CENTRAL TEXAS COLLEGE
COSC1301
Introduction to Computing

INSTRUCTOR: _____

OFFICE HOURS: _____

Course 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.

This course serves as a required or elective course on various degree plans. Curriculum plans for degrees and certificates are listed in the current Central Texas College catalog. The delivery method of this course may be traditional lecture/lab, blended lecture/lab, or online.

Prerequisites: None

Learning Outcomes

Upon successful completion of this course, you 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.
5. Explain how networks work; implement a basic home network.
6. Describe basic concepts/structures of computer programming, demonstrate an understanding of programming strategies and design an algorithm.

SCANS (Secretary's Commission on Achieving Necessary Skills):
Refer to http://content.ctcd.edu/downloads/docs/scans/scans_occ_comp.pdf for an explanation of SCANS. The following table summarizes the SCANS competencies addressed in this particular course:

Competency				
Resources: Identifies, organizes, plans, and allocates resources. C1	Information: Acquires and uses information. C5, C6, C7, C8	Interpersonal: Works with others. C9	Systems: Understands complex interrelationships. C15	Technology: Works with a variety of technologies. C18, C19
Foundation				
Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks. F1, F2, F3, F5	Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons. F7, F8, F9, F10, F12	Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty. F13, F15, F16, F17		

Course Requirements

Instructional Materials
Check for required, recommended, and optional materials at http://www.ctcd.edu/books. Note that some courses do not require the purchase of a book although a print option may be available for purchase. **Don't forget to check technical requirements.**

Lecture Classes may also require a storage option such as USB or Cloud.

Assignments
Be sure to complete all assignments prior to class, so that you can actively participate in all in-class activities. Graded learning activities must be submitted by the specified due dates.

Assessments
Assessments must be submitted by the specified due dates. Student content mastery will be evaluated via several assessment methods throughout the course.

Be prepared to participate in traditional exams, quizzes, projects, discussion, and alternative assessments.

Late Work
Late work typically is not accepted. See your instructor for specifics. Make-ups are only permitted in case of emergency or extenuating circumstances. When possible, you should notify your instructor that you will be late BEFORE an assignment is due. If unable to notify your instructor prior to the due date, notification must be done as soon

as possible. Any make-up work must be preceded by appropriate supporting documentation for the absence and cleared by your instructor. Otherwise, the student will receive a zero for the missed assignments.

NOTE: In-class group activities cannot be made up.

Grade Computation

Course Requirements	Points		Points	Grade
Assignments	300		900-1000	A
Assessments	300		800-899	B
Final Assessment	400		700-799	C
TOTAL	1000		600-699	D

Course Etiquette
CTC is enriched by the varied backgrounds of our students. We respect the learning process despite divergent points of view. Students are expected to display appropriate classroom decorum at all times. Any behavior which distracts from the learning situation is inappropriate.

- Language, comments, and discussion will be in good taste, scholarly, and appropriate to the subject at hand. This includes online course activity.
- Sleeping in class and private conversations are a distraction to others.
- Attire appropriate to the academic environment is also expected. Clothing that may be offensive to others distracts from learning should not be worn to class.

You are expected to arrive before class begins. If you need to enter a classroom after class has started, quietly take the closest available seat. If you must leave while class is in session, exit as quietly as possible.

Please **silence all electronic devices and do not wear headphones/ear plugs** during face-to-face class sessions.

If proper etiquette is not followed, you may be asked to leave the class and marked absent.

Course Attendance
Regular and punctual attendance is required. This includes lecture and lab, or in the case of online delivery, active engagement in Blackboard with consistent progress. Students are responsible for all material covered during any absence.

Your instructor will have specific requirements related to attendance. These requirements are in addition to the college requirements for census certification. Be sure that you adhere to your instructor's guidelines as it may impact your course grade.

Central Texas College Policies, Procedures, and Student Services

As a CTC student, you should become familiar with the multitude of services that are available to you. These include academic advising and support as described at the CTC website at http://www.ctcd.edu/students/current-ctc-students/academic-advising/ . CTC serves students around the world and ensures that these services apply to all students regardless of location. Refer to the catalog and handbook for your location for additional information. Check with your local CTC office if you have questions.

Americans with Disabilities Act (ADA)
Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at http://www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

You are responsible for upholding the Academic Policies and Guidelines presented in the CTC catalog, Student Handbook, and at the CTC website at http://www.ctcd.edu/academics/catalog/catalog-texas/academic-policies/ . Also note the following polices.

