RANGER COLLEGE

COURSE SYLLABUS

Introduction to Computing

COSC 1301

3 credit hours

INSTRUCTOR:

Kim Sandford

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EMAIL: ksandford@rangercollege.edu
HOURS: Monday through Thursday 8:00am – 5:00pm

I. Texas Core Curriculum Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

II. Course Description

Overview of computer information systems – hardware, operating systems, and microcomputer application software, including 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 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.

III. Required Background or Prerequisite

There are no prerequisites for this course, however a basic knowledge of technology and keyboarding skills will be helpful.

IV. Required Textbook and Course Materials

(1) Vermaat, Sebok, Freund. Discovering Computers, 2014 Edition, Course Technology, Cengage Learning
ISBN: 978-1-285-16176-1

(2) Muir and Verno. Guidelines for Microsoft Office 2013, Paradigm
ISBN: 978-0-76385-258-0

V. Course Purpose

This course is an introduction to technology used in current industry trends and will offer a hands-on approach to resolving real-world problems. In this class, you will gain foundational knowledge and skills to create professional word processing, spreadsheets, and presentation documents, along with other basic technology skills. This course is designed to give students introductory "end user" computer skills.

VI. Learning Outcomes

1. Describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.
2. Delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.
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.
4. Describe the need and ways to maintain security in a computing environment.

VII. Core Objectives

This course meets the following of the six Core Objectives established by Texas:

☒ **Critical Thinking Skills (CT) –** Creative thinking, innovation, inquiry, and analysis; evaluation and synthesis of information

☒ **Communication Skills (COM) –** effective development, interpretation and expression of ideas through written, oral, and visual communication

☒ **Empirical and Quantitative Skills (EQS) –** The manipulation and analysis of numerical data or observable facts resulting in informed conclusions

☒ **Teamwork (TW) –** The ability to consider different points of view and to work effectively with others to support a shared purpose or goal

☒ **Social Responsibility (SR) –** Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

☒ **Personal Responsibility (PR) –** The ability to connect choices, actions, and consequences to ethical decision-making

VIII. Methods of Instruction

This class is multimedia, and as such, it may include independent research, assigned reading, supervised interaction on-line, instructor-provided supplementary materials, exams, and presentation. All assignments will be submitted in Blackboard or by email.

IX. Methods of Assessment

1. **Lecture and Lab exams – 30% of total grade (PR, CT, EQS):** Exams will be used to gauge your knowledge of the subject, including knowledge of the terminology of the subject matter and comprehension of concepts. The course textbook, handouts, and lecture notes will be used as standards for evaluation of your work on exams. These exams will consist of multiple choice, matching, true/false, short answer, discussion questions, sample project completion, or a combination of these.

2. **Lab exercises, assignments, and project – 35% of total grade (CT, EQS, TW, PR):** Assignments will be used to evaluate your ability to apply knowledge obtained in this course so as to complete computer applications. Your goal should be to produce complete, error-free output within an allotted time frame. Deductions will be made for typographical and logical errors. Maximum score is 100 points. If submitted after due date, points will be deducted.
3. **Class discussions – 20% of total grade (COM, SR):** Discussions will be used to help facilitate learning in an on-line learning environment. Participation in class discussions is required and points may be deducted if submitted after due date.
4. **Final Exam – (CT, COM, PR):** There will be a comprehensive proctored final exam focusing on the lecture and lab material that we have studied throughout the semester.

Grading scale: A = 90-100% B = 80-89 C = 70-79 D = 60-69 F = Below 60

X. Course/Classroom Policies

Please note the following course expectations. Failure to do so will negatively impact your experience of this class, not to mention your grade.

