



COSC 1301-01W Introduction to Computing **COURSE SYLLABUS: Spring 2021**

INSTRUCTOR INFORMATION

Instructor:	Kwang Lee, Ph.D.
Office Location:	Online, must login D2L
Credit Hours:	3 credit hours
Office Hours:	Mon, Wed, 09:00am ~ 12:00pm
Office Phone:	571-275-0959
Office Fax:	None
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Preferred Form of Communication:	For all Email contacts make sure - THE Email Subject Is: "COS1301~~"
Communication Response Time:	Email or Online Discuss

COURSE INFORMATION

MANDATORY TEXTBOOKS:

- Computer Science: An Overview, 13th Edition (2018), J. Glenn Brookshear, Published by Pearson. ISBN: 978-0134875460

Course Description

This course offers online lecture, laboratory, and interaction to provide an introduction to computers, network communications, and information systems. This 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 information. This course will not count toward a major or minor in computer science or computer information systems.

Introduction to Computing: 3 hrs. Mode of delivery will be online. Weekly modules, opening exercises, mastery exercises, projects/assignments will make up the contents.

Prerequisites: None.

The syllabus/schedule are subject to change.

Course Objectives/Student Learning Outcomes

Topics covered in this course include the following:

- Information Technology, the Internet, and You; Microsoft Applications (Word, Excel, etc.)
- The Internet, the Web, and Electronic Commerce
- Application Software
- The System Unit
- Input/output (I/O)
- Secondary Storage
- Communication and Networks, Privacy, Security, and Ethics, IS, Database, A&D, and PL

Upon completion of this course, students will be able to:

1. Understand the Internet and It.
2. Describe, define, and apply the major components of Electronic Commerce
3. Learn and apply application software
4. Utilize System Units and its components.
5. Define, develop, and process Input/Output (I/O).
6. Comprehend the idea of Secondary Storage
7. Learn and implement the concept of communications networks
8. Apply ethical computing, security, database, analysis & design, as well as programming
9. language concepts and practices to your future work.

COURSE REQUIREMENTS

Midterm Examination:

- The midterm examination will cover chapters 1-5. **Midterm exam will worth 100 points and will be 10 percent of your course grade.** Midterm exam consists of 5 essay questions. You can access the Exam during the assigned days; however, **the Exam can only be taken once.** You have to complete the test within the given time limit (**75 minutes**). Please note that points will not be counted if you choose to exceed the allowable time limit.

Final Examination:

- The final examination will cover chapters 6-12. **Final exam will be worth 200 points and will be 20 percent of your course grade.** Final exam consists of 10 essay questions. You can access the Exam during the assigned days; however, **the Exam can only be taken once.** You have to complete the test within the given time limit (**120 minutes**). Please note that points will not be counted if you choose to exceed the allowable time limit.

Two Assignments:

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- Students are required to submit **two (2)** assignments to your instructor for grading. The assignments are on a variety of topics associated with the course modules. The assignment submission guideline is provided by an instructor. **Two assignments will be worth 300 points and will be 30 percent of your course grade.**

All assignments must be completed and submitted into “**Dropbox**” on due date. Work must be **complete**. I will not accept a partially completed assignment. Your work **must** be your **own**. Cheating will result in a grade of 0 for the applicable assignment; further disciplinary action, including assigning a failing grade (F) for the entire course may also be taken. Missed work will result in a grade of 0 for the assignment. Exceptional circumstances should be discussed with the instructor in advance.

Assignments must be printed out (when appropriate) and **properly identified**. Each must include:

- Your **Name**
- The **Assignment** and/or **File Name**

Two Quizzes:

- **Each quiz will be worth 100 points (for total of 200 points), and will be 20 percent of your course grade.** Three electronic quizzes pertaining to lecture material will be during class week and each will be worth 5% of your grade. Each has 5~10 multiple choice questions worth 100 points.

Ten Threaded Discussions:

- **Threaded discussions worth 200 points and will be 20 percent of your course grade.** Must post your responses to our discussion questions by the due date. Discussion questions are posted under each week’s Assignment tab as well as discussion board tab. You need to post your responses under discussion board. Your participation in our weekly discussion is valuable for the duration of the thread. Please post your responses by the due date/s for each week. Responses posted after the due date **WILL NOT** be graded and zero points will be issued for that week’s discussion. I will not extend the due date for participation in our weekly discussion/s.

