THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number: ACS-1453-518
Course Name: Introduction to Computers

Instructor Information

Instructor: Jon Manness
E-mail: j.manness@uwinnipeg.ca
Class Meeting Time: Wednesdays 5:00 pm – 8:00 pm
Room Number: 1w07
Office: 1w10   Office Hours: Wed 4:00 pm – 5:00 pm

Important Dates

First class	01/10/2018
Reading Week	02/18/18 – 02/24/18
Midterm Exam	02/14/2018 – 5:00 pm
Final withdrawal date w/o academic penalty	03/14/2018
Final Exam	04/11/2018 – 5:00 pm

– *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.*

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.

Course Objectives

This course will introduce students to the basic concepts of computers: types of computers, hardware, software and types of application systems. Students will receive instruction in a variety of software intended for personal use. Software used will include word processing, spreadsheets, databases, charting and graphing tools, and common internet clients and resources. There will be an extensive laboratory component.

Evaluation Criteria

In class tests, quizzes, assignments 10%
Midterm Test: 45% (will be returned to student)
Final Exam: 45%

- All assignments and labs are to be completed individually
- Due at 11:59:59 pm on due dates
- No late assignments will be accepted, or under special circumstances accepted with 20% of for each late day

Students must write tests on the dates noted above. In case of emergency students must produce proper documentation such as a doctors' note for an alternative write date.

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%

Test / Exam Requirements

- Photo ID is not required for tests
- Use of calculators / electronic translators or any electronic device is not permitted
- 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.
- Students facing a charge of academic or non-academic misconduct may choose to contact the University of Winnipeg Students' Association (UWSA) where a student advocate will be available to answer any questions about the process, help with building a case, and ensuring students have access to support. For more information or to schedule an appointment, visit our website at www.theuwsa.ca/academic-advocacy or call 204-786-9780.
- 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).

Required Text Book(s) / Reading List

- Microsoft Office 2013 Introductory. Vermaat.
  ISBN: 978-1305408982
- Students should bring the textbook to class in order to follow class exercises and examples
- Most material covered in this class will come from the textbook. However, it is important to attend class as some lecture material will not be from the text.

Prerequisite Information

*None

Access to Computer Lab

Students requesting access to the open lab, except Collegiate students, must send an email to labcard@gmail.com indicating the class they need the card for (in this case 1453). Once you receive an email confirmation confirming your access you will need to pick up the card from Connie Arnhold in the Applied Computer Science office (room 3D13). You will require a $20 cash deposit.

Services for Students

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 .

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 in the 2017-18 Undergraduate Academic Calendar.

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 .

Misuse of Computer Facilities, Plagiarism, and Cheating

Academic dishonesty is a very serious offense and will be dealt with in accordance with the University's policies. Be sure that you have read and understood Regulations & Policies #8, in the 2017-2018 UW Undergraduate Academic Calendar available at http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf.

Additional information is available at University of Winnipeg library video tutorial "Avoiding Plagiarism" https://www.youtube.com/watch?v=UvFdxRU9a8g

Avoiding Academic Misconduct. Uploading essays and other assignments to essay vendor or essay trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves "aiding and abetting" plagiarism. Students who do this can be charged with Academic Misconduct.

Avoiding Copyright Violation. Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the same class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also obtain instructor/presenter permission before photographing or recording slides, presentations, lectures, and notes on the board.

Topics to be Covered (tentative topics and dates)

Course Introduction/Internet	Jan 10
Windows 7/Microsoft Word	Jan 10 - 24
Microsoft PowerPoint	Jan 31 – Feb 7

Midterm Exam	Feb 14
Microsoft Excel	Feb 28 – Mar 14
Microsoft Access	Mar 21 – Apr 4
Final Exam	Apr 11