Course Syllabus

COSC 1301 – Introduction to Computing

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

Prerequisites: None

Semester Credit Hours: 3
Lecture Hours per Week: 3
Lab Hours per Week: 0
Extended hours: Additional study is required outside posted class times.
Contact Hours per Semester: 48

State Approval Code: 11.0202.54 04

Class section meeting time:

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Core Components and Related College Student Learning Outcomes
This course counts as part of the academic requirements of the Panola College Core Curriculum and an Associate of Arts or Associate of Science degree. ☐ Yes   ☒No: If no, skip to Instructional Goals.

The items below marked with an X reflect the state-mandated outcomes for this course **IF this is a CORE course**:

☐ Critical Thinking Skills – to include creative thinking, innovation, inquiry and analysis, evaluation and syntheses of information
    ☐ CT1: Generate and communicate ideas by combining, changing, or reapplying existing information
    ☐ CT2: Gather and assess information relevant to a question
    ☐ CT3: Analyze, evaluate, and synthesize information

☐ Communication Skills – to include effective development, interpretation, and expression of ideas

through written, oral, and visual communication
- ☐ CS1: Develop, interpret, and express ideas through written communication
- ☐ CS2: Develop, interpret, and express ideas through oral communication
- ☐ CS3: Develop, interpret, and express ideas through visual communication

☐ Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- ☐ EQS1: Manipulate and analyze numerical data and arrive at an informed conclusion
- ☐ EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion

☐ Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- ☐ TW1: Integrate different viewpoints as a member of a team
- ☐ TW2: Work with others to support and accomplish a shared goal

☐ Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making
- ☐ PR1: Evaluate choices and actions and relate consequences to decision-making

☐ Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- ☐ SR1: Demonstrate intercultural competence
- ☐ SR2: Identify civic responsibility
- ☐ SR3: Engage in regional, national, and global communities

Instructional Goals and Purposes:

Panola College's instructional goals include 1) creating an academic atmosphere in which students may develop their intellects and skills and 2) providing courses so students may receive a certificate/an associate degree or transfer to a senior institution that offers baccalaureate degrees.

The purpose of this course is to fulfill academic requirements of an Associate of Arts degree, an Associate of Science degree, an Associate of Applied Science degree or a certificate at Panola College.

Learning Outcomes:

After studying all materials and resources presented in the course, the student will be able to:

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.

Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes section of this syllabus.

Students in all sections of this course will learn the following content:

1. Computer Basics
    a. Define computer and identify the basic computing functions
    b. Identify types of hardware devices and their uses.
    c. Identify types of software and their uses.
    d. Identify ethically responsible and safe computing practices.
    e. Describe networks.
    f. Define network terms.
2. Business Productivity Software
    a. Terms and concepts as they relate to Word, PowerPoint, Excel, and Access.
    b. Skills required to use Word, PowerPoint, Excel, and Access to manipulate data and create solutions to business problems

Methods of Instruction/Course Format/Delivery:

This course is offered in the following formats: Traditional (face-to-face), Hybrid, and Online

Learners in the traditional class, hybrid class, and online class will have access to this course via the current Learning Management System. Learners in the traditional class and hybrid class will meet regularly for discussion on the new material. Learners in the online class will only be required to meet with the instructor or the proctor in a verified testing center for exams. Details will be posted in the Learning Management System.

All assignments will be completed and submitted via the current Learning Management System or the MyLab IT Web site. Learners may complete the following using the MyLab IT site: a) A MINIMUM of two proctored exams; b) Skills training and quizzes; c) Graded project homework and assessment quizzes; d) Concepts quizzes; e) a Final Exam.

Learners in the traditional, hybrid, and Internet classes should use the messaging (email) component of the current Learning Management System to communicate with the instructor and others in the learning community. If you are unable to contact the instructor using this method, you may use the instructor's Panola College email address. Panola College instructors attempt to respond to all email within 24 hours when on campus or during virtual office hours. Always include a subject line and your name in your email.

Major Assignments / Assessments:
The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

Assignments

1. Quizzes
    For each chapter assigned, the learner may complete a quiz on the terms and concepts introduced.
    Other quizzes that will allow the learner to show mastery of course outcomes.

2. Daily Work
    Application software skills training practice assignments, projects solving common problems by implementing business software, or other activities demonstrating mastery of course objectives.

Assessment(s):

    Major Exams
    A minimum of two proctored exams will be assigned per semester.

Course Grade:
The grading scale for this course is as follows:

- Quizzes 20%
- Daily Work 40%
- Major Exams 40%

90 and above	A
80-89	B
70-79	C
60-69	D
Under 60	F

Texts, Materials, and Supplies:

- MyLab IT for GO! with Microsoft Office 365, 2019 Edition Introductory+ Technology in Action, 16th Edition Pearson access code: 9780135490181
- Access to a reliable computer and high-speed Internet
- Access to Microsoft Office 2019 (Word, Excel, Access, PowerPoint) or Office 365
- Student data files and lab instructions (details provided in the Learning Management System)
- Canvas Access

  NOTE: Purchase ONE code.
  The GO! with Office 2019 + Technology in Action (with eText) will allow access to required materials for the following courses:
  BCIS 1305 (Business Computer Applications)
  COSC 1301 (Intro to Computing)
  ITSW 1407 (Database)
  ITSW 1410 (Intro to Presentation Graphics)

Required Readings:
- eText included with the GO! With Office 2019 + Technology in Action access code
- Other reading activities regarding information required in the course outcomes.

Recommended Readings:
- Supplemental reading will be provided as handouts or an Internet link.

Other:
- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: https://www.panolacollegestore.com
- For testing services, use the following link: https://www.panola.edu/elearning/testing.html
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to https://www.panola.edu/student-success/disability-support-services/ for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder:* https://www.panola.edu/student-success/documents/pathfinder.pdf