

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS INFORMATION

### CSC 110 SECTION WINTERIM: INTRODUCTION TO COMPUTERS

TERM: WINTER 2017

#### I. FACULTY INFORMATION:

|  |   |
|--|---|
| Instructor: William Barrett                                      | Office: F108  |
| Phone: 712-325-3271  | Office Hours: Please email to schedule an appointment.  |
| E-mail: <a href="mailto:wbarrett@iwcc.edu">wbarrett@iwcc.edu</a> | To chat via Google Hangouts<br>Please email me at <a href="mailto:wbarrett@iwcc.edu">wbarrett@iwcc.edu</a> to schedule an appointment |

#### II. COURSE INFORMATION:

| Course Prefix/Number | Course Name               | Credits | Lecture | Lab |
|----------------------|---------------------------|---------|---------|-----|
| CSC 110              | 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:

None

#### Course Meeting Times:

December 18, 2017 – January 05, 2018 (This is an 19-day class)

Daily online course attendance, interaction, and activity are expected and will be verified through Daily course attendance reports.

#### Course Location:

Remote, online.

#### REQUIRED TEXTBOOKS:

Microsoft Office 365 and Office 2016 – Introductory, *Bundled* with the SAM code. The textbook should be purchased from the Iowa Western College Store (as it is a customized textbook) or the student will not

have all the necessary supplemental materials. You will be using an online learning environment and the **institution code for IWCC is T2047865**.

*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 correct 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. The book is a required element in the course and will be used extensively during class/lab time. All students are expected to bring their own copy of the book to class each class session. Sharing of books will *not* be allowed. Again, any student who does not have a book is strongly encouraged to consider withdrawing from the course since successful completion, without a textbook, will be considerably more difficult.

Suggested Supplemental Textbooks, References:

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses.

Materials and Supplies to Be Furnished by Student:

Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider *these free options*. (Pressing the Control key and clicking “these free options” will take you to a page of free anti-virus and anti-malware resources.)

Students using computers in labs and other facilities on campus are further held to the standards of *IWCC Acceptable Use Policy* and the *Computer Ethics and Use Policy*. (Both policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

It is suggested that students have a flash memory stick (sometimes called a flash drive, jump drive, memory drive, thumb drive, or USB drive) or an account for CLOUD storage, as all work assignments must be saved to a storage device for use during the entire semester.

Course Learning Objectives and Course Competencies:

The Learning Objectives for this course are:

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

Course Practices:

The syllabus serves as a contract between the faculty and the student. This section contains the kinds of practices expected of the student.

## Participation Requirements

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course—at a minimum—at least once per day, as measured from Monday thru Friday, 12:00AM-11:59PM. If this standard isn't met for any day in the semester students will be counted as absent (insufficient) for that day.

## Standards for Written Work

All course assignments are to be done using MICROSOFT OFFICE 2016/365 software.

All course assignments should be proofed for proper spelling, grammar, and punctuation.

## 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. Suggestion: print the Assignment Due Dates and keep it into your textbook or planner, post it on your refrigerator or bulletin board, or place it somewhere so you will see it frequently.
- Assignment files are to be submitted to SAM at the website [sam.cengage.com](http://sam.cengage.com).
- *Assignments are due on the date indicated* (see pages 6 - 7 of the syllabus).
- *Late assignments are not accepted.*

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

## Missed Exams

Unit exams will be based upon trainings and projects in SAM. The exams are found in the SAM program.

*There will be no makeup of unit exams and/or capstones without prior notification to the instructor.*

## Extra Credit

Extra credit is not offered. Please do not ask.

## ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution, and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in lowering of assignment grades.

All course work must be submitted through the ROCLMS. Emailed work will not be accepted.

## COMMUNICATION WITH INSTRUCTOR:

The official mode of communication within this course is through ROC. "Texting" is unacceptable – please use proper English and complete sentences. Be specific on what you are emailing me about. If you are stuck on a specific assignment and step, tell me that. Don't send me an email that says, I need help.

The instructor will answer ROCmail during business hours – 8:00 am through 3:00 pm, Monday through Friday. There may not be replies weeknights or weekends.

You should expect a reply to your ROCmail message within 24 hours. If you do not hear back from me within 24 hours, please email me again.

