

IOWA WESTERN COMMUNITY COLLEGE

COMPUTER INFORMATION TECHNOLOGY DEPARTMENT

Winterim Semester 2016

Title of Course: Introduction to Computers

Course Number: CSC 110

Section Number: OL01

Meeting Information: Online

December 19, 2016 – January 6, 2017

Credits: 3 Credit Hours

Instructor: Bev Eckel

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Last Day to Drop This Class: Tuesday, January 3, 2017

IOWA WESTERN COMMUNITY COLLEGE
Course Syllabus Information
CSC 110 OL01 Introduction to Computers

Term: Winterim 2016

I. Faculty Information:

Instructor: Bev Eckel
Phone: No Phone
E-mail Address: beckel@iwcc.edu
Office: None
Office Hours: None. Please email me at the address above.

II. Course Information:

<u>Course Prefix/No.</u>	<u>Course Name</u>	<u>Credits</u>	<u>Lecture/Lab</u>
CSC 110 OL01	Introduction to Computers	3	3/0

Course Description:

Introduction to Computers consists of a hands-on introduction to microcomputer hardware, operating systems, and application software. Students enter, modify, and manipulate data with word processing, presentation, spreadsheet, and database programs. Students should be familiar with the standard keyboard. (3/0)

Prerequisites:

This course is designed primarily for beginners. No prior knowledge of computers is necessary. You will not need to be an expert typist, but **familiarity with the computer keyboard is essential.**

Course Meeting Times

December 19, 2016—January 6, 2017

Course Location

Online

Required Textbooks

Microsoft Office 365 and Office2016 – Introductory, **Bundled** with the SAM code.

The textbook should be purchased from the Iowa Western bookstore (as it is a customized textbook) or the student will not have all the necessary supplemental materials

Physical Textbook Bundle - ISBN: 9781337216418

Students who do not purchase the required textbook bundle from the bookstore may not have the SAM access code and will not be able to complete all assignments. If you are one of these students you will not be able to complete the required exams. Any student who does not have the SAM access code (which is included in the required textbook bundle sold in the IWCC college store) is strongly encouraged to consider withdrawing from the course since successful completion, without the SAM code, is not possible.

Supplies to be furnished by Student

- Please create a folder on your computer to save all of your assignments.

Course Learning Objectives

Upon successful completion of this course, the student will be able to:

- A. practice navigation of the Internet
- B. demonstrate the use of word processing software
- C. demonstrate the use of spreadsheet software
- D. demonstrate the use of database software
- E. demonstrate the use of presentation software
- F. demonstrate the use of productivity applications

Course Practices:

The syllabus serves as a contract between the faculty and the students. This section contains the kinds of practices that are expected of students:

1. Attendance Requirements

- Attendance is determined by your participation in the course.
- In the event of military duty, please communicate this with the instructor.

2. Standards for written work

- All course assignments are to be done using MICROSOFT OFFICE 2016 software.
- All course assignments should be proofed for proper spelling, grammar, and punctuation.

3. Late papers and assignments

- All assignments and examinations are posted in ROC in the course syllabus.
- The files needed to complete textbook labs and textbook tutorial exercise can be found in ROC in the appropriate unit assigned.
- Students are expected to complete all class assignments and examinations on time.
- Assignment files are to be submitted to SAM at sam.cengage.com.
- **Assignments are due on the date indicated** (see pages **6-7** of the syllabus).

- **Late assignments will NOT be accepted.** SAM assignments are opened at the start of the unit and will be accepted through the *due date*. It is the responsibility of the student to start on assignments prior to the due date and time, and to allow for any possible delays [lagging internet connection; no internet access; incorrect software; etc.]. All assignments and the date the assignment is due are posted on ROC.

Failure to complete/pass all assignments and/or exams may constitute failure of the course.

4. Missed exams

- Unit exams will be based upon trainings and projects in SAM. The questions are task-based, you will need to complete the questions in the SAM program.
- **There will be no makeup of unit exams without prior notification to the instructor.**

5. Extra Credit

- Extra Credit is not offered. Please do not ask.

