**COSC 1301.01 - Introduction to Problem Solving and Computing**

**St. Edward's University – Spring 2012**

Welcome to the COSC 1301: Introduction to Problem Solving and Computing. I look forward to facilitating this course and urge all of you to be active participants as students. I will do my best to make the next few months a positive learning experience for you. Should you have any concerns and/or questions please send me an e-mail message or call me.

**Instructor:** Joana Trimble Gandara **Phone:** 512-464-8816

**e-mail:** joanat@stedwards.edu **URL:** http://myweb.stedwards.edu/joanat **Class Meeting:** Section 01: MWF Noon-12:50pm **Class Location:** MH 206 **Office Hours:** Available by appointment

**Course Description:**

This course emphasizes the use of the computer as a tool for problem solving and quantitative reasoning. Topics to be covered include a survey of Internet resources and tools (including browsers, searching, social media, web page design, and web page construction), an overview of computers (hardware, software, and networks), and a look at the impact of computing upon society. This course is intended to fulfill the computer/computational skills requirement of the general education curriculum.

**Computer Competency Requirement:**   
All Undergraduate and New College students are required to satisfy the Computer Competency Requirement (CCR). The CCR modules comprise Introduction to Computers, WWW and Internet Communications, Introduction to Word Processing, Introduction to Spreadsheets, and Multimedia Presentations. Students must satisfactorily complete a web-based test over each module in order to fulfill this requirement. For more information about the Computer Competency Requirement, go to: <http://academic.stedwards.edu/competency/> or call 512-464-8816.  
Students must successfully complete all five modules of the CCR by the date listed in the course calendar. Failure to do so will result in a 1 point deduction for EACH module not completed from your final course grade. Do not wait until the last minute to complete this requirement. The information in these modules will not be taught in COSC 1301. In addition to the web-based tests, three of the modules require a portfolio assignment that must be submitted and graded before successful completion.

**Required Reading Materials:**There is no required textbook for this course. Required reading assignments and resources will be available on the Web and/or Blackboard. It is your responsibility to read all the course material. If you have any questions, please let me know.

**Course Requirements**

Attend class (for the entire class period). Complete all exercises, assignments, and exams by the assigned dates. Actively participate in class activities. Prepare in advance for class by reading and studying the provided online materials and other assigned reading. It is your responsibility to seek assistance and ask questions about course material or course requirements from the instructor or university support as necessary.

**Hardware & Software Requirements**

This class will be taught using a iMac and you will be expected to use iMacs in the classroom (However, you may bring your own laptop to class for in class assignments). Although opportunities to complete some assignments may occur during class time, others will require the use of computers found across campus in various computer labs. You are responsible for scheduling the use of a computer to complete these assignments. Assignments should be submitted when due, should work correctly, and should be in the specified format. You are encouraged to purchase a USB Flash Drive to save and store your work, use EdShare, or create an account and use Dropbox <https://www.dropbox.com/>. Failure to use the SEU computer system or specified hardware and software is not a sufficient reason for incomplete assignments.

**EdShare**

You are required to use EdShare to store files for this course. EdShare is a network file and print server available to faculty, staff and students. EdShare is available from computers in offices and labs on campus and available through SFTP from residence halls and off campus. It is accessible from any Macintosh OS X or Windows (XP, Vista, or Windows7) computer. Use the same password you use for EdWeb and e-mail. Edshare is used for:

* Printing: You must login to EdShare to print to any SEU network printer, including classroom, lab, or office network printers.
* Storing files: EdShare is a file server. You may store any files there.
* Backing up files: EdShare is the ideal place to backup important documents. EdShare is backed up nightly so your files will always be available.
* Sharing files among staff or faculty members or class members: EdShare has a "shared" folder that allows you to store files where other users in your department can access the files. Special shares may be set up by faculty and staff for use by faculty, staff and students.
* Publishing a web site: Every faculty, staff and student will have a public\_html directory automatically created for them in their personal EdShare directory. Use this space to publish web pages to your web site (http://myweb.stedwards.edu/login name).

**Exams:**   
In addition to a comprehensive final exam, there will be **three** exams given during the semester. Exams must be taken on the scheduled dates. There are **NO** make-up exams. If you miss an exam during the semester you will receive a grade of zero for that exam. In order to allow for an unforeseen absence, I will replace your lowest exam grade with the grade you make on the comprehensive final exam. Please note that only one exam grade will be replaced. If you miss two exams, those zeros will be used to calculate your average semester grade. Remember, you are responsible for all material presented in class and assigned to you outside of class.

