MORGAN STATE UNIVERSITY

**School of Computer, Mathematics & Natural Sciences**

**Computer Science Department**

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**COSC 110 – SPRING 2020**

**INTRODUCTION TO COMPUTING**

1. **COURSE DATA**

Course #, Name & Section #: COSC 110 - Introduction to Computing ~ Sections 101

**Semester: SPRING 2020**

Lecturer: Ms. Grace C. Steele

***Classroom: 312 Calloway Hall (Computer Lab)***

***Class Time: SEC 101 Tuesday 6-7:50pm & Thursday 6-6:50pm***

***Office: Room 309 Calloway Hall***

***Office Hours: Tue 2-3pm & 5-6pm; Thu 10-11am, 2-3pm & 4-6pm, Weds by Appointment ONLY***

E-mail: [grace.steele@morgan.edu](mailto:grace.steele@morgan.edu)

Canvas: morgan.edu and click on Canvas

1. **COURSE MATERIALS**

**The following materials are required (paper copy or e-book):**

1. **GO! All in One - Computer Concepts & Applications (3rd Edition) Gaskin, Vargas, Geoghan &**

**Graviett.** *ISBN-13*: 978-0-13-450574-9 (Available at MSU Bookstore)

1. **COURSE INFORMATION**
2. ***Course Description and Objectives:***

This course is designed to introduce students with little or no prior computing experience to the terminology and concepts associated with the organization and characteristics of digital computers and telecommunications systems. Therefore, a major objective of this course is to provide students with a basic understanding of:

* the main concepts and terminology of modern computing and telecommunication systems
* information, computer, and telecommunications technologies underlying modern computing systems
* the operational roles of computers/information systems and their applications in business environment
* “hands-on” exercises using application software: word processing, electronic spreadsheet, database management, and graphical presentation.
* the Internet, WWW and other forms of communication systems

The role and impact of computers, computer-controlled devices, and electronically processed information on everyday situations will be examined. Further, the context of computers and telecommunication systems and their application to solving business and other related problems in a modern, technologically savvy society is explored. Finally, future trends in computer and telecommunication applications and the impact on careers will also be discussed.

A main objective of this course is to enable students to operate effectively in a fully computerized and knowledge-based society. Therefore, students will have the opportunity to become familiar with the uses of a digital computer through “hands-on” exercises in which application software packages and electronic communication products and services for word processing, electronic spreadsheets, database management, and graphical presentations are used. The course also seeks to encourage use of network communications and computing services in appropriate phases of their collegiate studies.

1. ***Learning Outcomes:***

Upon completion of this course students will be able to:

* *understand basic concepts and terminology related to today’s computing environment*
* *use a PC-based operating system for basic file/disk management tasks*
* *use an electronic spreadsheet package to develop and produce worksheets*
* *understand and apply mathematical, statistical, logical and date functions in problem solving using an electronic spreadsheet*
* *use Excel to collect, store, clean and analyze datasets*
* *use a database management system to create and query a database, create & edit reports, etc.,*
* *understand how to integrate Microsoft Office Applications and the WWW to create and use web pages*
* *understand concepts of cloud computing for data storage, processing, etc.*
* *understand the concepts of open source tools and computing environments*
* *use GOOGLE tools and products to produce documents, spreadsheets, blogs, newsletters, etc., and store data*
* *understand and use social media for communication and collaboration especially in a group setting*

1. **GRADING INFORMATION**
2. ***Grading Components: (Required)***
3. Google Drive: Folders & Files Assignment 30
4. CT and Algorithmic Thinking 50
5. Getting Started with Windows 10 Assignment (Ch. 10) 50
6. Introduction to Microsoft Office 2016 Assignment (Ch. 11) 50
7. Excel Assignments (100 Points) {Ch. 15 (45 Points) & Ch. 16 (55 Points)} 100
8. Access Assignment (100 Points) (Ch. 17) 100
9. Group Research Project & Presentation 100

