



**COSC-1301-30313**

**Introduction to Computing (Internet course)**

**Course Semester: Fall 2024, 16 weeks**

**August 19 – December 6, 2024**

**MyITLab Course ID: mantooth73149**

**Instructor Information**

**Name:** Charmiane Mantooth, MS

**Email:** cmantooth2@com.edu

**Office / Student Hours: Email and/or Discussion Board in D2L – I will check my COM email and the Discussion Board in D2L daily for questions/comments/discussion items.**

**Required Textbook/Materials:**

**MyLab IT by Pearson -- Access Card --**

**Microsoft Office 2019 GO! Series + Technology in Action, 17/e eText**

ISBN-13: 9780137509294

Alan Evans, Kendall Martin, Mary Anne Poatsy

**MyLab IT requires an access code**, available through the **COM bookstore** or may be purchased directly from the publisher's website. Ordering MyLab IT from sources other than COM or Pearson, however, could result in the inability to access the MyLab IT learning tools or the electronic textbooks. A print version of "Technology in Action" is not required for this course. The bookstore does not stock print copies. For a print version, contact the publisher (Pearson) directly.

**Required Software - Microsoft Office Applications:**

Microsoft Office 365 or Microsoft Office 2019 (or later) Applications are required for the course assignments that are worked offline. These applications are free to COM students. Required are Microsoft Word, PowerPoint, Excel and Access. Download instructions (where necessary) can be found in the course on the D2L Brightspace portal.

**Course Description:** Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

**Course requirements:** You are required to log into your D2L Brightspace portal daily for announcements, which will include course updates, guidance to course activities, and current statuses of situations and procedures at COM. Your COM email should also be checked frequently. These communication methods provide important information to the class as a whole.

**MyLab IT is required to complete all coursework. Access to all course materials, assignments, and coursework in MyLab IT is through the classroom link on the D2L Brightspace portal. Use the links in the weekly tabs to access Pearson course materials and all assignments.**

The work in this course must be accomplished on a computer, **not a smart phone**. A Windows-based computer with a minimum of four gigabytes (GB) of RAM (Random Access Memory) is required. Alternatively, the coursework may be done on an Apple Macintosh but with compatibility aids. Additionally, you must have a reliable broadband Internet connection.

The COM computer lab can be used if you do not have a computer or Internet connection.

This is an online course and employs two learning systems: D2L Brightspace and MyLab IT.

- **D2L Brightspace** is the web-based learning management system (LMS) employed by COM providing a web portal for access to all course classes, class coursework and materials, announcements, email messages, instructions for using MyLab IT, and information on other helpful topics.
- **MyLab IT** is a learning environment from Pearson that includes eText which is used for all reading assignments and tests on computing concepts and provides simulation training and practice activities for assignments in Microsoft Office applications. **Access these materials through the links in D2L.**

**Determination of Course Grade/Detailed Grading Formula:**

COURSE ITEM	% of Total Grade
<b>Technology in Action, 17<sup>th</sup> Edition</b>	
End of Chapter Quizzes on Technology in Action, online in MyLab IT	60%
<b>Microsoft Office Assignments</b>	
Homework Projects in Microsoft Office, worked offline, uploaded, and graded online in MyLab IT.	25%
Microsoft Office Skills-Based Training (SIMULATIONS), online in MyLab IT	15%
<b>Course Total</b>	<b>100%</b>

**Grading Scale:**

Percent	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

**Late Work, Make-Up, and Extra-Credit Policy:**

All students are expected to complete assignments and tests on time according to posted due dates. Late work and make-up work will be considered on a case-by-case basis, upon request.

Extra credit assignments are offered as exercises in Microsoft Office applications which will be due at the end of the semester. These are on the calendar in MyLab IT and in the course outline of this syllabus. These are the only extra credit assignments. Each assignment has the possibility of adding one percentage point to your final grade. If you complete three extra credit assignments, for instance, making 100% on two of them and 50% on one, a total of 2.5 points would be added to your final grade. With a semester grade of 87.6, the extra credit points described would produce a final grade of 90.1 (87.6 + 2.5).