#### Availability of instructor

I am available online only during this class. I am available to chat using Google Hangouts in the evenings and possibly during the day, but only with an appointment. Email me to schedule an appointment.

#### Turnaround time for feedback on assignments and exams

Assignments will be typically graded and recorded daily.

#### 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.

Laboratory: Instructor-guided practice, class exercises, and out-of-class laboratory work.

Homework: Reading, review exercises, and laboratory assignments.

The time scheduled for this course is online with remote access only.

#### Grading

| <i>Graded Item</i> | <i>How Many</i> | <i>Type</i>          | <i>Points</i> | <i>Total</i> |
|--------------------|-----------------|----------------------|---------------|--------------|
| Training           | 12              | Hands-on Lab         | 100           | 1200         |
| Assignments        | 12              | Hands-on Lab         | 100           | 1200         |
| Unit Exams         | 4               | Objective            | 100           | 400          |
| Unit Capstones     | 4               | Hands-on Application | 100           | 400          |
|                    |                 |                      | <b>TOTAL</b>  | <b>3200</b>  |

#### Viewing Final Grades

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

The following departmental grading structure will be used:

| <i>Letter Grade</i> | <i>Percent Range</i> | <i>Work and Progress Indication</i>                         |
|---------------------|----------------------|---|
| 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      |

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

#### Important Dates

Specific dates are noted in the [College Academic Calendar](#). (Pressing the Control key and clicking "College Academic Calendar" will allow you to view these dates.)

Last day to drop this course is Wednesday, December 20, 2017.

## 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. Rick McFayden, Dean, Clark Hall, room 218, 712-325-3371 or email [rmcfayden@iwcc.edu](mailto:rmcfayden@iwcc.edu).

## Notice of Class Cancellation

**Note:** due to fact that this is an online class, the only affect will be if the computer systems are not available!

1. Emergency closing of the entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find [Reiver Alert](#) on your ROC homepage (Pressing the Control key and clicking “Reiver Alert” will link you to this service).
2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

## Course Topical Outline and Schedule

All assignments are open from May 15, 2017 until their due date. Assignments are due by 11:00pm on their due date listed below. This class begins on May 15 and ends on May 26, 2017 at 11:00pm. You will need to be working on this class every day during this period of time to ensure your success.

| Summer 2017 | Introduction to Computers Schedule  | CSC-110-INTOL   |
|-------------|---|---|
| Due Date    | Reading Assignment / Quiz or Exam   | Assignment  |
| 18 DEC 2017 | Read Syllabus and complete Syllabus quiz in Start Here folder in ROC.<br><b><i>SAM Training is available for all modules listed below! The training for the Exams is included in the module training.</i></b> | *All Assignments are online at <a href="http://sam.cengage.com">sam.cengage.com</a> !<br>IWCC's SAM Institution code is T2047865<br><br>**Please Note! The training will help you build the skills necessary to complete the assignments. |
| 18 DEC 2017 | SAM Registration at <a href="http://sam.cengage.com">sam.cengage.com</a><br>See handout in SAM Resources folder on how to create SAM account  | <b><i>Create SAM account and join the section labeled Barrett WI17_CSC_110</i></b><br><b><i>*See video in ROC on how to create the account and join section.</i></b>  |
| 19 DEC 2017 | Word Module 1: Creating, Formatting, and Editing a Word Document with Pictures (pages WD 1-60) <b>NP_Word1_Training</b>   | Barrett_WI17_NP_01_Word-1B_Training<br>Barrett_WI17_NP_01_Word-1B_Assignment  |
| 20 DEC 2017 | Word Module 2: Creating a Research Paper with Citations and References (pages WD61 – WD118) <b>NP_Word2_Training</b>  | Barrett_WI17_NP_02_Word-2B_Training<br>Barrett_WI17_NP_02_Word-2B_Assignment  |
| 21 DEC 2017 | Word Module 3: Creating a Business Letter with a Letterhead and Table (pages WD119 – WD174) <b>NP_Word3_Training</b>  | Barrett_WI17_NP_03_Word-3B_Training<br>Barrett_WI17_NP_03_Word-3B_Assignment  |
| 22 DEC 2017 | <b><i>Exam 1: Word Capstone</i></b>   | Barrett_WI17_NP_04_Word-Exam<br>Barrett_WI17_NP_04_Word-Capstone  |