* *Group Research Project & Presentation – First Draft* (20 Points) 20

**Total Official Grading Points 500**

***Extra Credit (Optional)***

Password Project 25

Attendance & Class/Group Participation 25

**Total Extra Credit Points 50 \_**

**TOTAL POINTS POSSIBLE 550 \_**

***Evaluation and Grades:***

Grading will be based on a scale of 500 points, distributed as follows:

|  |  |  |
| --- | --- | --- |
| **Grade** | **% (Percentage)** | **Points** |
| **A** | **90-100** | **450-500** |
| **B** | **80-89** | **400-449** |
| **C** | **70-79** | **350-399** |
| **D** | **60-69** | **300-349** |
| **F** | **59+ <** | **<300** |
| **N/A** | **0** | **0** |

***Impact of Lateness and Absences on your grade:***

* ***Attendance and Lateness: Attendance and punctuality are extremely important*. Attendance will be taken at the beginning of the class. It is your responsibility to write your name on the attendance sheet as you come into the classroom. If you come into the classroom more than 16 minutes after the class has started, you are late. If you enter the classroom 45 minutes or more after the class has started, you will be marked absent.** 
  + **PLEASE NOTE:**
    - **If, at the end of the semester, you have five (5) or more instances of lateness, No Extra Credit Points for Attendance and Participation will be added to your total grade.**
    - **Also, if at the end of the semester, you have five or more ABSENCES, No Extra Credit Points for Attendance and Participation will be added to your total grade, in addition, 20 POINTS will be deducted from your total grade.**

1. **INFORMATION ABOUT ASSIGNMENTS**
2. ***Assignments and Projects****:*

You will be assigned a number of assignments and projects. Each assignment/project is due on the date designated. More information and detailed guidelines about each project will be provided when a project is assigned. **All projects are to be turned in at the start of the class period (within the first five minutes). Projects turned in after the first five minutes of the class period will be subject to a penalty of 25% deduction in your grade for that project if your project is turned in AFTER THE FIRST FIVE MINUTES OF THE CLASS.**

* ***A Note on Late assignments/projects:***
  + **Late assignments with an Authorized Excuse may be accepted up to a week late. After one week late, the assignment will no longer be accepted. In order for your late assignment to be accepted, you MUST bring an authorized excuse when you are turning in the assignment. If the student is aware in advance that he/she will not be in class on the day the project is due, then the student needs to present paperwork to show that he/she will not be in class and make arrangements with the faculty in advance to turn in the assignment.**
  + **In addition, if the student has an authorized excuse for a late/missed project/assignment, a COPY of the authorized excuse and the project/assignment must be turned in together, as soon as the student returns to class. ABSOLUTELY NO PROJECT/ASSIGNMENT WILL BE ACCEPTED IF THE STUDENT DOES NOT PRESENT THE AUTHORIZED EXCUSE TOGETHER WITH THE ASSIGNMENT THE FIRST DAY THE STUDENT RETURNS TO CLASS (NOT MORE THAN ONE WEEK LATE).** **Projects turned in more than one week after the student returns to class will NOT be accepted WHETHER THERE IS AN AUTHORIZED EXCUSE OR NOT.**
  + **Late assignments WITHOUT an Authorized Excuse may be accepted ONLY up to one class late. After one class late, the assignment will no longer be accepted. In order for your late assignment to be accepted, you MUST bring it to the next class.**

1. ***COVER PAGE:***

Each project must have a **COVER PAGE** showing: name of individual (names of each member if a group project), course name, number and section, project name, project number and title, last four digits of Student ID#, date, instructor’s name, and any other information that might be relevant. **IT IS ESSENTIAL THAT YOUR WORK IS PROPERLY ORGANIZED, LABELED AND STAPLED before you arrive to class to turn it in. A minimum of 10 points per infraction will be deducted for any project that is turned in without a cover page, or without your project being properly organized, labeled and stapled. In addition, your work needs to be well organized, labeled and have a “professional look” before it is turned in. It would be in your best interest to carefully examine your projects for completeness, correctness and professionalism BEFORE you turn it in. Once you have turned in your project you will not have the opportunity to make changes to it after that.** It is your responsibility to keep a copy of every assignment you submit. You must make sure that you get your assignment back with my initials on it. In case there is a dispute, I will change my record only if you show me all your work with my original initials. “I never got my assignment back from you” type of argument will not serve any purpose.

