COSC 1301-500: Introduction to Computing
Department of Computer Science, STEM Building 312, (936) 468-2508
Summer 2024

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

CLASSROOM INFORMATION:
Online Course

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.
(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.

OFFICE HOURS:
Monday: 10:30am – 12:00pm (online)
Tuesday: 1:00pm – 2:30pm (online)
Wednesday: 10:30am – 12:00pm (online)
Thursday: 1:00pm – 2:30pm (online)
Friday: By appointment

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:
• Web Camera for Online Exam

SUGGESTED MATERIALS FOR COSC 1301:
• USB Flash Drive

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 QUIZSES: (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.

Faculty Notification Requests (formerly Absence Notifications):
The Dean of Students Office will help to notify faculty of a student’s absence for certain parameters. You can go HERE to learn more about this new process and also submit the form. It is still at the faculty member’s discretion on any missed assignments, tests, etc.

OFFICIAL COURSE SYLLABUS:
For additional detail including course description, purpose of course, student learning objectives, credit hour statement, and content, see the official course syllabus here:
https://sfasu.edu/docs/computer-science/undergraduate-course-COSC1301.pdf

COURSE CALENDAR/TIMELINE:

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

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.
<table>
<thead>
<tr>
<th>Seq Number</th>
<th>Topics Covered</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction and Orientation</td>
<td>Introducing...Me! D2L Quiz Tool Orientation Email Assignment Attach Files Assignment</td>
</tr>
<tr>
<td>2</td>
<td>Introduction and Orientation</td>
<td>Introducing...Me! D2L Quiz Tool Orientation Attach Files Assignment</td>
</tr>
<tr>
<td>3</td>
<td>Windows and Internet Basics</td>
<td>Browser Discussion Postings Search Engine Discussion Postings Windows and Internet Basics Quiz People in Computing Quiz</td>
</tr>
<tr>
<td>5</td>
<td><strong>Exam 1 - (Available from 8:00am to 11:30pm) (50 minutes)</strong></td>
<td>Covers: File Management, Computer Concepts, History</td>
</tr>
<tr>
<td>6</td>
<td>Word Processing</td>
<td>Editing and Formatting a Document Assignment Editing and Formatting a Document Quiz</td>
</tr>
<tr>
<td>7</td>
<td>Word Processing</td>
<td>Editing and Formatting a Document Assignment Editing and Formatting a Document Quiz</td>
</tr>
<tr>
<td>8</td>
<td>Word Processing</td>
<td>Creating a Newsletter Assignment Creating a Newsletter Quiz</td>
</tr>
<tr>
<td>9</td>
<td>Word Processing</td>
<td>Creating a Newsletter Assignment Creating a Newsletter Quiz</td>
</tr>
<tr>
<td>10</td>
<td>Word Processing</td>
<td>Creating a Multi-Level List Assignment Using Tables Assignment Advanced Word Processing Quiz</td>
</tr>
<tr>
<td>11</td>
<td>Word Processing</td>
<td>Creating a Multi-Level List Assignment Using Tables Assignment Advanced Word Processing Quiz</td>
</tr>
<tr>
<td>12</td>
<td><strong>Exam 2 - (Available from 8:00am to 11:30pm) (50 minutes)</strong></td>
<td>Covers: Word Processing</td>
</tr>
<tr>
<td>13</td>
<td>Spreadsheets</td>
<td>Fundamentals of Spreadsheets Assignment Fundamentals of Spreadsheets Quiz</td>
</tr>
<tr>
<td>14</td>
<td>Spreadsheets</td>
<td>Using Formulas and Functions Assignment Using Formulas and Functions Quiz</td>
</tr>
<tr>
<td>15</td>
<td>Spreadsheets</td>
<td>Using Formulas and Functions Assignment Using Formulas and Functions Quiz</td>
</tr>
<tr>
<td>16</td>
<td>Spreadsheets</td>
<td>Advanced Spreadsheet Concepts Assignment</td>
</tr>
<tr>
<td>17</td>
<td>Spreadsheets</td>
<td>Advanced Spreadsheet Concepts Assignment</td>
</tr>
<tr>
<td>18</td>
<td><strong>Exam 3 - (Available from 8:00am to 11:30pm) (50 minutes)</strong></td>
<td>Covers: Spreadsheets</td>
</tr>
<tr>
<td>19</td>
<td>Web Pages and HTML</td>
<td>Fundamentals of Web Pages and HTML Assignment</td>
</tr>
<tr>
<td>20</td>
<td><strong>Comprehensive Final Exam - (Available from 8:00am to 11:30pm)</strong></td>
<td>Comprehensive Final Exam</td>
</tr>
</tbody>
</table>
Other Class Information and Policies

**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 participate in class.

**Student Wellness and Well-Being:** SFASU values students’ mental health and the role it plays in academic and overall student success. 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:
- SFASU Counseling Services: www.sfasu.edu/counselingservices
- SFASU Human Services Counseling Clinic: www.sfasu.edu/humanservices/139.asp
- 3rd Floor Rusk Building
- Human Services Room 202
- 936-468-2401
- 936-468-1041

Crisis Resources:
- Burke 24-hour crisis line 1(800) 392-8343
- Suicide Prevention Lifeline 1(800) 273-TALK (8225)
- Crisis Text Line: Text HELLO to 741-741

**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 well 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.

**Policy on Artificial Intelligence:** Academic integrity is a core value of this course, and any form of academic dishonesty, including using artificial intelligence (AI) to cheat, will not be tolerated. Cheating with AI includes, but is not limited to, using AI-generated content for assignments or exams, using AI chatbots to communicate with others during exams, or using AI tools to generate responses to exam questions. Any student caught engaging in academic dishonesty using AI will face serious consequences, including but not limited to, failing the course and being reported to the appropriate academic authorities. It is important to remember that AI is a tool to assist in learning and not to replace it, and that academic dishonesty undermines the learning experience for everyone.

**Academic Integrity:** 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.

**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.

**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

**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/docs/hops/02-206.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/.

**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.