Computer Literacy – COSC 1315  
School of Engineering and Computing Sciences  
Fall 2016

A. COURSE INFORMATION
Course number/section: COSC 1315.001  
Class meeting time: MW 2:00 - 3:15 PM  
Class location: CI-226  
Course Website: Blackboard (bb9.tamucc.edu)

B. INSTRUCTOR INFORMATION
Instructor: Jeffrey Gordon  
Office location: EN 316L  
Office hours: TTH: 2-3 PM, F: 9 AM-12 PM (or by appt.)  
Telephone: 361-825-3688 (x3688)  
e-mail: Jeffrey.Gordon@tamucc.edu  
Appointments: by email

C. COURSE DESCRIPTION
Catalog Course Description
A balanced introduction to the use and application of computers in modern society involving both descriptive information and hands-on laboratory participation. Includes a discussion of the general principles of operation of a computer and a brief history of the development of computing. The use of personal computer operating system, common application software, and simple computer programming concepts are introduced. Satisfies University computer literacy requirement.

Extended Course Description
Given that everyone may not have access to PCs and the software used in this course, the majority of the class time students engage in hands-on tutorials. The other advantage to this approach is that if the student experiences some difficulty, the student can receive immediate assistance from the instructor or another classmate. The course includes the use of Microsoft products such as Word, Power Point and Excel. These tools will be useful in completing the student’s academic work as well as personal business. In the business world, these are the industry standard.

D. PREREQUISITES AND COREQUISITES
Prerequisites
None. But, students are expected to have proficient keyboard skills, be able to create files/folders, save to a disk/flash drive.
Corequisites
None.
E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

**Required Textbook(s)**

**Optional Textbook(s) or Other References**
None

**Supplies**
Sand Dollar ID Card, pre-loaded with $ for printing documents.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:

1: Use ¾ of these software packages for basic, everyday applications
   1- Word       2-Excel       3-Power Point   4-Access
   5-Microsoft Office 2016, Windows 7, Internet Explorer
   
   Assessment: Students will receive a minimum of a 60% average on lab assignments on ¾ of the above topics.

2: Demonstrate a basic understanding of computer concepts.
   
   Assessment: Students will receive a minimum of 60% average on all class exams.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

The majority class time will be hands-on tutorials on the software packages.

Usually, the instructor will overview the material and computer concepts. Then, usually a week before the quiz, the instructor will have the class complete a review for the upcoming quiz.
H. MAJOR COURSE REQUIREMENTS AND GRADING

Software packages; students will be graded on completion of the tutorials.

Computer concepts; students will be quizzed on the material.

Since the course is under revision, an exact number of cannot be specified.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
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<tbody>
<tr>
<td>Final Exam – Monday, December 12,</td>
<td>10%</td>
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<tr>
<td>1:45PM – 4:15PM</td>
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<tr>
<td>Quizzes (2 Exams)</td>
<td>30%</td>
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<tr>
<td>Homework/Lab Assignments</td>
<td>50%</td>
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<tr>
<td>Other activities: participation(^1)</td>
<td>10%</td>
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No make-up quizzes/exams are given.

\(^1\) Class participation includes positive contributions, assisting others, attitude, on-time attendance. Continued tardiness may equate to absence(s). (i.e. 3 tardy arrivals = 1 absence)

This class is an active learning class with strong student participation. Therefore, for each instance a student is absent, late or engages in disruptive of inappropriate behavior, the student’s final semester average will be deducted 2 points.

I. COURSE CONTENT/SCHEDULE

Note: There is no class on Labor Day, September 5, 2016. During Thanksgiving week, the University is scheduled to hold class on Monday, November 21, 2016. However, Tuesday the 22nd & Wednesday the 23rd are reading days with no classes scheduled and the University is closed on Thursday, November 24\(^{th}\) & Friday, the 25\(^{th}\) for the Thanksgiving holiday. Also, Wednesday, December 7 is scheduled for a reading day and there is no class.

Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F. See the course website for the most up to date information.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>08/24/16</td>
<td>Intro, Chapter 1: Introducing Today’s Technologies</td>
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<tr>
<td>08/29/16</td>
<td>Chapter 1: Introducing Today’s Technologies</td>
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<tr>
<td>08/31/16</td>
<td>Chapter 2: Connecting and Communication Online</td>
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<tr>
<td>09/05/16</td>
<td>Labor Day, No class</td>
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<tr>
<td>09/07/16</td>
<td>Chapter 2: Connecting and Communication Online, HW1</td>
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<tr>
<td>09/12/16</td>
<td>Chapter 3: Computers and Mobile Devices</td>
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<tr>
<td>09/14/16</td>
<td>HW2</td>
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<tr>
<td>09/19/16</td>
<td>Word – Module 1</td>
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<tr>
<td>09/21/16</td>
<td>Word – Module 1, HW3</td>
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<tr>
<td>09/26/16</td>
<td>Quiz 1</td>
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<tr>
<td>09/28/16</td>
<td>Word – Module 2, PRJ1</td>
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<tr>
<td>10/03/16</td>
<td>Word – Module 2</td>
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<tr>
<td>10/05/16</td>
<td>Chapter 4: Programs and Apps</td>
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<tr>
<td>10/10/16</td>
<td>Chapter 4: Programs and Apps, PRJ2</td>
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<tr>
<td>10/12/16</td>
<td>Word – Module 3</td>
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<td>10/17/16</td>
<td>Word – Module 3, HW4</td>
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<tr>
<td>10/19/16</td>
<td>Chapter 5: Digital Security, Ethics, and Privacy</td>
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<tr>
<td>10/24/16</td>
<td>Chapter 5: Digital Security, Ethics, and Privacy, PRJ3</td>
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<tr>
<td>10/26/16</td>
<td>Excel Module 1</td>
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<td>10/31/16</td>
<td>Quiz 2</td>
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<td>11/02/16</td>
<td>Excel Module 2, PRJ4</td>
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<td>11/07/16</td>
<td>Excel Module 2, PRJ4</td>
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<tr>
<td>11/09/16</td>
<td>Access Module 1</td>
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<tr>
<td>11/14/16</td>
<td>Access – Module 1, PRJ5</td>
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<tr>
<td>11/21/16</td>
<td>PowerPoint 1 – Module 1</td>
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<tr>
<td>11/23/16</td>
<td>Thanksgiving Break, No Class</td>
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<tr>
<td>11/28/16</td>
<td>PowerPoint -Module 1, PRJ6</td>
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<td>11/30/16</td>
<td>PowerPoint – Module 2</td>
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<td>12/05/16</td>
<td>PowerPoint - Module 2, PRJ7</td>
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<tr>
<td>12/07/16</td>
<td>Reading Day – TBA</td>
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Final Exam on Wednesday, December 12, 2016 from 4:30 PM to 7:00 PM
J. COURSE POLICIES

Attendance/Tardiness
- Students are expected to be in attendance, punctual, and prepared for class.

Late Work and Make-up Exams
- Late work is not going to be accepted. The final comprehensive exam will replace the lowest quiz/exam grade.

Extra Credit
- Extra-credit questions/problems will be given in some of the tests and homework.

Cell Phone Use
- Please refrain from the use of electronic devices during class, as it is distracting to not only you, but also to your instructor and peers. Silence your phones and put them away so you are not tempted to stray off task.

Laptop Use
- Laptops will be permitted for particular activities as deemed appropriate.

Food in Class
- No food or drinks are allowed during class.

Missed Exam
- See final exam explanation.

Participation
- In-group and individual activities on a regular basis will count towards your final grade. Participation includes on-time attendance, positive contributions to the class and classmates, professional conduct.

Others
- All work submitted for grading must be the student's own work. Plagiarism will result in a score of 0 (zero) for the work or dismissal from the course and the Dean of Students office will be notified. No copying from another student's work of any type is allowed. It is the student's duty to allow no one to copy his or her work. Anyone found cheating and/or copying, in the exams or assignments, in the instructor's opinion, may receive an automatic F for the course.

K. COLLEGE AND UNIVERSITY POLICIES

- Academic Integrity (University)
  It is expected that university students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in
personal behavior.
See Full University Policy at
http://catalog.tamucc.edu/content.php?catoid=10&navoid=313#Academic_Integrity

- Classroom/Professional Behavior
You are expected to behave professionally in the classroom, labs and during office visits. Unprofessional behavior will be reported to the dean of students.

- Deadline for Dropping a Course with a Grade of W (University)
The grade of W will be assigned to any student officially dropping a course by Friday, November 11, 2016. No student is eligible to receive a W without completing the official drop process by this deadline. Visit the Office of the University Registrar for the Course Drop Form that must be submitted. After November 11, 2016 a student will not be allowed to drop a course.

- Grade Appeals (College of Science and Engineering)
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
http://disabilityservices.tamucc.edu/

- **Academic Advising**
  The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

**GENERAL DISCLAIMER**

I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.
This document is to inform you of the policies that you must follow to allow your usage of student computer resources in the Department of Computing Sciences (CSCI). This document provides a summary of the guidelines for using CSCI student computer resources. If you have questions or are uncertain whether a proposed action is appropriate, discuss them with your faculty member or go to original documents. These computer systems are primarily located in CI 226, 228, 229 230, 344, 346 and ST 111, 116, 208, 209, 214, 217, 220, 221. Most the computers in these rooms are dual-boot Windows XP and LINUX or Window XP only. All share a common network server where student files are maintained.

