CSC1113 Introduction to Computer Concepts

Instructor: Margaret S. Britt
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Phone: Office 601 643-8622
Instructor E-mail: Margaret.britt@colin.edu
Office Hours: Posted at the end of the syllabus

Course Description:

This is an introductory digital competency course which introduces concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab per week

eTextbook

(The fee includes eTextbook, paper textbook to be picked up from the bookstore, and Canvas access to SAM 2016.

June Jamrich Parsons; David Beskeen; Carol M. Cram; Jennifer Duffy; Lisa Friedrichsen; Elizabeth Eisner Reding

Required Supplementary Supplies
Microsoft Office 2016 or Free Microsoft Office 365
Free Office 365 OneDrive Business Account
Portable external storage (optional)

Course Credit
Three (3) semester hours

Prerequisites:
None

Special Course Entrance Requirements
Proficient skills in reading, arithmetic, and keyboarding are strongly recommended

Special Course Exit Requirements
Comprehensive final exam—No Exemptions or Exceptions
Instructional Techniques:
This course will require the use Microsoft Office 2016/365—Windows 10, Word, PowerPoint, Excel, and Outlook. In addition, the Microsoft Edge Browser will be utilized. Textbook readings, lab assignments, SAM Projects, discussion board forums, research projects, and SAM training and testing will be used.

Subject Organization

The course content is organized into a series of modules which presents selected computer knowledge subjects in a classroom lecture and discussion format. Lectures are supplemented by hands-on laboratory sessions, which emphasize application program use.

Unit 01 – Concepts
- M01 Computer and Internet Basics
- M02 Computer Hardware
- M03 Computers Software
- M04 File Management and Digital Electronics

Unit 02 – Windows 10 and Microsoft Office 2016/365
- M05 Windows 10—Getting Started and Understanding File Management
- M06 Office 2016—Getting Started

Unit 03 - Microsoft Word 2016
- M07 Creating and Editing Documents
- M08 Formatting Text, Paragraphs, and Documents

Unit 04 – Microsoft Excel 2016
- M09 Getting Started and Working with Formulas and Functions
- M10 Formatting and Working with Charts

Unit 05 – Microsoft PowerPoint 2016
- M11 Creating and Modifying a Presentation
- M12 Inserting Objects and Finishing a Presentation

Comprehensive Final Exam
Overall Course Objectives

Upon successful completion of this course:

1. the student will understand and be able to explain the basic data processing cycle, the functions of a computer system, and the capabilities and limitations of various configurations of digital computers. The student will be able to demonstrate a basic proficiency in the use of the operating system, Windows 10. The student will learn to use Microsoft Outlook to send and receive e-mail.

2. the student will be able to create and edit Word 2016 documents such as announcements, letters, resumes, and reports. The student will learn to include borders, shading, graphics, tables, pictures, and Web addresses in these documents.

3. the student will be able to use Excel 2016 to organize data, complete calculations, make decisions, graph data, and develop professional looking reports.

4. the student will be able to use PowerPoint 2016 to produce professional looking presentations. The student will learn to add tables, charts, pictures, video, sound, and animation to these presentations.

5. the student will learn to navigate the world wide web.

Methods of Evaluation

- Canvas Discussion Board Forums/Blogs/Wikis/ and other Web 2.0 software
- Module Textbook Hands-On Lab Projects
- SAM Hands-On Projects
- SAM Module Exams (Word, Excel, and PowerPoint) — (mandatory for ALL students)

SAM Module Exams include both Theory (multiple choice questions taken from assigned readings) and Application Tasks (basic proficiency demonstration in each application Module program).

Comprehensive SAM Final— (mandatory for ALL students)
Failure to take the final examination will result in a failing grade for the course

Grade Scale

The grade scale that is used has been approved by the Computer Science Division.

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>RANGE</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>
Grades will be posted through Canvas. **It is your responsibility to keep up with your own grades and verify that assignments have been submitted.** This will allow you to know your average at all times.

**Appeals Policy**

To appeal a grade, send an e-mail to your instructor's e-mail address within one week of receiving the grade. Overdue appeals will not be considered.