6. Course Communication

The official mode of communication within this course is through ROC. “Texting” is unacceptable – please use proper English.

The instructor will answer ROCmail during business hours – 8:30am through 3:30pm, Monday through Friday. There may not be replies weeknights or weekends.

You should expect a reply to your ROCmail message within 48 hours.

10 best rules for Netiquette or e-mail etiquette are:

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1. Imagine your message on a billboard. Anything you send can be forwarded, saved and printed by people it was never intended for. Never send anything that will reflect badly on you or anyone else. Do not give out personal information.
2. Remember that company/school emails are company/school property. Emails sent from your workplace can be monitored by people besides the sender and reader, and are technically company/school property.
3. Avoid offensive comments. Anything obscene, libelous, offensive or racist does not belong in a company/school email, even as a joke. Respect and accept people’s differences.
4. Keep your message cool. Email messages can easily be misinterpreted because we don't have the tone of voice or body language that gives us further cues. Using multiple explanation points, emoticons, and words in all capital letters can be interpreted as emotional language.
5. Be careful about forwarding messages. If you aren't sure if the original sender would want to forward the message, don't do it.
6. Don't expect an answer right away. Email messages may be delivered quickly, but your recipient may not read it right away.
7. Don't sacrifice accuracy for efficiency. Don't send sloppy, unedited email. Experts say that for every grammar mistake in an email, there's an average of three spelling

mistakes. While the odd spelling mistake is overlooked, when your readers have to break communication to decipher a word or message, at best, you'll look sloppy, if not illiterate. At worst, they may stop reading.

8. Include the message thread. Keep the original message for a record of your conversation. However, when sending a new message to the same person, start a new thread with a new subject line.
9. Don't type in all CAPS. It's perceived as YELLING. However, don't write with only small letters, as this is perceived as your being lazy, because it makes it more difficult for people to read. Avoid "text messaging" – use proper English; complete sentences with proper grammar, spelling and punctuation.
10. Write clear, organized messages, with a subject line that gives enough information for the reader to file it and find it later.

Instructional Techniques and Practices

This course is structured in four distinct and separate sections. They are as follows:

1) Word Processing, 2) Spreadsheets, 3) Databases, and 4) Presentation software. Each section is treated as a separate unit for testing purposes.

Homework: Reading, review exercises, and laboratory assignments.