1. **ADDITIONAL INFORMATION**
2. ***Class Preparation and Participation in Class Discussion (Punctuality and Attendance)***

***It is not sufficient that students just show up for class. Students are required to attend class regularly, be punctual and participate in class discussion. It is considered a basic element of this class for every student to actively participate in the discussion of the materials presented in this course. Some exam questions may come from class discussions. In addition, EXTRA CREDIT POINTS WILL be earned through class participation. If you are absent from class, it is your responsibility to find out the material covered during your absence and to catch up with the rest of the class. In addition, you will be asked to pay attention during class and not “surf” the web while we are discussing course material.***

1. ***Use of Canvas:***

We will be using Canvas (a course management tool) to assist in the administration of this course. You will be provided with sufficient guidance in the use of this software. **You will be REQUIRED to use this tool throughout the semester since all your assignments, practice tests, chapters in PowerPoint format, guidelines for projects, etc., and other course materials will be posted to BB**. Most of the materials for the course, practice tests, assignments/quizzes, data files and other relevant information and announcements will be provided using Canvas. **You need to go into Canvas at least three times a week and check to see if materials, assignments, announcements, any new materials or resources has been posted and needs your attention.** If there are any questions about Canvas, please feel free to ask me about it.

1. ***Where to go for Help:***

There are a number of resources that are available to you if and when you need them. If you need any of these or would just like to get information about it, please see me. Some of the resources include, but is not limited to:

* Tutoring
* Advising and Counseling
* Location and hours of other computer labs
* Web, Internet and other computer resources for after-hours use
* Use of Canvas

1. ***Irregularities:***

Cheating, plagiarism, copying, and unauthorized collaboration are unacceptable and are subject to disciplinary actions, including a grade of “F” for the course and a letter of fact in the student’s record, according to the rules of the University and the Department of Computer Science. **(See special instructions about Copyright Infringement.)**

1. ***Prohibited Conduct in the Classroom/lab***

Disruptive, disorderly or reckless behavior in educational settings (e.g., classrooms, labs, libraries, clinics, etc.) interferes with the teaching and learning process. The Morgan State University Code of Student Conduct (Please see <http://www.morgan.edu/students/current/conduct.asp>) prohibits such behavior.

Prohibited conduct includes, but is not limited to, the use of wireless communication devices, bringing unregistered persons to class, smoking, persistently speaking without being called upon, refusing to be seated, or disruptions caused by leaving and entering without authorization from the instructor for this course. Students are instructed to refrain from such prohibited conduct. Depending on the nature of the disorderly conduct sanctions may include removal from the classroom or other educational setting, suspension, expulsion and/or referral to appropriate state or federal agencies.

* **All PED’s (Portable Electronic Devices) cellular phones, Blackberries, IPod’s, PDA’s, Tablet PC’s, iPad, etc., must be turned off before entering the classroom/lab. Ten (10) points per instance will be deducted from your overall grade for anyone who disregards this requirement.**

