COCS 1301, 01W, Introduction to Computing
COURSE SYLLABUS: Spring 2019

INSTRUCTOR INFORMATION

Instructor: Dr. R. Daniel Creider, Associate Professor
Office Location: Jour 216
Office Hours: Monday and Wednesday 9:00am to 11:00am, 2:00pm to 4:00pm
Other times by appointment
Office Phone: 903-886-5407
Office Fax: 903-886-5404
University Email Address: Daniel.Creider@tamuc.edu
Preferred Form of Communication: **email**
Communication Response Time: 24 hours or sooner

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required
Computing Essentials 2017 Timothy O'Leary & Linda O'Leary, ISBN: 9781259563652
Microsoft Office 2013 A Case Approach, Introductory Timothy O'Leary & Linda O'Leary
    ISBN: 9780073519371

Software Required: Microsoft Office 2013 or newer
Optional Texts and/or Materials: None

Course Description

This course is an introduction to computers, network communications, and information systems. The course provides the student with knowledge about hardware, software and data management systems. The student is provided experience with an operating system environment, application software including productivity tools, and the use of the internet to communicate and search for

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information. This course will not count toward a major or minor in computer science or computer information systems.

Student Learning Outcomes

After completion of this course, you will understand the basic concepts of modern computers and their impact on society:
1. Application software
2. Various types of computer hardware and their functions
3. Data storage facilities
4. Utilization of the Internet by society today
5. Data communications and networking

You will also learn the basic features and be able to use:
1. word-processing software
2. spreadsheet software
3. presentation software.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

You should have reasonable keyboard skills and be familiar with the use of a PC. You should you be able to access computer folders and open software applications.

Instructional Methods

This is a web based course which will require you to have a PC and access to the internet. You can also access this course in any computer lab on campus.

Student Responsibilities or Tips for Success in the Course

Instructor Availability:
To communicate with me about this course you are to use the email address on this syllabus. Please include the course number/name in the beginning of the subject field for every email message (**see the top of the first page of this syllabus for more information**). **Email messages that are missing this information are likely to be automatically redirected to a folder the instructor will seldom check, or will possibly be deleted**. During the week, you can generally expect a response to your emails within a day, though sometimes it may take longer. I do not normally log on over the weekends. If you email me a question on Friday afternoon, I may not read that email until Monday morning. You can also call me at my office (prefer an email) or stop by my office during office hours.

Unless otherwise specified, all assignments are individual assignments, and thus must be completely the original work of the student submitting them.

Late Work:
All assignments are due at the time specified (see course schedule at the end of this

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document). **Please keep in mind that no late work will be accepted without penalty.** If an assignment is turned in after the due date, **20%** of the grade will be forfeited. <u>**No assignment will be graded if submitted 7 or more days after it is due**</u>. **An assignment must be submitted within _6 days_ of the due date if you want it graded**. If you have a problem submitting an assignment on time you should contact me before the due date. **For some weeks, it may be possible to work ahead and submit the assignment before it is due.**

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Your Final Grade Distribution is as follows:

25%   MS Office Lab Assignments
25%   MS Office Lab Exams (Word, Excel, Power Point)
20%   Computing Essentials Chapter Exams
10%   Computing Essentials Mid Term Exam
20%   Computing Essentials Final Exam

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

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YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

Interaction with Instructor Statement

See Above

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

See Above

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
https://www.britannica.com/topic/netiquette

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

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Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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COURSE OUTLINE / CALENDAR

COSC 1301 assignments due dates

All assignments are due by 11:59pm of the due date
Assignments submitted late will be penalized. (-20%)
No assignment will be graded if submitted 7 or more days after it is due. An assignment must be submitted within 6 days of the due date if you want it graded otherwise the grade will be zero.

Week 1 – CE chapter 1 and quiz: Sunday 1/20/19
Week 2 – CE chapter 2 and quiz: Sunday 1/27/19
        MSO Introduction to MS Office 2013 pages 10.2 to 10.72
Week 3 – CE chapter 3 and quiz: Sunday 2/3/19
        MSO Word Lab 1
Week 4 – CE chapter 4 and quiz: Sunday 2/10/19
        MSO Word Lab 2
Week 5 – CE chapter 5 and quiz: Sunday 2/17/19
        MSO Word Lab 3
Week 6 – CE chapters 6 and quiz: Sunday 2/24/19
        MSO Word Exam
Week 7 – CE chapter 7 and quiz: Sunday 3/3/19
        MSO Excel Lab1
Week 8 – Mid Term Exam CE chapters 1-7: Sunday 3/10/18
        MSO Excel Lab2
work on Week 9 assignment early, due before spring break
Week 9 - CE chapter 8 and quiz: Sunday 3/17/18
        MSO Excel Lab3

Spring Break 3/18/19 - 3/24/19

Week 10 - CE chapter 9 and quiz: Sunday 3/31/19
        MSO Excel Exam
Week 11 – CE chapter 10 and quiz: Sunday 4/7/19
        Power Point Lab1
Week 12 – CE chapter 11 and quiz: Sunday 4/14/19
        Power Point Lab2
Week 13 – CE chapter 12 and quiz: Sunday 4/21/19
        Power Point Lab3
Week 14 – CE chapter 13 and quiz: Sunday 4/28/19
        Power Point Exam
Week 15 – Self Review for CE Final Exam
Final Exam CE chapters 8-13: Sunday 5/5/19 to Tuesday 5/7/19

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