



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE SPRING 2017

Course Number: **ACS-1453-001**
Course Name: **Introduction to Computers**
Course Website: **www.acs.uwinnipeg.ca/1453/001**

Instructor Information

Instructor: David Tenjo
E-mail: d.tenjo@uwinnipeg.ca
Class Time: Tuesday and Thursday 4:00PM – 6:30PM
Class Location: 3D03

Office: 3D18
Office Hours: Friday 4:00-5:00

Important Dates

1. **Lectures Begin:** May 2, 2017
2. **Midterm Test:** May 18, 2017
3. **Final Exam:** June 20, 2017, 1:30 – 4:30
4. **Voluntary Withdrawal Date w/o academic penalty:** May 25, 2016
(A minimum of 20% of the work on which the final grade is based will be evaluated and available to the student before the voluntary withdrawal date.)

The University is closed for holidays: May 22 (Victoria Day), June 30 (in lieu of Canada Day), September 4 (Labour Day).

Course Objectives/Learning Outcomes

Objectives

This course will first introduce students to the basic concepts of computers: hardware, software, telecommunication and languages, and types of application systems. Students will receive instruction in a variety of software mostly intended for personal use. Software used will include the Windows operating system, word processing, spreadsheets, database, presentation software and common Internet functions. There will be an extensive laboratory component; therefore, regular attendance is very important.

In this course students will develop information system literacy as it differs from computer literacy. They will develop a thorough overview of the different ways computers can be used in organizational management and operations.

Evaluation Criteria

Mid-Term Test:	45%
Final Exam:	45%
Assignments:	10%

Please contact the instructor as soon as possible if extenuating circumstances require you to miss a class, assignment, test or examination.

Missed exams will receive a mark of zero, unless a medical certificate is provided, no accommodation is made for missed exams.

Keep a copy of all class work (e.g., assignments, tests) handed back in case there is an error in recording of marks by the instructor. With regard to appeals, see the 2016/17 Course Calendar

Final Letter Grade Assignment

Historically, numerical percentages have been converted to letter grades using the following scale. However, instructors can deviate from these values based on pedagogical nuances of a particular class, and final grades are subject to approval by the Department Review Committee.

A+	90+ - 100%	B	70 - 74%	F	below 50%
A	85 - 90%	C+	65 - 69%		
A-	80 - 84%	C	60 - 64%		
B+	75 - 79%	D	50 - 59%		

Exam / Test Requirements

- Photo ID must be presented (Preferably U of W student ID).
- No electronic devices are allowed during exams.

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>.

We ask that you please be respectful of the needs of classmates and instructors/professors by avoiding the use of unnecessary scented products while attending lectures. Exposure to scented products can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. Please consider using unscented necessary products and avoiding unnecessary products that are scented (e.g. perfume).

All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

Additional Course Related Information

1. When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform you via uwinnipeg email, as well as the departmental assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms.
2. Your uwinnipeg email address will normally be used for course related correspondence.
3. Please note that withdrawing before the VW date does not result in a fee refund.
4. Class make-up days are scheduled at the end of term for courses that conflict with holidays. July 26, 2017 for classes normally held on June 30 when the University is closed in lieu of Canada Day August 14 for Jump Start classes normally held on August 7 when the University is closed for Terry Fox Day
5. No classes: May 30 for courses in the 8 week term May 1 – June 27.
 - i. June 13 for courses in the 12 week term May 1 – July 26

Required Text Book(s)/Reading List

- Vermaat, Microsoft Office 2013 Introductory, ISBN: 978 1 305 40898 2 Cengage.

It is available at the book store on campus.

Students should bring the text to class in order to follow class exercises and examples.

- Most material covered in this class will come from the text. It is also important to attend classes as some lecture material will not be from the text.

Misuse of Computer Facilities, Plagiarism, and Cheating

Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies. Be sure that you have read and understood the Regulations & Policies section of the Course Calendar, including Senate appeals and academic misconduct.

<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Policy.pdf>

Topics to be covered (tentative list, dates may change).

May 2, 2017 Basic computer technology and workings; Introduction to Windows
 May 4, 2017 Windows; Word processing – MS Word
 May 9, 2017 Word processing – MS Word
 May 11, 2017 Word processing – MS Word, Intro to MS Excel
 May 16, 2011 Spreadsheets – MS Excel
 May 23, 2017 Spreadsheets – MS Excel
 May 25, 2017 Data management
 May 30, 2017 Data management - MS Access
 June 1, 2017 PowerPoint
 June 6, 2017 Presentation - MS PowerPoint
 June 8, 2017 Internet basics; Review