

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

CSC-110-OL01: INTRODUCTION TO COMPUTERS

TERM: WINTER 2018 | 3 WEEKS | DECEMBER 17 – JANUARY 4

I. FACULTY INFORMATION:

Instructor: Steve Saunders	Office: Fremont 108
Phone: (712) 357-5303	Student Assistance Hours: By appointment
E-mail: scaunders@iwcc.edu	Please email me with questions

II. COURSE INFORMATION:

CSC-110-OL01 Winter 2018	Introduction to Computers	Credits (3)	Lecture (3)	Lab (0)
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COURSE MEETING TIMES:

Course shells are available online 24/7.

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

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. Physical Textbook Bundle - ISBN: 9781337216418

SUPPLEMENTAL MATERIALS:

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. 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](#) (click on link).

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 are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

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:

All assignments are open so you can work ahead but each assignment has a due date. All assignments are due by 11 pm on Friday night.

Please follow the schedule in ROC and at the end of the syllabus to make sure you don't miss due dates.

If you have questions, please email me from your IWCC email and include an appropriate subject line. I won't be on campus every day so you will get a quicker response if you email than if you call and leave a message. I try very hard to respond to emails within 24 hours but over the weekend it may take a little longer. During the week, if you don't get a response within 24 hours, please email me again.

I am going to update grades every couple of days. Attendance will be taken for every week day of the class. All course work must be submitted through the ROC LMS. Emailed work will not be accepted.

PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:

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 meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. If this standard is not met for any day within the course term, students will receive a (0) on the assignments and be marked as insufficient in attendance.

Please remember to use proper Netiquette when posting online. If you wouldn't make the comment to the person's face then it probably shouldn't be left in a discussion post. Please write your discussion posts in complete sentences using correct spelling and grammar.

COMMUNICATION WITH INSTRUCTOR:

Please use your IWCC email when contacting me. Make sure to include an appropriate subject, your name and class time in your email. Be specific on what you are emailing me about. If you are needing help with a specific assignment, make sure you include the assignment and step number. Please proofread your emails and use proper English. Don't send me an email like you were texting your friend.

GRADING:

<i>Graded Item</i>	<i>How Many</i>	<i>Type</i>	<i>Points</i>	<i>Total</i>
SAM Trainings	11	Hands-on Application	15	165
Assignments	11	Hands-on Labs	100	1100
Unit Exams	4	Hands-on Application	100	400
Total			<i>TENTATIVELY</i>	<i>1665</i>

Grades will be compiled according to the following:

- Assignments & Trainings 60%
- Exams 40%

<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:

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

IMPORTANT DATES:

Specific dates are noted in the College Academic Calendar for the last day to withdraw from the course, holidays, in-service days, student development hours, last day to apply for graduation, etc. (Pressing the Control key and clicking "College Academic Calendar" will allow you to view these dates.)

PROBLEM RESOLUTION:

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact the dean of the department.

III. INFORMATION/COLLEGE POLICY

RESET PASSWORD:

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

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

ACADEMIC SUPPORT:

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-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 by subject area is posted 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 a financial aid department representative 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 education 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 education (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.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

CSC-110-OL01 Winter 2018		Introduction to Computers	Schedule
Week	Date	Reading Assignment / Quiz or Exam	Due Date
1	Dec 17	SAM Registration information (Objective 1)	Dec 24
		Word Module 1: Creating, Formatting, and Editing a Word Document with Pictures (pages WD 1-60) <i>Word 1 SAM Training</i>	Dec 24
		Word Module 2: Creating a Research Paper with Citations and References (pages WD61 – WD118) <i>Word 2 SAM Training</i>	Dec 24
		Word Module 3: Creating a Business Letter with a Letterhead and Table (pages WD119 – WD174) <i>Word 3 SAM Training</i>	Dec 24
		Word Exam (Objective 2)	Dec 24
2	Dec 24	Excel Module 1: Creating a Worksheet and an Embedded Chart (pages EX1 – EX64) <i>Excel 1 SAM Training</i>	Dec 31

		Excel Module 2: Formulas, Functions, and Formatting (pages EX65 – EX128) <i>Excel 2 SAM Training</i>	Dec 31
		Excel Module 3: Working with Large Worksheets, Charting, and What-If Analysis (pages EX129 – EX207) <i>Excel 3 SAM Training</i>	Dec 31
		Excel Exam (Objective 3)	Dec 31
3	Dec 31	Access Module 1: Creating a Database (pages AC1 – AC50) <i>Access 1 SAM Training</i>	Jan 4
		Access Module 2: Building a Database and Defining Table Relationships (pages AC51 – AC114) <i>Access 2 SAM Training</i>	Jan 4
		Access Module 3: Maintaining and Querying a Database (pages AC115-AC178) <i>Access 3 SAM Training</i>	Jan 4
		Access Exam (Objective 4)	Jan 4
		PPT Module 1: Creating a Presentation (pages PPT1 – PPT 68) <i>PPT 1 SAM Training</i>	Jan 4
		PPT Module 2: Adding Media and Special Effects (pages PPT69 – PPT136) <i>PPT 2 SAM Training</i>	Jan 4
		PPT Exam (Objective 5)	Jan 4