| Summer 2017 | Introduction to Computers Schedule  | CSC-110-INTOL  |
|-------------|---|--|
| Due Date    | Reading Assignment / Quiz or Exam   | Assignment   |
| 23 DEC 2017 | Excel Module 1: Creating a Worksheet and an Embedded Chart (pages EX1 – EX64)<br><b>NP_Excel1_Training</b>                    | Barrett_WI17_NP_05_Excel-1B_Training<br>Barrett_WI17_NP_05_Excel-1B_Assignment           |
| 24 DEC 2017 | Excel Module 2: Formulas, Functions, and Formatting (pages EX65 – EX128)<br><b>NP_Excel2_Training</b>                         | Barrett_WI17_NP_06_Excel-2B_Training<br>Barrett_WI17_NP_06_Excel-2B_Assignment           |
| 26 DEC 2017 | Excel Module 3: Working with Large Worksheets, Charting, and What-If Analysis (pages EX129 – EX207) <b>NP_Excel3_Training</b> | Barrett_WI17_NP_07_Excel-3B_Training<br>Barrett_WI17_NP_07_Excel-3B_Assignment           |
| 27 DEC 2017 | Excel Module 4: Analyzing and Charting Financial Data (pages EX187-256)<br><b>NP_Excel4_Training</b>                          | Barrett_WI17_NP_08_Excel-4B_Training<br>Barrett_WI17_NP_08_Excel-4B_Assignment           |
| 28 DEC 2017 | <b>Exam 2: Excel Capstone</b>   | Barrett_WI17_NP_09_Excel-Exam<br>Barrett_WI17_NP_09_Excel-Capstone                       |
| 29 DEC 2017 | Access Module 1: Creating a Database (pages AC1 – AC50) <b>NP_Access1_Training</b>  | Barrett_WI17_NP_10_Access-1B_Training<br>Barrett_WI17_NP_10_Access-1B_Assignment         |
| 30 DEC 2017 | Access Module 2: Building a Database and Defining Table Relationships (pages AC51 – AC114) <b>NP_Access2_Training</b>         | Barrett_WI17_NP_11_Access-2B_Training<br>Barrett_WI17_NP_11_Access-2B_Assignment         |
| 31 DEC 2017 | Access Module 3: Maintaining and Querying a Database (pages AC115-AC178)<br><b>NP_Access3_Training</b>                        | Barrett_WI17_NP_12_Access-3B_Training<br>Barrett_WI17_NP_12_Access-3B_Assignment         |
| 02 JAN 2018 | <b>Exam 3: Access Capstone</b>  | Barrett_WI17_NP_13_Access-Exam<br>Barrett_WI17_NP_13_Access-Capstone                     |
| 03 JAN 2018 | PowerPoint Module 1: Creating a Presentation (pages PPT1 – PPT 68)<br><b>NP_PPT1_Training</b>                                 | Barrett_WI17_NP_14_PowerPoint-1B_Training<br>Barrett_WI17_NP_14_PowerPoint-1B_Assignment |
| 04 JAN 2018 | PowerPoint Module 2: Adding Media and Special Effects (pages PPT69 – PPT136)<br><b>NP_PPT2_Training</b>                       | Barrett_WI17_NP_15_PowerPoint-2B_Training<br>Barrett_WI17_NP_15_PowerPoint-2B_Assignment |
| 05 JAN 2018 | <b>Exam 4: PowerPoint Capstone</b>  | Barrett_WI17_NP_16_PowerPoint-Exam<br>Barrett_WI17_NP_16_PowerPoint-Capstone             |

For complete instructions on the assignments, please read the description of the assignment in the appropriate folder in ROC.

### 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](mailto:cyberlibrary@iwcc.edu) (Pressing the Control key and clicking “cyberlibrary@iwcc.edu” will open your email editor) 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](mailto:tutoring@iwcc.edu) (Pressing the Control key and clicking “tutoring@iwcc.edu” will open your email editor) 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](mailto:disabilityservices@iwcc.edu) (Pressing the Control key and clicking "disabilityservices@iwcc.edu" will open your email editor) 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.