**Attendance Policy:** This is an online course. There are no set days or hours for classroom time. Attendance is based on the frequency of logging into the D2L Brightspace portal and MyLab IT, and the coursework completed.

**Communicating with your instructor:** *ALL electronic communication with the instructor must be through your COM email.* Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communication systems	Critical Thinking	Test on Chapter 2 "Looking at Computers: Understanding the Parts"
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.	Personal Responsibility Social Responsibility	Test on Chapter 3: "Using the Internet: Making the most of the Web's Resources", Section on "Ethics in IT".
3. Demonstrate the ability to create and use documents, spreadsheets, presentations and databases in order to communicate and store information as well as to support problem solving.	Communication (written) Empirical and Quantitative Communication (visual and oral)	Microsoft Office Grader Project Assignments for Word, PowerPoint, Excel and Access
4. Describe the need and ways to maintain security in a computing environment	Critical Thinking	Test on Chapter 9 "Securing Your System"

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Professor Leslie Richardson, Math and Computer Science Department Chair, at 409-933-8329, email [lrichardson@com.edu](mailto:lrichardson@com.edu).

**Course outline:**

<b>Week</b>	<b>Date Due</b>	<b>Assignment</b>
<b>0</b>	08/20/24	Beginning of class. Set up Pearson account and work on material due 08/27
<b>1</b>	08/27/24	Word Chapter 1, Word 1A and 1B Simulation Training Word Chapter 1, <b>one (1)</b> Word 1G Homework Project
<b>2</b>	09/03/24	Test Chapter 1, Technology in Action (End Of Chapter Quiz)
<b>3</b>	09/10/24	Word Chapter 2, Word 2A and 2B Simulation Training Word Chapter 2, <b>one (1)</b> Word 2G Homework Project (Letter and Resume) Word Chapter 3, Word 3A and 3B Simulation Training Word Chapter 3, <b>one (1)</b> Word 3G Homework Project (Newsletter & Research)
<b>4</b>	09/17/24	Test Chapter 2, Technology in Action (End Of Chapter Quiz)
<b>5</b>	09/24/24	PowerPoint 1A and 1B Simulation Training PowerPoint 1G Northern Lights, <b>one (1)</b> Homework Grader Project PowerPoint 2A and 2B Simulation Training PowerPoint 2E, Coasters, <b>one (1)</b> Homework Grader Project
<b>6</b>	10/01/24	Test Chapter 3, Technology in Action (End Of Chapter Quiz)
<b>7</b>	10/08/24	Excel 1A and 1B Simulation Training Excel 1E(Gym Sales), 1F (Balance Sales), <b>two (2)</b> Homework Grader Projects
<b>8</b>	10/15/24	Test Chapter 5, Technology in Action (End Of Chapter Quiz)
<b>9</b>	10/22/24	Excel 2A and 2B Simulation Training Excel 2E (Plants) and 2F (Bonus) , <b>two (2)</b> Homework Grader Projects
<b>10</b>	10/29/24	Test Chapter 6, Technology in Action (End Of Chapter Quiz)
<b>11</b>	11/05/24	Excel 3A and 3B Simulation Training Excel 3E (Revenue) and 3F (Streets) , <b>two (2)</b> Homework Grader Projects
<b>12</b>	11/12/24	Test Chapter 7, Technology in Action (End Of Chapter Quiz)
<b>13</b>	11/19/24	Access 1A and 1B Simulation Training Access 1E (Kiosk Inventory), <b>one (1)</b> Homework Grader Project
<b>14</b>	11/26/24	Test Chapter 8, Technology in Action (End Of Chapter Quiz)
<b>15</b>	12/03/24	Test Chapter 9, Technology in Action (End Of Chapter Quiz)
	12/05/24	<b>All extra credit assignments due:</b> Word, PowerPoint, Excel, and HTML Project

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.