GRADING

Your grade for the course will be based on the following percentages (tentative):

- | | |
|-------------------|---|
| • Exams | 300 (30%, Midterm-100 points, Final-200 points) |
| • Two Assignments | 300 (30%, each-150 points) |
| • Two Quizzes | 200 (20% each-100 points) |
| • Ten Discussions | 200 (20%, each-20 points) |
| • Total | 1,000 (100%) |

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You should do your own work on exams/projects and for computer assignments. Copying another student's work is not acceptable. Any indication of cheating and/or plagiarism on an exam/assignment/project will be an automatic 0 (zero) for the exam/assignment/project for all students involved. Yet, based on cheating and plagiarism activity in any section of class, instructor holds the right to give F grade to the identified student(s). Regarding codes in assignments / projects, you may be required to explain the code you submitted. In case of discursive explanation, the instructor holds the right to lower your grade.

Letter grades will be assigned according to the following scale:

- A - at least 900 (90%) of the total points
- B - at least 800 (80%) of the total points
- C - at least 700 (70%) of the total points
- D - at least 600 (60%) of the total points
- F - less than 60 (60%) of the total points

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

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Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

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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

Brightspace Support

Need Help?

Student 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 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

The instructor's communication response time and feedback on assessments are stated clearly.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

ASSIGNMENT AND LATE POLICY

The syllabus/schedule are subject to change.

The objective of written assignments is to promote attitudes and skills that will improve a student's ability to communicate in writing, develop research skills and documentation techniques, and encourage critical analysis of data and conclusions.

All assignments and project must be written in MS-word.doc format and uploaded into each assignment content holder on due date. Click each assignment tile on eCollege, then go to the assignment materials screen and then attach the local assignment from your computer using "Brows My Computer."

You justify ideas and response by using appropriate examples and references from texts, Web sites, other references, or personal experience and cited the sources in the correct APA format.

American Psychological Association (APA) Style

All written work submitted by students in this course must confirm to the most recent APA guidelines for referencing, in text citations, appendices, and/or any means of crediting an outside source.

Work must be **complete**. I will not accept a partially completed assignment. Your work **must** be your **own**. Cheating will result in a grade of 0 for the applicable assignment; further disciplinary action, including assigning a failing grade (F) for the entire course may also be taken. Missed work will result in a grade of 0 for the assignment. Exceptional circumstances should be discussed with the instructor in advance.

Assignments and project must be printed out (when appropriate) and **properly identified**. Each must include:

- Your **Name**
- Your **Student ID**
- The **Assignment** and/or **File Name**

Late Assignment and Project Policy:

Credit will be given for ONLY those exams, programs, and/or projects turned in no later than the deadline as announced by the instructor of this class, unless prior arrangement has been made with the instructor.

Late programs / projects / assignments can gain partial credit upon the following policy. As per University requirements, assignments submitted within 7 days after the deadline can receive up to 20% deduction, assignments submitted between 8-14 days after the deadline can receive up to 50% deduction.

- **No assignments and project will be accepted two weeks after the assigned due date**
- **Final assignment will not be accepted after the term end day**
- Exceptions to this policy will only be made in extraordinary circumstances. Please let me know your circumstances.

Late Discussion Policy:

The syllabus/schedule are subject to change.

I decided not to accept any late discussion. The discussion has a different purpose from the written assignment. As you know, the main purpose of discussion is to exchange ideas and opinions with other colleagues. If you are late to participate in the discussion, you cannot achieve this purpose via the discussion. I would not keep track of when the late discussions were turned in.

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.

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: [Netiquette](#)
<http://www.albion.com/netiquette/corerules.html>

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>

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[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

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

ADA Statement

Students with Disabilities

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

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.

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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.

COURSE OUTLINE/CALENDAR

This is a tentative outline in this course. Please use this schedule to see where you should be in your reading. The schedule is subject to change. In case of changes, student will be notified in advance.

Week	Starting Date	Topics	Assignments	Due Date	Reading
1	01/11 ~ 01/15	Introduction	Introduction Forum	No later than 5:00pm Day 5 of Week 1	Chapters 0-1
2	01/18 ~ 01/22	Data Storage	Discussion #1	No later than 5:00pm Day 5 of Week 2	Chapters 1-2
3	01/25 ~ 01/29	Data Manipulation	Discussion #2	No later than 5:00pm Day 5 of Week 3	Chapters 2-3
4	02/01 ~ 02/05	Operating Systems	Discussion #3 Quiz #1	No later than 5:00pm Day 5 of Week 5	Chapters 3-4
5	02/08 ~ 02/12	Networking and the Internet	Discussion #4	No later than 5:00pm Day 5 of Week 5	Chapters 4-5
6	02/15 ~ 02/19	Algorithms	Discussion #5 Assignment #1	No later than 5:00pm Day 5 of Week 6	Chapter 5
7	02/22 ~ 02/26	Review Chapters 1-5	Midterm Exam		Review Chapters 1-5
8	03/01 ~ 03/05	Programming Languages			Chapters 6-7
9	03/08 ~ 03/12	Software Engineering	Discussion #6	No later than 5:00pm Day 5 of Week 9	Chapters 7-8
10	03/15 ~ 03/19	Data Abstractions	Discussion #7	No later than 5:00pm Day 5 of Week 10	Chapters 8-9

