WAXAHACHIE GLOBAL
STEM/ECHS HIGH SCHOOL

COSC 1301 – Computers in Society
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Welcome to COSC 1301! I congratulate you for choosing to study Computer Science! I am thrilled to have you in this course! We will have a wonderful semester together as we study Computers In Society.

Description of the Course: Overview of computer systems hardware, operating systems, and introduction to basic microcomputer application software, including the Internet, word processing, and presentation graphics. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. Introduction to the social and professional issues that arise in the context of computing including E-Commerce and other online financial transactions, physical computer security, malware, online data security, data privacy, ethics, intellectual property rights, ergonomics, emerging technologies (to include social media), and the societal implications of cyberspace with a focus on Internet Safety. Students in this course will become proficient in the use of common productivity applications such as Microsoft Office 2013.

Introduction and Rationale for the Course: COSC 1301 fulfills three hours of the requirement mandated for an Associate's Degree of Science while also fulfilling the first semester of the Principles of Information Technology high school curriculum.

Instructional Materials
    A. Required Materials
        1. 1 8-pocket folder (example http://goo.gl/czAh6C)
        2. Ear buds or ear phones as we do a lot of sound work
        3. Signed Syllabus Acknowledgement Form

4. Global High School planner (provided – if lost replacement cost is $10)

Optional but not required:
1. 1 box of Kleenex
2. 1 headphone splitter (example:http://goo.gl/1WJW2B) for project work

If you would like a complete list online you may go to http://goo.gl/1WJW2B (this will take you to Amazon)

B. Required Activities
1.   Exams and Projects: Major exams or Projects will be given at throughout the course to cover the learning objectives. A final exam will be administered that is cumulative in nature . Exams and/or projects will be 70% of the grade.
2.   Quizzes/Activities/Homework/Class Participation: The final 30% of the course grade will be comprised of a combination of quizzes, in-class group activities, daily assignments, or homework.
3. All assignments will be completed in Microsoft Office 2013 when applicable. Under NO circumstances will an assignment created with a Google Doc be accepted. Any assignment created with a Google Doc will receive a zero for the grade.

Student Learning Outcomes: Students will demonstrate:

1. Define and use components of personal computers.
2. Be able to purchase, install, and maintain a personal computer.
3. Be able to navigate and work with the Windows 7 Operating System.
4. Be able to prepare a variety of documents using appropriate formatting.
5. Identify significant continuing trends in the history of the computing field.
6. Interpret the social context of a particular implementation.
7. Describe ways in which computing modes of interaction between people.
8. Discuss free expression in cyberspace.
9. Identify ethical issues that arise in computing.
10. Design slide shows and professional presentations individually and as a group.
11. Describe current computer-based threats to privacy.
12. Describe trends in privacy protection as exemplified in technology.
13. Demonstrate knowledge of ethics and intellectual property rights
14. Describe current issues in computing health, access, green computing and ergonomics
15. Demonstrate an understanding of the professional uses for social media
16. Understand the implications of a digital footprint and Internet Safety Guidelines.
17. Present projects in class using professional techniques and explanations.

1) Method of Instruction: The primary method of instruction will be Project Based Learning (PBL), which allows a deeper understanding of the concepts being learned.

PBL is a student-centered method of instruction that allows students to demonstrate their knowledge of over-reaching themes in one of a kind products. The product will answer the central driving question. Some project work can be completed in class; however, the students are expected to continue their work outside of the classroom as homework. A grading rubric and due dates are supplied upfront so expectations are clear. All projects will incorporate criteria centered on creativity, documentation, content, and time quality. In addition, projects are concluded with presentations. Problem logs act as checkpoints for each project; some of these will be done as homework. These will be your way of thoroughly taking time to stop and reflect on your learning. This is your way to show me what you know.

Projects will follow the same basic structure:
- Entry document
- Problem statement
- Know/Need to Know List
- Lessons and Problem Logs
- Product Presentation

2) <u>Grading Criteria</u>: Grade evaluation will conform to the established policy of the University of Texas at Tyler as stated in the University catalog: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=59% or below. Note: A "D" average in a college course is considered passing; however, this grade will not transfer to another academic institution.

3) <u>Attendance</u>: Regular attendance in class is a student obligation, and absence from class can lead to a student being dropped from the course. Students are required to make up all work missed during an absence. Per WISD grading and attendance policies, a student is allowed the length of the absence plus 1 day to make up the assignment without penalty. For example, is a student misses 2 A day classes, they would have three days to make up the assignment. On the second absence, the school administration will be notified for their action. While WISD allows nine absences before credit is denied, the sixth absence will result in a drop from a dual credit course, with the student being required to complete the course for high school credit only and maintaining a "C" average to receive credit.

Tardies are not acceptable and lead to a disruption to the learning environment. Each tardy will result in a after school detention with the instructor, and every tardy after the first tardy will result in an office referral. Because of the learning environment, it is imperative that the student is on time to class so they do not miss out on necessary instruction. Please remember for college attendance, 3 tardies will equate to 1 day of absence.

Special notes:

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of six courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see Mrs. Noonkester, school counselor, or the Office of the Registrar.