1. **COURSE SCHEDULE**

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| --- | --- | --- | --- |
| **COSC 110 – SPRING 2020 - DETAILED CLASS SCHEDULE** | | | |
| **WEEK & DAYS** | **LECTURE/PROJECT & ASSIGNMENT TOPICS** | **ASSIGNMENTS STUDENTS SHOULD BE ACTIVELY WORKING ON** | **ASSIGNMENT DUE DATES** |
|
| **WEEK 1 Jan 21-23** | Syllabus, Canvas & Course Materials | Syllabus, Canvas & Course Materials, Introductions | **Introductions, Exchanging Contact Information, Group Formation** |
| **WEEK 2 Jan 28-30** | Group formation, Research topics | Complete Google Files and Folders Assignment & Password Project; Read all articles on Canvas for next week | **Names of Group members and Selected Research Topics Due (1/30)** |
| **WEEK 3 Feb 4-6** | How do we use the PowerPoint Summary Files and the Student Data Files from Textbook; Downloading Student Data Files | How Do we use the PowerPoint Summary Files and the Student Data Files from Textbook;  Downloading Student Data Files | **Assignments Due: Google Files & Folders, Password Project; Downloaded Student Data Files to Google Drive (2/6)** |
| **WEEK 4 Feb 11-13** | Getting Started with Windows 10 - Chapter 10 (Projects 10A & 10B - Pages 325-399) | Getting Started with Windows 10 - Chapter 10 (Projects 10A & 10B - Pages 325-399) |  |
| **WEEK 5 Feb 18-20** | Introduction to Microsoft Office 2016 Features - Chapter 11 (Projects 11A & 11B - Pages 419-466) | Introduction to Microsoft Office 2016 Features - Chapter 11 (Projects 11A & 11B - Pages 419-466) | **First Draft of Group Research Project Due (2/20)** |
| **WEEK 6 Feb 25-27** | Review of First Draft of Group Research Project with each group | | **Assignment Due: Chapters 10 & 11 (3/3)** |
| **WEEK 7 Mar 3-5** | **GROUP PRESENTATION OF RESEARCH PROJECTS Final Copies of ALL Groups Research and Presentations Due (3/5)** | | |
| **WEEK 8 Mar 10-12** | **GROUP PRESENTATION OF RESEARCH PROJECTS** | | |
| **WEEK 9 Mar 17-19** | **SPRING BREAK** | **SPRING BREAK** | **SPRING BREAK** |
| **WEEK 10 Mar 24-26** | Introducing Microsoft Excel 2016 - Chapter 15 - Creating a Worksheet & Charting Data (Projects 15A & 15B - Pages 671-720) | Introducing Microsoft Excel 2016 - Chapter 15 - Creating a Worksheet & Charting Data (Projects 15A & 15B - Pages 671-720) |  |
| **WEEK 11 Mar 31-Apr 2** | Excel - Chapter 16 - Functions, Tables, Large Workbooks, and Pie Charts (Projects 16A, 16B & 16C - Pages 739-800) | Excel - Chapter 16 - Functions, Tables, Large Workbooks, and Pie Charts (Projects 16A, 16B & 16C - Pages 739-800) | **Excel Assignment Due: Chapters 15 & 16 (4/2)** |
| **WEEK 12 Apr 7-9** | Introduction to Microsoft Access 2016 - Chapter 17 - Using Microsoft Access 2016 (Projects 17A, 17B & 17C - Pages 817 - 914) | Introduction to Microsoft Access 2016 - Chapter 17 - Using Microsoft Access 2016 (Projects 17A, 17B & 17C - Pages 817 - 914) |  |
| **WEEK 13 Apr 14-16** | Introduction to Microsoft Access 2016 - Chapter 17 - Using Microsoft Access 2016 (Projects 17A, 17B & 17C - Pages 817 - 914) | Introduction to Microsoft Access 2016 - Chapter 17 - Using Microsoft Access 2016 (Projects 17A, 17B & 17C - Pages 817 - 914) | **Access Assignment Due: Chapter 17 (4/16)** |
| **WEEK 14 Apr 21-23** | Computational Science and Algorithmic Thinking; How Do we Think About Problems so That Computers Can Help? (PowerPoint Slides and Handouts) | Algorithmic Thinking Assignment (Handout) | **Algorithmic Thinking Assignment Due (4/23)** |
| **WEEK 15**  **Apr 28-30** | **REVIEW & WRAP-UP** | **REVIEW & WRAP-UP** | **GRADUATING SENIORS - LAST DAY TO TURN IN ALL OUTSTANDING PROJECTS (4/30)** |
| **WEEK 16 Apr 5** | **ALL OTHER STUDENTS - LAST DAY TO TURN IN ALL OUTSTANDING PROJECTS & ASSIGNMENTS** | **ALL OTHER STUDENTS - LAST DAY TO TURN IN ALL OUTSTANDING PROJECTS & ASSIGNMENTS** | **ALL OTHER STUDENTS - LAST DAY TO TURN IN ALL OUTSTANDING PROJECTS & ASSIGNMENTS** |

**Please note: This schedule is not written in stone and some of this may be modified as we go along. I will notify you of any changes that take place to this schedule ASAP.**

**SAMPLE COVER PAGE**

**YOUR NAME**

**COURSE & SECTION #**

**---------------------------------------------**

**Last 4 digits of ID#**

**Date**

**Lecturer’s Name**

**----------------------------------------------**

**Assignment Name, Title of Assignment, Page #’s, etc.**

**e.g. Excel Assignment**

**Chapter 1: Creating a Spreadsheet, Pg. #’s**

**Chapter 2: ……**

**Chapter 3: ……**