



COSC 1301.002IN
Introduction to Computing
Spring 2022
January 18, 2022 – May 13, 2022
Online Course

MyITLab Course ID: anderson86067

Instructor Information: Patrick Anderson, MS, panderson12@com.edu

Student hours and location:

Office / Student Hours: This is an online course. There is no set days or hours for classroom time. All office hours are virtual in the Blackboard Collaborate Ultra Virtual Room. Message or email the instructor 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.

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.

Required Textbook/Materials:

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

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 and their use covering current issues such as the impact of computers on society, as well as the history and use of computers in business, education, and other modern settings, and the impact of the Internet. Topics include hardware, operating systems, and application software, providing practical knowledge and skills in word processing, spreadsheets (with data analysis), presentation graphics, and databases.

Course requirements: You are required to log into Blackboard at least once a day for announcements which 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.

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. Alternatively, the coursework may be done on an Apple Macintosh. Additionally, you must have a reliable broadband Internet connection.

This is an online course and employs two learning systems: Blackboard and MyITLab.

- **Blackboard** is a resource on COM's web portal used for all announcements, course email messages, instructions for using MyITLab and other resources, and other helpful topics. The HTML (web page) project in the course is also on Blackboard.

- **MyITLab** is a learning environment from Pearson that includes eText which is used for all reading assignments and tests on computing concepts. This system also provides simulation training and practice activities for assignments concentrating on Microsoft Office applications.

Most of the assignments will require you to have access to and use of Office 365 or Office 2016 (or later) to complete the offline portion of the assignments.

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

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

Course Work Deadlines: Assignment due dates and deadlines, as outlined in this syllabus in the Course Outline, are provided for and enforced in MyITLab. 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. Be sure your time zone in MyITLab is set to Central Time.

Computing Concepts, Technology in Action - Assignments and Tests: You are expected to carefully read 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.

Determination of Course Grade/Detailed Grading Formula:

| 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% |

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|--|---------------------|-------------|
| | Course Total | 100% |
|--|---------------------|-------------|

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.

There are three extra credit assignments offered in Microsoft Office applications which will be due at the end of the semester by 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. So, if your semester grade is 87.6, and you complete the extra credit assignments, your final grade would be 90.1 (87.6 + 2.5).

Attendance Policy: This is an internet course. Students are not required to attend meetings, lectures, or gatherings for this course. The Assignment Calendar in MyITLab provides organized reminders of all assignments and their due dates. Students are expected to complete posted assignments by the deadlines provided. Additionally, students are expected to log into Blackboard at least once a day for announcements and to check their COM email regularly. Blackboard tracks dates and times when you login.

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. Appointments can be made for more direct interaction as necessary (see Office/Student Hours).

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|--|------------------------|---|
| 1. Describe the fundamentals of computing infrastructure components: hardware, application software, | Critical Thinking | Test on Chapter 2 "Looking at Computers: Understanding the Parts" |

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|--|--|---|
| operating systems, and data communication systems | | |
| 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 the 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 richardson@com.edu.

Course outline:

| Week | Date Due | Assignment |
|------|--|--|
| 1 | 01/19/22 01/20/22 01/21/22 01/22/22 01/23/22 | The instructor opens all Technology in Action tests and Microsoft Office assignments. See below for student due dates. <u>All assignments and tests are in the MyITLab Course Learning System. Look on the MyITLab calendar for either a <u>green check</u> (assignment open), or a <u>clock</u> (assignment is due).</u> |

| | (Instructor) | |
|----|--------------|--|
| 1 | 01/25/22 | Word Chapter 1 Skills Training |
| 2 | 02/01/22 | Word Chapter 1 Grader project |
| | | Test Chapter 1, Technology in Action |
| 3 | 02/08/22 | Word Chapter 2 Skills Training and one Grader Project |
| 4 | 02/15/22 | Word Chapter 3 Skills Training and one Grader Project |
| | | Test Chapter 2, Technology in Action |
| 5 | 02/22/22 | PowerPoint Chapter 1 Skills Training and one Grader Project |
| 6 | 03/01/22 | PowerPoint Chapter 2 Skills Training and one Grader Project |
| | | Test Chapter 3, Technology in Action |
| 7 | 03/08/22 | Excel Chapter 1 Skills Training and one Grader Project |
| 8 | 03/22/22 | Excel Chapter 1, two Grader Projects |
| | | Test Chapter 5, Technology in Action |
| 9 | 03/29/22 | Excel Chapter 2 Skills Training and one Grader Project |
| 10 | 04/05/22 | Excel Chapter 2, one Grader Project |
| | | Test Chapter 6, Technology in Action |
| 11 | 04/12/22 | Excel Chapter 3 Skills Training and one Grader Project |
| 12 | 04/19/22 | Excel Chapter 3, one Grader Project |
| | | Test Chapter 7, Technology in Action |
| 13 | 04/26/22 | Access Chapter 1 Skills Training and one Grader Project |
| 14 | 05/03/22 | HTML Project in Blackboard |
| | | Test Chapter 8, Technology in Action |
| 15 | 05/10/22 | Test Chapter 9, Technology in Action |
| | 05/12/22 | All extra credit assignments are due: Word, PowerPoint and Excel |

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://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.
https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 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 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 set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

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. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.