5) <u>Classroom Policies</u>

- <u>Electronic Devices in Classrooms:</u> Global High School is a Bring Your Own Device (BYOD) environment. As such, students are encouraged to bring devices that enhance the instructional environment. However, the instructor reserves the right to limit the usage of the device if it is not pertinent to the activity at hand. While devices are encouraged, it is REQUIRED for students to keep them silenced so that instruction is not disrupted. Violations of instructor directions or repeated device interruptions will lead to a ban of the student's device and will lead to an office referral.

- <u>Food and Beverages in Classrooms</u>: Global High School is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in the classroom. Food is defined as any edible food EXCEPT cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

  Beverages that have a sealed cap are allowed in at table areas in the classroom. Drinks are NEVER allowed at the computer stations. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into campus facilities. Failure to dispose of trash properly will result in the student not having beverage privileges for the duration of the semester.

- <u>Academic dishonesty</u>: Global High School expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. Campus officials will be notified if a student is accused of cheating on academic work. Cheating includes, but is not limited to:
  A.	Copying from another person's test paper or other academic work.
  B.	Using, during a test, materials not authorized by the person giving the test.
  C.	Collaborating, without authority, with another person during an examination or in preparing academic work.
  D.	Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test prior to its being administered.
  E.	Substituting for another student, or permitting another person to substitute for you, to take a test or prepare other academic work.

F.   Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).

G.   Taking from the classroom any testing materials without the permission of the instructor.

Violations will be handled on a case by case basis and will be in accordance with Waxahachie Global High School policy. For serious violations, University of Texas at Tyler administration may be notified.

- Late work/makeup exams: Zeroes are never accepted for an assignment. If a student does not turn an assignment in, after school detention will be assigned until the assignment is completed. Late assignments will receive a maximum grade of 70 if turned in one day late, but can be lowered for inaccurate or sub-par work. Excused absences will be given the length of the absence plus one day for completion for full credit. If a student is in ISS, the assignment will be provided to the student and must be turned in prior to 4:00 p.m. on the day of the assignment. It is the STUDENTS responsibility to turn the assignment in to the instructor. If a student is tardy to class, they are responsible for all work done that day without an extension.

  Additional Course Requirements: Students will be required to complete all assignments and maintain a Schoology profile and an Adobe portfolio. Students will also be expected to maintain a planner that will be used for a daily grade. All freshmen teachers will use this to teach study and planning habits. This is integral to the success of students in an Early College High School.

6)   EEOC Statement: Global High School and the University of Texas at Tyler shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the Campus or College. Global High School and the University of Texas at Tyler shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran's status.

7)   Services for Students:
- Students with Disabilities: Please know that Global High School and the University of Texas at Tyler provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Students who wish to request special accommodations must complete the application/documentation process within the first week of class and receive approval before said accommodations are provided. Contact Mrs. Noonkester, school counselor, for more details.

- <u>Tutorial services</u>: Tutoring is available after school on Mondays and Wednesdays from 3:00 – 5:00 or by appointment.

8) <u>Extra-credit:</u> Any extra-credit opportunities will be offered to all students on an equal basis. Please do not ask for individualized extra credit opportunities.

9) <u>Grade Appeals:</u> If you wish to dispute a grade on a particular assignment for any reason other than an obvious arithmetic error on my part, you will need to type a clear explanation of your position and turn it in, along with the original graded assignement, no more than 1 week after the assignment is returned to you. I will then consider your appeal and make a determination. You may appeal my final decision to Mr. Don Snook, Principal of Global High School.

<u>Subject to Change</u>:
The course syllabus above and/or the course outline below may be changed as the term progresses at the discretion of the instructor. Any and all changes will be posted on Schoology as well as announced in class.

You will be required to maintain a reflective journal and we will do this via discussion threads on Schoology. All discussions will require one meaningful post from each student and each student will be required to comment in a meaningful manner on at least two posts. We will also have the opportunity to utilize social media for live debates and discussions with other schools. Your planner must be with you at all times.

PIT Syllabus Acknowledgement Form

Please fill out and return to Mrs. Snook by Thursday/Friday August 28/29, 2014.

Student: I have read and understand the class syllabus, and I understand the expectations set forth including the policy regarding Google Docs and Microsoft Office 2013.

Name (Print) _____

Class Period _____

Signature _____

Date _____

Parent/Guardian: Note that the course syllabus will be posted on Schoology throughout the entire school year. Schoology is my class website resource for assignments, projects and due dates and will be updated weekly. Your student will be participating in social media education that will require the usage of a Twitter account. Prior to use, students will be instructed on proper usage and Internet Safety will be discussed. Students will also be required to participate in online discussion threads. Your signature constitutes permission for your child to use these resources. Your signature also constitutes understanding of the Google Docs and Microsoft Office 2013 policy. BECAUSE THIS IS A REQUIREMENT OF THE COLLEGE LEARNING OBJECTIVES, FAILURE TO RETURN THIS FORM OR DENIAL OF PERMISSION WILL RESULT IN THE STUDENT BEING REMOVED FROM THE COLLEGE PORTION OF THE CLASS AND THEY WILL BE ASSIGNED ALTERNATIVE ASSIGNMENTS FOR THE HIGH SCHOOL PORTION OF THE CLASS. Parents are welcome to monitor online assignments – please contact Mrs. Snook for further details.

Name (Please Print): _____

Relationship to Student: _____

Preferred email: _____

Preferred phone: _____

Signature _____

Date _____