Course Topical Outline and Schedule

CSC-110-OL01 Winterim 2016			Introduction to Computers	Tentative Schedule 12/19/16 – 01/06/17
Day	Date	Assignment or Exam		Due Date
01	M	December 19	Syllabus Introductions Outlook	See Start Here unit ROC See Start Here unit in ROC for instructions See Outlook unit in ROC Due December 20
02	T	December 20	SAM Registration at sam.cengage.com Word Module 1: Creating and Editing a Document (pages WD 1-60) <i>SAM Training is available for this chapter</i>	See SAM instruction sheet in SAM Resources unit in ROC Word Module 1 found online at sam.cengage.com Due December 21
03	W	December 21	Word Module 2: Navigating and Formatting a Document (pages WD61 – WD118) <i>SAM Training is available for this chapter</i>	Word Module 2 found online at sam.cengage.com Due December 22
04	Th	December 22	Word Module 3: Creating Tables and a Multipage Report (pages WD119 – WD174) <i>SAM Training is available for this chapter</i>	Word Module 3 found online at sam.cengage.com Due December 23
05	F	December 23	Word Exam	Word Exam found online at sam.cengage.com Due December 26
06	M	December 26	Excel Module 1: Getting Started with Excel (pages EX1 – EX64) <i>SAM Training is available for this chapter</i> Excel Module 2: Formatting Workbook Text and Data (pages EX65 – EX130) <i>SAM Training is available for this chapter</i>	Excel Module 1 found online at sam.cengage.com Excel Module 2 found online at sam.cengage.com Due December 27
07	T	December 27	Excel Module 3: Performing Calculations with Formulas and Functions (pages EX131 – EX186) <i>SAM Training is available for this chapter</i> Excel Module 4: Analyzing and Charting Financial Data (pages EX187-256) <i>SAM Training is available for this chapter</i>	Excel Module 3 found online at sam.cengage.com Excel Module 4 found online at sam.cengage.com Due December 28
08	W	December 28	Excel Exam	Excel Exam found online at sam.cengage.com Due December 29
09	Th	December 29	Access Module 1: Creating a Database (pages AC1 – AC50) <i>SAM Training is available for this chapter</i>	Access Module 1 found online at sam.cengage.com Due December 30
10	F	December 30	Access Module 2: Building a Database and Defining Table Relationships (pages AC51 – AC114) <i>SAM Training is available for this chapter</i>	Access Module 2 found online at sam.cengage.com Due January 02
11	M	January 02	Access Module 3: Maintaining and Querying a Database (pages AC115-AC178) <i>SAM Training is available for this chapter</i>	Access Module 3 found online at sam.cengage.com Due January 03
12	T	January 03	Access Exam	Access Exam found online at sam.cengage.com Due January 04
13	W	January 04	PowerPoint Module 1: Creating a Presentation (pages PPT1 – PPT 68) <i>SAM Training is available for this chapter</i> PowerPoint Module 2: Adding Media and Special Effects (pages PPT69 – PPT136) <i>SAM Training is available for this chapter</i>	PPT Module 1 found online at sam.cengage.com PPT Module 2 found online at sam.cengage.com Due January 05
14	Th	January 05	Sway (pages PA 6-10)	Sway Assignment See Sway unit in ROC

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2016

Introduction to Computers

Tentative Schedule
12/19/16 – 01/06/17

Office Mix (pages PA 10-13)

PowerPoint Exam

Office Mix Assignment
See Office Mix unit in ROC
PowerPoint Exam
found online at sam.cengage.com
Due January 06

15 F January 06 End of Class

** For complete instructions on the assignments, please see ROC > appropriate UNIT > appropriate CHAPTER and read them in the description of the assignment.

Grading

<u>Graded Item</u>	<u>How Many</u>	<u>Type</u>	<u>Points</u>	<u>Total</u>
Assignments	12	Hands-on Labs	100	1200
Unit Exams	4	Hands-on Application	100	400
			TENTATIVELY	1600

Grades are weighted: Assignments will make up 40% of your overall grade; Exams will make up 60% of your overall grade.

Grades will be posted in ROC and updated periodically; typically by the due date of the next assignment.

Final grades are viewable on ROC, Self-Services Menu, Students, Academic Record the Tuesday after the end of the semester.

The following departmental grading structure will be used:

- A 90.00 - 100.0 % Indicates superior work and excellent progress
- B 80.00 - 89.99 % Indicates work and progress above the average standard
- C 70.00 - 79.99 % Indicates work and progress that meets the average standard
- D 60.00 - 69.99 % Indicates work and progress below the average standard
- F 0 - 59.99 % Indicates work and progress below the minimum standard

Important Dates

Specific dates are noted in the College Academic Calendar. These dates, as well as others, can be viewed on ROC using the following link:

<https://roc.iwcc.edu/academics/recordsregistration/Pages/default.aspx>

Problem Resolution

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Mr. Bill Barrett, Program Chair, Fremont Hall, room 108, 712-325-3271.

Notice of Class Cancellation

- Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service, using the following link:

http://entry.inspironlogistics.com/iwcc/wens.cfm?ep_id=staff

III. Information/College Policy

Cyber-Library Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.

- Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.
- For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

Academic Support

- FREE tutoring and academic assistance are available through the *Academic Support Center*, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-in basis.
- FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.
- For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

Dropping Classes

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

Honor Code – Academic Honesty

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to

the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

Non-Discrimination Statement

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.