These computers are to be used by computing sciences students and faculty to research and learn about computers, programming, and networks. They have been specially configured to allow students to explore these areas. They include tools for writing programs, compiling programs, monitoring networks, accomplishing word processing, and many more specialized tasks.

This is a shared system, with many users. Usage of these systems is encouraged for appropriate computer science learning and research. If all students cooperate and share these resources appropriately, everyone usage of this system will be enhanced. On the other hand, if students misuse these resources, run programs that take inordinate computer resources (there are other systems available for programs that require large resources), everyone’s response time will be slowed.

User Accountability. Students are accountable for their actions and may be held accountable to applicable administrative and/or legal sanctions.

Resource Use. Computers, software, and communications systems provided by CSCI are to be used only for TAMUCC class related work. CSCI systems are provided to our users without any warranty. CSCI will not be held liable in the event of any system failure or loss of data.

Passwords and Usernames. Your campus wide user name is used on these computers. The initial password is your first initial=last initial=last 6 digits of your SSN. This password should immediately be changed during your first logon to this system. This is accomplished by using a browser and entering this URL: http://www.sci.tamucc.edu/password. New passwords should be at least 8 characters long, contain numbers, upper and lower case letters, and special characters. Passwords must not be shared with any other person and must be changed as soon as possible after they have been exposed to unauthorized personnel, when a suspected compromise has taken place, or by direction of a CSCI faculty/staff member.

Software Use. All software used on CSCI computers must be legally acquired and used in accordance with the licensing agreement that came with that software. Possession, use or transmission of illegally obtained software is prohibited. Likewise, users shall not copy, store or transfer copyrighted software or data, except as permitted by the owner of the copyright, this includes storing copyrighted music, movies, or photographs on the system, unless appropriate permission has been received.

Software on these systems are governed by software license agreements, that limit how this software may be used. Users may not copy or otherwise use this software on other computers than where it was initially installed. This includes copying student created programs from other users, where permission has not been obtained. Software that has not been legally procured and installed by computer administration personnel is not allowed on these systems.

Prohibited Actions.

- Do not share your passwords with anyone. As account holder, you are liable for any misuse that originates from your account.
- Do not use the department’s computing resources for personal, political, and commercial activities. Strictly use the resources for your education and research in computing sciences as per instructions of your professor.
- Do not use the department’s computing and networking resources to download any unauthorized or illegal software or data in any form including audios, texts, videos, images, and animations.
- Do not install any unauthorized software or store any unauthorized or illegal files in any form on the department’s computers.
- Do not use the department’s computing resources to duplicate electronically any unauthorized or illegal documents.
- Do not harass or threaten any user by sending messages via email or any other way.
- Do not engage in any subverting activities such as deleting or modifying system files, installing unauthorized hardware, tampering with existing hardware, infecting computer systems with virus.
- Do not disrupt and attack services on department’s servers.
- Do not reveal or attempt to reveal private information of other users using any hardware or software tools.
- Never use the computing resources of the department to attack any computer or network in the university or on the Internet.
- Users are prohibited from changing or circumventing access controls to allow themselves or others to perform actions outside their authorized privileges.

Data Retention. CSCI reserves the right to remove any data at any time. The CSCI makes no warranty for information stored in this system. Students are responsible for keeping a backup copy of all information. Normally, information will be retained between semesters as long as a student remains enrolled computer science classes. Data on client computers (not stored on a server), is routinely removed between semester or when any problem occurs with a system.

Monitoring and Privacy. Users have no explicit or implicit expectation of privacy. CSCI and TAMUCC Computer Services monitors the activities that occur on these computers and the content of all files on CSCI systems and networks and will access any computer files without prior knowledge or consent of users, senders or recipients. CSCI and TAMUCC Computer Services may retain copies of any network traffic, computer files or messages indefinitely without prior knowledge or consent of the student.

Games and Other Inappropriate Computer Usage. These systems are not to be used for entertainment purposes. All games, entertainment programs, music, movies, and similar programs/files are not authorized. The exceptions to this are student created programs/files done for class work or research. If in doubt, contact a CSCI faculty member.

Disciplinary Responsibilities. Violations of these guidelines will be processed in accordance with University rules for Student Disciplinary Proceedings, 13.02.99.C1 and the Student Code of Conduct (Student Handbook, Section 5). According to the Student Handbook, the Dean of the College of Science and Technology is responsible for all academic disciplinary actions whereas the Office of the Student Affairs is responsible for all non-academic disciplinary actions. Depending on the degree and extent of a violation, a penalty can be as severe as expulsion of the student from the university. In case of severe violations such as violations of Texas Penal Code, complaints will be filed with legal authorities by the Chief of Police on behalf of the university.