Absence/Participation Policy
The census date is the day that CTC legally certifies the number of enrollments in each course with the State of Texas. The table below depicts the typical census date based on course length.

Course Length	Census Date
3 weeks	2nd Day of Class
5 weeks	4th Day of Class
8 weeks	6th Day of Class
10 weeks	7th Day of Class
12 weeks	9th Day of Class
16 weeks	12th Day of Class

Due to this census certification requirement, instructors must document attendance/participation through the census date by requiring students to complete an academically related activity or to communicate extenuating circumstances to the instructor PRIOR to census. For all courses, including self-paced, failure to complete the designated activity before census may result in administrative withdrawal from the course. For blended or hybrid classes where the first class meeting is after census, completion of a graded activity is still required and is designated by your instructor. This policy is in addition to your instructor's attendance requirements that apply to the remainder of the term.

Faculty **cannot** initiate a withdrawal after census. After the census date, withdrawals must be initiated by the student. Instructions on how to complete a withdrawal can be viewed here: https://www.ctcd.edu/students/current-ctc-students/registration/drops-and-withdrawals/

NOTE: For co-requisite classes, a withdrawal/drop from one class will result in an automatic withdrawal/drop from the other co-requisite class.

Scholastic Honesty
All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are some examples of scholastic dishonesty:

- **Plagiarism -** The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion -** Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating -** Giving or receiving information on examinations.

Students guilty of scholastic dishonesty may be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

EagleMail
All official electronic communication from CTC and from your instructors will be sent to your student email account. It is essential that you set up your account and check it at least three times a week or forward it to an account that you check regularly. For instructions on using EagleMail, go to https://www.ctcd.edu/students/current-ctc-students/student-email/ .

Tutors
Tutoring services are available through the Academic Studio and other resources.
- **Academic Studio** at https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/
- **Advanced Math Lab** at https://www.ctcd.edu/academics/instructional-departments/mathematics/advanced-math-lab/
- **Online Writing Lab and Math Tutors** in Blackboard**.**
- **Eligible service members and dependents** at https://military.tutor.com/home
- **CTC Library Services for Students** at http://www.ctcd.edu/academics/library/

Tech Support and Other Help
For assistance with:
- WebAdvisor
- Etrieve
- EagleMail
Contact the **CTC IT Department** (http://www.ctcd.edu/students/student-it-services/)

For assistance with:

- Blackboard
- BioSig-ID

Contact **DEET technical support** (http://online.ctcd.edu/on_demand_blackboard.cfm)

Students not located on or around Central Campus may have a local CTC representative and are also welcome to contact our student advisors at **Eagles on Call** http://www.ctcd.edu/students/current-ctc-students/academic-advising/distance-education-students/ .

Refer to the CTC website at https://www.ctcd.edu/ and the Distance Education and Educational Technology (DEET) website at http://online.ctcd.edu for further updated information. Check the Quick Links at the DEET website for Blackboard Self Help and other valuable Student Resources.

Additional requirements or restrictions are presented in the Course Requirements section of this document.

General Description of the Subject Matter of each Lecture or Discussion

Module #	Topics Covered	Sample Learning Activities
1	1.1 What is a Computer? 1.2 Hardware and Software Basics 1.3 Data Communications (The Internet, Networks, & IoT)	Read course learning material Review assigned videos and articles Complete practice tutorials Participate in discussion Complete assigned homework Complete assigned project
2	2.1 Computer Ethics 2.2 Computers in Society 2.3 Computer Security	Read course learning material Review assigned videos and articles Complete practice tutorials Participate in discussion Complete assigned homework Complete assigned project
3	3.1 Common Computer Applications 3.2 Create, Format, Present	Read course learning material Review assigned videos and articles Complete practice tutorials Participate in discussion Complete assigned homework Complete assigned project
4	4.1 What is a Network? 4.2 Network Operations 4.3 Basic Home Networks	Read course learning material Review assigned videos and articles Complete practice tutorials Participate in discussion Complete assigned homework Complete assigned project
5	5.1 What is Computer Programming? 5.2 Programming Strategies and Algorithm Design	Read course learning material Review assigned videos and articles Complete practice tutorials Participate in discussion Complete assigned homework Complete assigned project

Please note: This syllabus is subject to approved departmental changes at the discretion of the instructor.