**Assignments:**  
There will be five types of assignments in this class. The due dates for all of these assignments will be announced in class and/or posted on the class web site and/or announced on Blackboard. **Late assignments will NOT be accepted for credit.** It is your responsibility to keep up with these assignments and look at the course schedule and read emails to know the due dates for these assignments.

• ***In-Class Assignments***: On designated class days you will be assigned to complete In-Class Assignments that must be completed In-Class and submitted through the Blackboard Assignments section.

• ***Participation and Discussion Questions using Blackboard or Social Media****:* On designated Wednesdays one discussion question will be posted in Blackboard or on an interactive discussion module using social media. You must answer the question by Friday by 11:59pm and have until the following Sunday by 11:59pm to respond to your classmate’s answers. Your initial answer should be between 200-300 words, the additional posts do not have word minimum. However, please note that both quantity and quality are important considerations when it comes to your grade. A message which says simply, "I agree," for example, would not constitute quality since it does not add anything of substance to the discussion. Present new ideas, your perspectives, pointed follow-up questions, etc. Please make sure to proofread your posts carefully, once you publish or submit your response you will not be able to edit your response. Refer to the discussion question rubric for details on how this assignment is graded.

• ***Wiki Assignment****:* Interactive tool used to organize your submitted work and interact with classmates There are both wiki dedicated assignments as well as wiki supplemental assignments used in conjunction with other class work.

• ***Podcast and Blog Essay or Vlog Assignment****:* Using the podcasting skills acquired throughout the semester you will create a podcast and write a blog essay entry. Details on this assignment will be given in class and on Blackboard.

• ***Web Project****:* Using the web skills acquired throughout the semester you will create a web accessible website. This will be fun, challenging, and creatively stimulating. Details on this assignment will be given on the class BlackBoard web site. You will be required to answer specific questions on your web pages source code and document your work.

**Class Participation:**This is not a traditional lecture based and taking notes course. To help you learn the material I use various pedagogical methods. In order for these techniques to be successful you must be an active participant in all class activities. You are expected to attend all classes and be an active learner. If you ever feel uncomfortable or have any concerns about the class or class activities please schedule an appointment with me to discuss the issues.

Active participation includes contributing to class discussion, participation in group activities, and regular participation in Blackboard and through email with your professor. To access Blackboard visit http://blackboard.stedwards.edu/. Additional information on how to access Blackboard will be given in class.

**Course Grade Structure:**

In-Class Exercises and Assignments 10%Participation and Blackboard/Social Media Discussion Questions 5%

WordPress Website 20%  
Podcast and Blog Essay or Vlog in WordPress 10%  
Exams (2) 40%  
Final Exam 15%

Final letter grades are assigned as follows: 100-90=A; 89-80=B; 79-70=C; 69-60=D; and 50-0=F.

**Academic Integrity:**   
Unless otherwise specified, it is expected that all coursework represent only your efforts, not those of a group of peers, hired tutors, or other plagiarized material. In its broadest sense, academic dishonesty is defined as representing some other person's work as you own. Students are expected to do their OWN work on all quizzes, exams, and assignments. When evidence of academic dishonesty exists, all those involved may receive an "F" for the course.

The St. Edward's University Undergraduate Bulletin and the Student Handbook state that a student who is dishonest in any work may receive the maximum penalty of a mark of F for that course. Withdrawal from a course is not allowed when an F in the course for academic dishonesty has been imposed.  Students caught committing academic dishonesty in this course will be subject to the full range of penalties as described in the Undergraduate Bulletin and in the Student Handbook: <http://think.stedwards.edu/deanofstudents/studenthandbook/academicintegrity0>

**Attendance:**   
Regular class attendance is an important part of this class. Attending class for the entire class period is also very important. For each time that you are **late or leave class early, a 1/2 absence will be recorded**. In other words, being late to two classes is the same as an absence. If you **miss more than five class meetings (for any reason)** you will be subject to excessive absence penalties. Excessive absence penalties will be a reduction of one point for each excessive absence on your overall course grade and could include withdrawal from the course. In addition, checking email, surfing the web, reading of any non-course material is the same as not being present for class. Doing any of the above will constitute an absence.

**Withdrawal:**   
Although the instructor has the prerogative to withdraw students for excessive absences, lack of progress, or academic dishonesty he or she is under no obligation to do so. It is the responsibility of the student and not the responsibility of the instructor to initiate all withdrawal proceedings. If the student fails to complete the course work and/or has excessive absences a grade of "F" will normally be assigned. **According to the Undergraduate calendar, Wednesday February 1st is the last day for an unrecorded drop and Monday March 5th is the last day to drop/withdraw.**

**Learning Considerations:**   
If you have a medical, psychiatric or learning disability and require accommodations in this class, please let me know early in the semester or as soon as you are eligible. You will first need to provide documentation of your disability to the Student Disability Services Office located in Moody Hall 155 in Academic Planning and Support.