**Attendance**

1. Students are expected to attend all classes.
2. No absence is considered free. Students will be responsible for providing a justifiable reason for each absence. The number of allowed absences in the class is as follows:

<table>
<thead>
<tr>
<th>Class Meetings</th>
<th>Maximum Absences (Nonparticipation)</th>
<th>Cut Out of Class On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring</td>
<td>2 weeks</td>
<td>3rd week</td>
</tr>
<tr>
<td>Summer/Short</td>
<td>1 week</td>
<td>2nd week</td>
</tr>
</tbody>
</table>

5. Instructors enter cut-outs electronically through the Co-Lin website. **Cut-outs will be entered as soon as the excessive absence is reached** so that the student has an opportunity for appeal before the next class meeting.

**Make-Up Policy**

The class policy for making up missed examinations and submitting assigned work for evaluation is as follows:

Make-up examinations **Will Not Be** administered unless a justified absence is approved in advance as an Official College Absence, or there is a valid, verifiable emergency that could not be foreseen, such as an illness or a death in the immediate family.

Each student is responsible for communicating with the instructor and justifying his/her absence. If approval is given to make up the test, the **student must send a Canvas message to the instructor to schedule the make-up test.**
(The Exam ID and exact date and time of the makeup request must be included in the message. After the date has been confirmed, a confirmation reply message will be sent to the student.) If the make-up test is not taken **before the next scheduled test**, the student will NOT be allowed to make it up and will receive a **zero** on that test grade.

Each student is responsible for all material presented during the course.

**Incomplete Policy**

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

**Academic Integrity--Cheating**

Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of submitted work. Students shall be guilty of violating the honor code if they:

- Represent the work of others his/her own.
- Use or obtain unauthorized assistance in any academic work.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.

**Mathematics/Computer Science Division Honesty Policy**

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to deceptive acts such as the following:

- cheating in any manner on homework, quizzes, tests, etc.
- turning in work as their own when, in fact, it was not their work
- **using other technology and/or websites to complete homework assignments and/or take quizzes and tests** (Consequence of a first offense will be a “0” on that homework assignment, quiz, or test. Additional offenses could possibly result in failure of the course.)
- stealing, buying, or selling course materials
- either impersonating another student during a quiz/test or having another person assume one’s identity during a quiz/test
- deliberately conveying false or misleading information
An instructor has the right to review the Internet history to determine if a student has used technology (calculators, cell phones, etc.) and/or other websites inappropriately.

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor’s institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution. (The Student should refer to the Plagiarism and Cheating sections and to the Code of Student Conduct in the Student Handbook.)

TESTING

We will have **three (3) tests** and a **comprehensive final examination** in this course.

Test **Two (2)** will be proctored, and will be worth **25% of your final grade**. The link to the exam can be found in Canvas, and the exam is divided into two parts: a multiple-choice part and a task part.

Also, the final exam will be comprehensive.

For instruction on how to register and for test times, please visit the link below:

http://www.colin.edu/current-elearning-students/schedule-a-proctored-exam

PROCTORED EXAM POLICY

All MSVCC courses must have a minimum of one and a maximum of three proctored exams. Co-Lin’s policy is that the proctored exam(s) equal(s) to at least 25% of the final grade. Regardless of course average, **students who do not take their proctored exams will not receive a passing grade.**

Disability Statement

If you are a student that has a disability which qualifies under the *Americans with Disabilities Act (ADA)* and requires accommodations, you should contact the Office of Disability Support Services:

<table>
<thead>
<tr>
<th>Natchez Campus</th>
<th>Simpson County Center</th>
<th>Wesson Campus</th>
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<tbody>
<tr>
<td>Zach Moulds</td>
<td>Beverly B. Barnes</td>
<td>Jordan Burt</td>
</tr>
<tr>
<td>Phone: (601) 446-1205</td>
<td>Phone: 601-849-0121</td>
<td>Phone: (601) 643-8401</td>
</tr>
<tr>
<td><a href="mailto:zachary.moulds@colin.edu">zachary.moulds@colin.edu</a></td>
<td><a href="mailto:Beverly.barnes@colin.edu">Beverly.barnes@colin.edu</a></td>
<td><a href="mailto:Jordan.burt@colin.edu">Jordan.burt@colin.edu</a></td>
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Flexibility Clause

Due to differences in student ability, time constraints, the fast changing nature of the subject matter and any other unforeseen circumstances that may occur during the semester, I reserve the right to make whatever changes I feel are necessary in the structure, content, or assignments of this course. Any changes I make will be in the best interest of the majority of students in the class.

Campus Office Hours

Note: I can be reached 24/7 using the Canvas Inbox—so for prompt replies, Inbox me.