEM Building.
   - Monday - Thursday: 4:00 p.m. – 8:00 p.m.
   - You may use this time to get help from the tutors, or to use the lab computers.

**The Library Linc is open:**
The Library Linc has the software that we use in this course.
Please see Ralph W. Steen Library Hours for specific times.
**Attendance:** Roll will be taken regularly. **Attendance** and participation **may** be taken into consideration for your final grade. If you are absent from class, **please make sure to obtain notes from a classmate.**

**Coming Late to Class/Leaving Early:** Students are encouraged to come to class on time and to stay for the entire class period. However, students are allowed to come late and leave early, as long as they do their best to minimally disrupt class when they arrive/leave and don’t make a habit out of coming late and/or leaving early.

**Missing Class:** I make no distinction between a good and a bad reason to miss class, so there is no need to bring me a note. If you miss class and want class notes of that day’s lecture, please obtain the notes from a fellow student. Each class meeting’s Zoom video will be posted on the Content Page in D2L. Please note the examination policy.

**In-class Attendance:** Please remember to follow the SFA policy of a face covering and worn properly, there is no smoking, no chewing of tobacco, no eating or drinking, no bare feet, and no cell phone use during class. 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.

**Livestream Attendance:** You need to have your camera enabled and be in an environment that is conducive to learning and not distracting (including an environment that is not distracting to your fellow classmates). Make sure to have your computer set up to be able to follow along with the class activity. Feel free to keep your microphone muted, just remember to unmute when you need to ask a question. Inappropriate student behavior and offensive language in class, computer science facility or other related activity will not be tolerated. Questions in the Chat will also be addressed.

**Acceptable Student Behavior:** SFA Policy manual states the **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. 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.

**Academic Integrity:** Please review the University policy on **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.
**Definition of Academic Dishonesty:**
Academic dishonesty includes both cheating and plagiarism.

**Cheating** includes but is not limited to:
- using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class;
- the falsification or invention of any information, including citations, on an assigned exercise; and/or
- 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:
- submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another;
- submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and
- Incorporating the words or ideas of an author into one's paper without giving the author due credit.

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. A **Report of Academic Dishonesty** will be filed. Please note that being in possession of a cell phone or other electronic 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 will be given. A **Report of Academic Dishonesty** will be filed. A negative grade will not be replaced by any possible bonus assignment. I consider the person who did the work (homework, quiz, and test) 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.

All instances of academic dishonesty will be reported to Office of the Dean of the student’s major and to the Chair of the Department of Computer Science. 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 dishonesty should follow procedures outlined in **Academic Appeals by Students**.

For more information regarding SFA’s **Academic Programs and Policies**, please see SFASU’s Bulletin.
Identification: Valid SFA student I.D. cards with CID (not SSN) must be presented on each exam day. (No I.D... No exam...Grade of zero.)

University Drop Policy: If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail. The Registrar is located on the 2nd floor of the Rusk building.

Withheld Grades, Semester Grades Policy: At the discretion of the instructor of record and with the approval of the academic unit head, 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 the specified time frame agreed upon if a WH is approved. If the work is not completed by then, the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

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 or via email about any event which requires special accommodations.
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, 936.468.3004 / 936.468.1004 (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, please contact Disability Services, 936.468.3004; office hours are Monday through Friday 8:00 a.m. – 5:00 p.m.

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.

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.

Tobacco Products and Vaping Products: Effective August 22, 2016, Stephen F. Austin State University is a tobacco and vape free campus. The use of all tobacco and vape products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape related product) is prohibited on all property that is owned, leased, occupied, or controlled by Stephen F. Austin State University. Additionally, the sale or free sampling of tobacco or vape products is prohibited on university property. This policy applies to all employees, students, university affiliates, contractors, and visitors.
The university shall offer and promote tobacco prevention and education programming on campus as well as provide applicable resources to help individuals who want to quit using tobacco products.

**Campus Carry at SFA:** During the 84th Texas Legislative Session, Senate Bill 11 (SB11) was passed allowing persons with a License to Carry (LTC) a handgun, under Texas Government Code Section 411.2031 and other applicable laws, to carry their handgun in a concealed manner on public university campuses. The law allows universities to establish policy restricting certain areas/events of the campus where concealed carry will not be allowed as well as establish storage requirements in residence halls.

Under SFA Policy 13.9, Firearms, Explosives, and Ammunition, the university has designated the following locations as locations where the carrying of a concealed handgun is prohibited:

- Early Childhood Research Center - Entire premise including fenced grounds
- Human Services Building (other than the Telecommunications area) - Entire Premise
- Student Health Clinic - Entire premise
- 3rd Floor of the Rusk Building - 1st and 2nd floors are not excluded from concealed carry
- Any location where a high school, collegiate, or professional sporting event takes place and where club or intramural athletic competition is taking place
- Nonpublic, secure portions of the University Police Department
- Occasional, reasonable, temporary restrictions by the president for five (5) days

If you observe a visible weapon, please contact the University Police Department. Call 911 from an on-campus phone or 936.468.2608 from a cell phone.