COSC 1301 – 001IN
Introduction to Computing (Internet course)
Spring 2021 (January 19, 2020 – May 14, 2021)

MyITLab Course ID: alexander27363

Instructor Information:

Name: Patrick Anderson, MS
Email: panderson12@com.edu

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.

Office / Student Hours:

All office hours are virtual in the Blackboard Collaborate Ultra Virtual Room. Message or email me to arrange an appointment. At the time of the appointment, click on the link below to join Office Hours.

https://us.bbcollab.com/guest/2a795fd442b04fab89f2094650c6ef84

By appointment, as requested.

Required Textbook:

MyLab IT with Pearson eText -- Access Card -- for GO! 2016 with Technology in Action, 15/e
ISBN 9780134827018
  Alan Evans
  Kendall Martin
  Mary Anne Poatsy

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.

The MyITLab access code may also be available from the publisher's website. Ordering MyITLab from websites other than Pearson could result in the inability to access the MyITLab learning tools or the electronic textbooks.

If you want to order the MyITLab access code directly from Pearson, you do not need an ISBN. You purchase the access code, Technology in Action, 15e **(with eText)** directly online. Instructions are on Blackboard.
Inside MyITLab online, the student will find the following:

1. eText: Alan Evans, Kendall Martin and Mary Anne Poatsy, for "Technology in Action Complete, 15th Edition",
2. eText: Go! With Microsoft Office 2016, Volume I
3. All MyITLab assignments, tests, notices, comments for study instruction and other items.

A print version of "Technology in Action" is not required for this course. The bookstore does not stock print copies. However, if you want a print version, please contact the instructor or the publisher (Pearson).

Required Software - Microsoft Office Applications:

Microsoft Office 365 or Microsoft Office 2016 (or later) Applications are required for the course assignments that are worked offline. These applications are free to all college students. Required are Microsoft Word, PowerPoint, Excel and Access. Download instructions are in Blackboard.

Course Description:

This course presents an overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, presentation graphics, spreadsheets (including data analysis), 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.

Course Requirements:

 You are required to log into Blackboard at least once a day for announcements. Also, please check your COM email. These are the best ways I have for providing important information to all students.

The work of 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. You may do your work on a Macintosh. Additionally, you must have a reliable broadband Internet connection.

This is an online course. Two course learning systems are used: Blackboard and Pearson's MyITLab, with eText. Blackboard is used for all announcements, instructions for using MyITLab, other help topics and course email messages. The HTML (web page) project is also on Blackboard.

MyITLab is used for all tests on computing concepts and for Microsoft Office assignments. Additionally, you will need Office 365 or Office 2016 (or later) on your computer to complete the offline portion of the Microsoft Office assignments.

All instructions for setting up MyITLab and downloading the Microsoft Office applications are in Blackboard. The Office Applications are all free of charge to COM students.

Computer and Internet access: Regarding problems with your own computer and with Internet access, COM is not responsible for outages, and due dates will not be extended.

Course Work Deadlines: All work must be completed on time. Due dates will not be extended. Contact the instructor if you have a documented emergency. Please note the deadline times

refer to the timing on the Pearson server, not on your personal computer or your phone. <u>Be sure your time zone is set to Central Time in MyITLab.</u>

Computing Concepts, Technology in Action - Assignments and Tests:
You are expected to read carefully each chapter assigned in "Technology in Action". There will be a test over the chapters in "Technology in Action" according to the schedule in this syllabus. All tests will be taken in the MyITLab Course Learning System. The student is allowed one attempt for each test.

At the end of the semester, the lowest test grade (Technology in Action) will be dropped from your grade calculation for tests. There are no tests on the Microsoft Office Applications.

Late Work / Extra Credit Work:

All students are expected to complete assignments and tests on time.

There are three extra credit Microsoft Office Assignments due at the end of the semester at midnight. They are on the calendar in MyITLab and on the course outline in this syllabus. These are the only extra credit assignments. Each assignment has the possibility of adding one percentage point to your final grade. So, if you complete three extra credit assignments, making 100% on two of them and 50% on one of them, then 2.5 points will be added to your final grade. For example, if your semester grade is 87.6 and you complete these extra credit assignments, your final grade would be 90.1.

Determination of Grade:

COURSE ITEM	% of Total Grade
Technology in Action, 15th Edition	
Technology in Action Tests, online in MyITLab	60%
Microsoft Office Assignments	
Microsoft Office Skill-Based Training, online in MyITLab	15%
Microsoft Office Grader Projects, worked offline, uploaded and graded online in MyITLab. The HTML project is included here.	25%
Course Total	**100%**

Grading Scale:

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

Course Outline:

The assignment details are in MyITLab on the calendar.

Week	Date Due	Assignment
1	**01/19/21** **01/20/21** **01/21/21** **01/22/21** **01/23/21** **(Instructor**)	**The instructor opens all Technology in Action tests and Microsoft Office assignments. See below for student due dates. All assignments and tests are in the MyITLab Course Learning System. Look on the MyITLab calendar for either a green check (assignment opens), or a clock (assignment is due).**
2	01/26/21	Word Chapter 1 Skills Training
3	02/02/21	Word Chapter 1 Grader project
		Test Chapter 1, Technology in Action
4	02/09/21	Word Chapter 2 Skills Training and one Grader Project
5	02/16/21	Word Chapter 3 Skills Training and one Grader Project
		Test Chapter 2, Technology in Action
6	02/23/21	PowerPoint Chapter 1 Skills Training and one Grader Project
7	03/02/21	PowerPoint Chapter 2 Skills Training and one Grader Project
		Test Chapter 3, Technology in Action
8	03/09/21	Excel Chapter 1 Skills Training and one Grader Project
9	03/23/21	Excel Chapter 1, two Grader Projects
		Test Chapter 5, Technology in Action
10	03/30/21	Excel Chapter 2 Skills Training
11	04/06/21	Excel Chapter 2, two Grader Projects
		Test Chapter 6, Technology in Action
12	04/13/21	Excel Chapter 3 Skills Training, one Grader Project
13	04/20/21	Excel Chapter 3, one Grader Project
		Test Chapter 7, Technology in Action
14	04/27/21	Access Chapter 1 Skills Training and one Grader Project
15	05/04/21	HTML Project in Blackboard
		Test Chapter 8, Technology in Action
16	05/11/21	Test Chapter 9, Technology in Action
	05/12/21	All extra credit assignments are due: Word, PowerPoint and Excel

Attendance Policy:

This is an internet course. Students are expected to log into Blackboard at least once a day for announcements and to check COM email.

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

only permitted to withdraw six times during their college career by State law. The last day to withdraw for the Fall 16-week session is November 23, 2020.

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.

Early Alert Program:

The Counseling Center at College of the Mainland has implemented an Early Alert Program. 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 Counseling Department who will schedule a meeting with you to see what assistance they can offer for you to meet your academic goals.

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 the appropriate disciplinary action.

Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information previously provided. If, after discussing your concern with the instructor, you continue to have questions, please contact Professor Selina K. Rahman, Department Chair, at 409-933-8339, email srahman@com.edu.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	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

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
4. Describe the need and ways to maintain security in a computing environment	Critical Thinking	Test on Chapter 9 "Securing Your System"

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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 career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.

Changes to this Syllabus:

The instructor reserves the right to make changes to this syllabus, as necessary. All changes will be communicated to the students in a timely manner.