COSC 1301.003: Introduction to Computing
Fall 2021

Anne Marie Eubanks
Department of Computer Science
College of Sciences and Mathematics
312P Ed and Gwen Cole STEM Building (#12 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. – 2:20 p.m.
Tuesday: 11:20 a.m. – 12:20 p.m.
Wednesday: 11:00 a.m. – 2:20 p.m.
Thursday: 11:20 a.m. – 12:20 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.

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.

SFA is adhering to Governor Greg Abbott’s Executive Order (GA-38).

Abiding by the principles of respect and care for each other is The SFA Way. The five principles of The SFA Way include Respect, Caring, Responsibility, Unity and Integrity. Individuals who responsibly care for their own health, and seek to protect that of others around them, are certainly living up to The SFA Way. Ways we can do this include:

- Get vaccinated at any locally available site.
- Wear a face covering or mask in public indoor settings, to protect others.

Additional information is available on the Fall 2021 Campus Protocols website.

**Class meeting time and place:** COSC 1301.003
12:30 p.m. – 1:45 p.m. Tuesday and Thursday
All class meetings will be recorded via Zoom to accommodate the Livestream

**In-Person:**
Ed and Gwen Cole STEM Building (# 12 on the campus map)*
Room 417

**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:**
3
COSC 1301 “Introduction to Computing” (3 credits) typically meets twice each week or three times each week for an average of 2,250 minutes, there are 150 asynchronous minutes and a 2-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.

Course Requirements:

Course Calendar/Timeline:

<table>
<thead>
<tr>
<th>General Topic</th>
<th>Approximate % of course Devoted to topic</th>
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<tbody>
<tr>
<td>General Computing</td>
<td>7</td>
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<tr>
<td>Network Environments</td>
<td>7</td>
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<tr>
<td>Microcomputer Operating Systems</td>
<td>13</td>
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<tr>
<td>Word Processing</td>
<td>22</td>
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<td>Electronic spreadsheets</td>
<td>20</td>
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<tr>
<td>Web Development</td>
<td>15</td>
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<tr>
<td>Independent Study of Other Computer Applications</td>
<td>9</td>
</tr>
<tr>
<td>Exams (plus a comprehensive final)</td>
<td>7</td>
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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>
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<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
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<tr>
<td>2</td>
<td>General Computing</td>
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<td>Network Environments</td>
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<td>3</td>
<td>Microcomputer Operating Systems</td>
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<td>4</td>
<td>Study of Other Computer Applications</td>
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<td>5</td>
<td>Word Processing - Word</td>
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<td>6</td>
<td>Word Processing - Word</td>
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<td>7</td>
<td>Word Processing - Word</td>
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<tr>
<td>8</td>
<td>Electronic spreadsheets - Excel</td>
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<td>9</td>
<td>Electronic spreadsheets - Excel</td>
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<td>10</td>
<td>Electronic spreadsheets - Excel</td>
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<td>11</td>
<td>Electronic spreadsheets - Excel</td>
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<tr>
<td>12</td>
<td>Web Development - HTML</td>
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<tr>
<td>13</td>
<td>Web Development - HTML</td>
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<tr>
<td>14</td>
<td>Thanksgiving Break</td>
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<tr>
<td>15</td>
<td>Review</td>
</tr>
<tr>
<td>16</td>
<td>Final Exam</td>
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**Grading Policy:**

**Desire2Learn:** This course will use the Desire2Learn Management System. The course login page may be accessed directly, [https://d2l.sfasu.edu/](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:**

- Three Regular Lab Exams (20 % each)
  - **Tentative Exam Dates**
    - September 16, 2021
    - October 7, 2021
    - November 4, 2021
- Comprehensive Final Examination (20 %)
  - NO Exemptions
  - Thursday, **December 9, 2021** at 10:30 a.m.
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 120 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 20% 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. You may use this time to get help from the tutors, or to use the lab computers. Please see the Content Page in D2L for specific times.

**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:** There is no smoking, no chewing of tobacco, no eating or drinking, and no bare feet 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.

**Technology Requirement**
On campus, you may use Open Lab in STEM 206 or the Library Linc in the Ralph W. Steen Library. If you choose to use your own computer, 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.

**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.

**Lumberjack’s Mental Health:** SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support
student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741