1. **Attendance:** Students "attend" class by checking email and logging onto the online course (Blackboard) at least twice per week. Also, students should submit weekly activities by the due date posted.
2. **Class Participation:** Students are expected to participate in class discussions by using the Discussion Board on the course Blackboard. Students will create their own posts and also read comments posted by the instructor and the other students, and will add comments that would contribute to the class discussion in a meaningful way.
3. **Missed Exams/Assignments/Makeup Policy:** There will be due dates for assignments and tests, and students are asked to make every effort to always submit these on time. Permission to make up work may be given on an individual basis for extenuating circumstances. Assignments are posted well ahead of the due dates, so students should submit assignments ahead of time when absences are anticipated. Each assignment and each test will have a due date. You are strongly encouraged to always make every effort to take exams on time. Work may be made up for absences due to authorized Ranger College activities. For these types of absences, makeup work is due within two weeks of the absence, and it is the student's responsibility to see that makeup work is completed as soon as possible.
4. **Academic Dishonesty:** Any student caught cheating on an exam or other assignment may be given an F as the final course grade. Students are expected to learn and retain the material in an honest and ethical way.
5. **Available Support Services**: Ranger College Library; Computer Labs in Ranger, Stephenville and Early; Student Services. Access to the Tarleton State University library may be available. Contact the Ranger College Stephenville Center to get information about using the Tarleton library.
6. **Dual Credit:** High School students taking this course for dual credit must check with their High School principal about how this course might affect graduation and/or U.I.L. eligibility. Students seeking dual credit should inform the Ranger College instructor at the beginning of the semester.

7. **Computer and Internet Access:** You are responsible for your access to the Internet and for computer equipment and software needed for this course. You may use Ranger College's computer labs if needed. Computers and Internet access are also usually available in city libraries. Computer or Internet failure is not a valid excuse for not getting work submitted on time. You should have a backup plan in case your computer "crashes."
8. **Email:** I am happy to communicate with you by email and will do my best to respond within 24 hours during the week. Please be aware that messages sent after 5:00pm may not be read until the next morning and messages sent over the weekend may not be read until Monday.
9. **IMPORTANT!!** Because of the online format of this course, one exam MUST be proctored, which will require students to make an appointment at one of the RC locations (or make appropriate arrangements at an approved testing site). The required proctored exam for this course will be the Final Exam.

XI. Course Outline/Schedule

The dates of weekly assignments and exams are subject to revision as needed. I will announce all revisions as a post on Blackboard, and do my best to make sure that everyone knows about the changes. If you do not regularly check Blackboard, you are still responsible for submitting assignments according to any revisions that we make to the schedule.

Week	***Lecture Assignments – Discovering Computers textbook***	***Lab Assignments - Guidelines for Office 2013 textbook***
1	Syllabus, Plagiarism Pretest	Email assignment
2	Chapter 1 " Digital Literacy," Chapter 2 "The Internet," and Chapter 3 "Computers and Mobile Devices" Discussion Post	Guidelines for Getting Started, Computing Essentials
3	**LECTURE EXAM #1 (Chap 1-3)**	Internet Basics, Making Use of the Web, Microsoft Office Introduction
4	Chapter 4 "Programs and Apps," Chapter 5 "Digital Safety and Security," Discussion Post	Microsoft Word
5	Chapter 6, "Inside Computers and Mobile Devices," and Chapter 7 "Input and Output"	Cloud Storage and Online Word Processing
6	**LECTURE EXAM #2 (Chap 4-7)**	**WORD PROCESSING EXAM**

7	Chapter 8 “Digital Storage” and Chapter 9, “Operating Systems” Discussion Post	Microsoft Excel
8	Chapter 10 "Communications and Networks" and Chapter 11 “Information and Data Mangement”	Online Spreadsheets
9	**SPREADSHEET EXAM**	
10	**Lecture Exam #3 (Chap 8-11)**	
11	Chapter 12 “Information Systems and Program Development”	Microsoft PowerPoint
12	Continue	Online Presentations
13	**PROJECT**	
14	**PROJECT**	
15	**Study Week**	
16	**Final Exam**	

XII. Non-Discrimination Statement

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, and national origin.

XIII. ADA Statement

Ranger College provides a variety of services for students with learning and/or physical disabilities. Students are responsible for making initial contact with the Ranger College Counselor, Gabe Lewis (glewis@rangercollege.edu). It is advisable to make this contact before or immediately after the semester begins.