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11	03/22 ~ 03/26	Database Systems	Discussion #8	No later than 5:00pm Day 5 of Week 11	Chapters 9-10
12	03/29 ~ 04/02	Computer Graphics	Discussion #9 Quiz #2	No later than 5:00pm Day 5 of Week 12	Chapters 10- 11
13	04/05 ~ 04/09	Artificial Intelligence	Discussion #10	No later than 5:00pm Day 5 of Week 13	Chapters 11- 12
14	04/12 ~ 04/16	Theory of Computation	Assignment #2	No later than 5:00pm Day 5 of Week 15	Chapter 12
15	04/19 ~ 04/23	Review Chapters 6-12	Final Exam		Review Chapters 6-12

Note:

1. The due date for each discussion and assignment is Friday (Day 5 of Each week) at 5:00 PM (CDT). Late submission will NOT be accepted.

Academic Integrity Policy

The Department is committed to maintaining the integrity and respectability of degrees conferred and course credit earned through our department.

Academic dishonesty restricts the understanding of subject material by the perpetrator, distracts and discourages other class members, and reduces the value of the economic signal of degrees conferred through Texas A&M University - Commerce. Whether courses are online, face-to-face, or hybrid combinations; the faculty, staff, and student members of the Department are committed to protecting the integrity of our courses, regardless of the delivery method.

Sufficient Notice

This policy, along with other University guidelines, represents sufficient notice to any student enrolled in a department course or program that his/her conduct in that course or program is governed by these academic integrity standards. Ignorance of this policy is neither an excuse nor a mitigating circumstance for violations.

Conduct Covered

No bulleted list of approved or disallowed behavior can substitute for our student body's commitment to act in ways that are consistent with moral principles, values, and a guiding sense of personal integrity. As faculty, we are committed to providing quality education both online and in the classroom. Likewise, academic ethics apply regardless of the delivery method of the course. However, in the interest of being specific, the following behaviors are generally not allowed and constitute academic dishonesty:

The syllabus/schedule are subject to change.

- Plagiarism - Defined by the Oxford English Dictionary as, “1. The action or practice of plagiarizing; the wrongful publication or purloining, and publication as one’s own of the ideas, or expression of the ideas (literary, artistic, musical, mechanical, etc.) of another.”
- Cheating on course assignments and assessments - Any attempt to circumvent the integrity of the grading system constitutes cheating. This includes use of resources that are not allowed (e.g. notes, calculators, books), assistance from other people (e.g. friends, parents, classmates, spouses). Your grade should reflect what you know – if it does not, you may have cheated. If you have questions about whether or not an action or resource is allowable, contact your instructor BEFORE you engage in the behavior.
- Collusion – any agreement or understanding to work as a group, unless specifically allowed by the instructor, is a form of cheating. Providing assistance to others by allowing them to copy work, or answering questions collaboratively when not allowed to do so is cheating. All individuals involved are guilty of collusion.
- Abuse – Any improper use, misuse or perversion of University facilities, resource material, or intellectual property. This could include theft of electronic documents (e.g. through copying, photographing or hacking), sale of material, or intimidation of fellow students, faculty or staff – either physical or electronically.

This list is not comprehensive, but provides examples of unethical behavior. If you have questions about what is allowable, contact your instructor with enough time to allow them to respond.

Disciplinary Action

Disciplinary action for academic misconduct is under the purview of the instructor. However, discipline can include any combination of the following:

1. Point deduction on an assignment.
2. Failure for an assignment.
3. A grade of zero for an assignment.
4. Failure for the course.
5. Referral to the Academic Integrity Committee or department head for further action.
6. Referral to the Dean of the College of Business.
7. Referral to the University Discipline Committee – this may lead to expulsion from the University.

Campus Concealed Carry

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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

((<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). 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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