Introduction to Computing  
COSC 1301-002  
Fall 2023  

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Office Hours: Online, Zoom Meeting & In-Person  
Monday: 9:00am – 11:00am  
Wednesday: 9:00am – 11:00am  
I will gladly make appointments for other times; either online, in person, or schedule a Zoom meeting.  
Department: Computer Science  

Class meeting time and place:  
MWF, 11:00 am - 11:50 am, STEM417  
Zoom information (for both office hours and class) is available via D2L.

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 BCIS 1305. May not be taken by business majors.  

Course Contact Hours and Study Hours:  
This course meets for a minimum of 37.5 lecture contact hours during the semester. Students have significant 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 least six additional hours of outside of classroom work each week.

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 courses at http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations

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 business problems.  
2. Discuss the role of computers in society and business.  
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.

Text and Materials
No Required Text for this course.

Course Requirements:

Course Calendar
General Topics: Hours:
General Computing 7
Network Environments 7
Microcomputer Operating Systems 13
Word Processing 22
Electronic spreadsheets 20
Web Development 15
Independent Study of Other Computer 9
Applications
Exams 7

Grading Policy
There is a 2-day late work grace period on all assignments, however, 10% will be deducted for each day that the assignment is late. After the 2-day grace period, late work will not be accepted (unless there is a predetermined or extenuating circumstance).

Attendance Policy
Roll will be taken regularly. Attendance and participation may be taken into consideration for your final grade. You may attend class face-to-face or livestream via Zoom. If you are absent from class, please make sure to obtain notes from a classmate.

Artificial Intelligence Fair-Use Policy:
This course assumes that work submitted by students – all process work, drafts, brainstorming artifacts, final works – will be generated by the students themselves, working individually or in groups as directed by class assignment instructions. This policy indicates the following constitute violations of academic honesty: a student has another person/entity do the work of any substantive portion of a graded assignment for them, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using generative AI tools (such as ChatGPT).

Academic Integrity (4.1)
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other
assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Withheld Grades Semester Grades Policy (5.5)
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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.
If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

The Dean of Students Office (Rusk Building, 3rd floor lobby)

www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202

www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”

Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**Crisis Resources:**

Burke 24-hour crisis line: 1.800.392.8343
National Suicide Crisis Prevention: 9-8-8
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
johCrisis Text Line: Text HELLO to 741-741