THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453-508/510, CCOM-42UIN-000
Course Name – Introduction to Computers

Nexus- https://nexus.uwinnipeg.ca/
Zoom- Meeting information to be provided via email.

Instructor Information
Instructor: Travis Plawicki   **Office:** Virtual
E-mail: t.plawicki@uwinnipeg.ca   **Office Hours**: Thursday 7:00-8 p.m. via Zoom
Class Meeting Time: Tuesday 5:30-8:30 p.m. **Room No:** Online

Important Dates
- First Class: Sept.8, 2020
- Midterm Test**:** Oct.27, 2020
- Last Class: Dec.1, 2020
- Final Exam: *TBD*
- Final Withdrawal Date w/o academic penalty: Nov.17, 2020
- Midterm break no classes Oct.11-17 2020
- University closures:
    – Thanksgiving Monday, Oct. 12, 2020
    – Remembrance Day University closed Nov. 11, 2020
- *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*

Course Objectives/Learning Outcomes
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. Software will include word processing, spreadsheets, database, charting/graphing tools, and common Internet client and resources.

Remote Learning
Lectures will be delivered live during the scheduled class time via Zoom. When possible lectures will be recorded and posted to Nexus. Additional course material including lecture notes, slides and assignment details will be posted on Nexus.

- It is highly recommended students be available via Zoom during the lecture times.
- Students must display their real/full name.

- Use of Video is optional for class.
- Participants must be muted when not speaking.
- Students may interact via chat and voice.

Students can find answers to frequently asked questions related to remote learning here: https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html.

Note: A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.

Evaluation Criteria
- Midterm Test: 45%
- Final Exam 45%
    - Students must write tests on the dates noted above.
    - In case of emergency students must produce proper documentation such as a doctor note for an alternative write date.
- Assignments 10%
    - 4 Assignments
    Late assignments will be accepted up to 3 days late. A 10% per day penalty to be
    applied.

Test / Exam Requirements
- Photo ID is required for the midterm/final exam.
- Midterm and final exams will be delivered via Nexus. Students must have video capability and be prepared to present their student ID.
- Midterm/final exam are not open book. Students are not permitted to view notes, textbook or other resources during midterm/exam.
- Students may contact the instructor to ask questions.
- Communication with others (except the instructor) is *not permitted.*
- All work must be entirely the students' own. Collaboration or sharing of work is *not permitted.*

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

Required Textbook/Reading List
Shelly Cashman, Vermaat. Microsoft Office 2013 Introductory Concepts and Techniques, ISBN: 978-1305408982.
- Most material covered in this class will come from the text or online notes. Class lectures will be recorded and posted to Nexus.

Prerequisite Information*
*none

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 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. https://www.uwinnipeg.ca/accessibility-services.

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 or examinations without penalty. A list of religious holidays can be found in the 2020-21 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 https://www.uwinnpeg.ca/respect.

Regulations, Policies, and Academic Integrity
Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies.

Avoiding Academic Misconduct: Students are encouraged to familiarize themselves with the Academic Regulations and Policies found in the University Academic Calendar at: https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf

Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals) and 10 (Grade Appeals). Please note, in particular, the subsection of Student Discipline pertaining to plagiarism and other forms of cheating.

Detailed information can be found at the following:

Academic Misconduct Policy and Procedures: https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf.

UW Library video tutorial "Avoiding Plagiarism"
https://www.youtube.com/watch?v=UvFdxRU9a8g

Uploading essays and other assignments to essay vendor or 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.

Non-academic misconduct. Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behavior, communication, or acts that are inconsistent with a number of UW policies could be considered "non-academic" misconduct. More detailed information can be found here:

Respectful Working and Learning Environment Policy
https://www.uwinnipeg.ca/respect/respect-policy.html

Acceptable Use of Information Technology Policy https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf

Non-Academic Misconduct Policy and Procedures:https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf.

Copyright and Intellectual Property. Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy.

Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board/screen. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf.

Privacy
Students have rights in relation of the collecting of personal data the University of Winnipeg: https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html.

More information:

Zoom and Privacy: https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html

Testing/Proctoring: https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html.

Class Cancellation, Correspondence with Students and Withdrawing from Course
When it is necessary to cancel a class due to exceptional circumstances, the course instructor will make every effort to inform students via uwinnipeg email and Nexus.

Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or the course instructor.

Please let course instructor know if you plan on withdrawing from the course. Note that withdrawing before the VW date does not necessarily result in a fee refund.

Tentative Course Outline and Schedule

Class No.	Topic	Dates
1.	Course Outline Course Introduction	Sept. 8, 2020
2.	Course Introduction Ribbon, OneNote	Sept. 15, 2020
3.	Excel	Sept. 22, 2020
4.	Excel	Sept. 29, 2020
5.	Excel Advanced Topics	Oct.6, 2020
6.	Excel Advanced Topics Review	Oct.20, 2020
7.	**Midterm**	Oct.27, 2020
8.	Access	Nov.3, 2020
9.	Access	Nov.10, 2020
10.	Access	Nov.17, 2020
11.	PowerPoint Microsoft Word	Nov.24, 2020
12.	Microsoft Word Advanced Topics Review	Dec.1, 2020