**APSS:**  
Academic Planning and Support Services wants each student to perform to the best of their ability academically. To assist students in their efforts, APSS offers individual academic counseling appointments. These meetings can allow for discussion of the structured academic skills training in such topics as time management, reading skills, goal setting, test preparation, etc. All St. Edward's students are encouraged to utilize these appointments through their entire college career. By doing so, you are increasing your chances of doing well not only in this course, but in your overall experience here at the University. To make an appointment, call APSS at 448-8660 or stop by Moody Hall 155.

**Classroom Behavior:**   
We are here to learn and that can only occur in a professional, learning environment. If you do not behave in a way appropriate to maintaining this environment, I will ask you to leave the class.

Examples of UNACCEPTABLE behavior include:   
1. Chatting with classmates  
2. Reading of non-course material (online non-related Facebook, on your cell phones or other electronic devices, etc…)  
3. Consuming food and/or beverages  
4. Using inappropriate language (i.e. cursing)  
5. Using a phone or other electronic messaging device (if you carry a phone – turn the ringer OFF before class starts)  
6. Arriving late to class  
7. Being rude

**COSC 1301.07 Fall 2013 Semester Schedule (*Note: Subject to change*)**

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| ***Dates*** | ***Topics/Assignments/Projects/Exams*** |
| M 8/26 | Course Overview and Expectations, Blackboard, In-Class Survey, and CCR/ Basics |
| W 8/28 | Computer Basics **|** **Course Syllabus Agreement Due 8/28**  **Submit In-Class Assignment 1 (Educated Consumer) 8/28** |
| M 9/2 | Labor Day Holiday (**No Class**) |
| W 9/4 | File Management and File Formats  **Submit In-Class Assignment 2 Due 9/9** |
| M 9/9 | Internet History and Basics Overview  **Submit In-Class Assignment 3 Due 9/11** |
| W 9/11 | Online Safety/Computer Security  **Review WordPress and review WordPress Assignment** |
| M 9/16 | Searching and Evaluating Information  **Submit WordPress Assignment 1** |
| W 9/18 | Computer Hardware/Software/Networks  **Have the Computer Competencies Module 1 and 2 Complete** |
| M 9/23 | **Test Review** |
| **W 9/25** | **EXAM 1** |
| M 9/30 | Review Exam 1 start Email and Online/Offline Communication |
| W 10/2 | Web 2.0  **Complete Computer Competencies Module 4** |
| M10/7 | Social Media, Social Networking and Blogs and  **Info on Blog/Vlog/Podcast WordPress Assignment** |
| W 10/9 | **Podcasting with Audacity 10/9– Meet in Moody Hall 309 Training Room** |
| M 10/14 and W 10/16 | Web Page Basics HTMLvs.XHTML– index.html and Organizing Files  Work on Blog/Vlog/Podcast Assignment In-Class |
| M 10/21 | Test Review  **Blog/Vlog/Podcast Assignment Due 10/21** |
| **W 10/23** | **EXAM 2** |
| M 10/28 and W 10/30 | Practice Basic XHTML Web Pages  Working with Images in Photoshop  Planning a Website and Web Design (In-Class Ex. Draw Diagram of Website Structure) **Discuss Web Project** |
| M 11/4 and W 11/6 | Web Accessibility, SEO and Website Validation  **Submit Web Page Assignment 1 Due 11/6** |
| M 11/11 and W 11/13 | CSS and Making Changes to CSS in WordPress  **Submit Reflection Assignment on Web Accessibility and SEO Due 11/13** |
| M 11/18, W 11/20, M 11/25 | Work on Web Project In-Class |
| **W 11/27-12/1** | **Thanksgiving Break** |
| 12/2 | Work on Web Project In-Class |
| **12/4** | **Web Project Due 12/4**  Test Review |
| **Tues. 12/10** | **FINAL EXAM 3:45pm-5:45pm** |

**COSC 1301.07 Course Syllabus Agreement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the COSC 1301.07 Syllabus and understand

**Please Print First and Last Name**

what is expected of me as a student in this course. I also understand that the syllabus is subject to change and I will review in Blackboard and the Course Website: http://sites.stedwards.edu/joanat-cosc1301fa2013/, the due dates for when to read materials required of the course, complete class assignments, and exams. I know it is my responsibility to respond to email correspondence from my professor for this course.

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**Signature** **Date**