



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453/3-050

Course Name – Introduction to Computers

Instructor Information

Instructor: Travis Plawicki

Office: 3C13

E-mail: t.plawicki@uwinnipeg.ca

Office Hours: Tuesday 5-6

Class Meeting Time: Tuesday/Thursday 6-8 p.m. **Room No:** 3C13

Web site: <http://www.acs.uwinnipeg.ca/1453-050/>

Important Dates

- First Class: May 7th 2019
- Last Class July 2nd 2019
- Midterm Test: June 4th 2019
- Final Exam: *July 5th 2019*
- Final Withdrawal Date w/o academic penalty: June 18, 2019
 - *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 used will include word processing, spreadsheets, database, charting and graphing tools, and common Internet clients and resources.

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 doctors noted for an alternative write date.
- In class assignments 10%

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%

Prerequisite Information*

*none

Exam Requirements

Photo ID is not required for tests.

Email Communication

Emails from accounts at uwinnipeg.ca are usually not filtered by the UofW email filter. Thereby it is recommended electronic communication used for the course utilize a UofW email account to minimize the risk of filtering.

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 2018-19 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 2018-2019 UW Undergraduate Academic Calendar available at

<http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf> and the UW academic misconduct policy available at

<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/publications/Academic%20Misconduct%20Policy.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 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 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 photographing or recording slides, presentations, lectures, and notes on the board.

Text Book(s) / Reading List / Tools

Shelly Cashman, Vermaat. Microsoft Office 2013 Introductory Concepts and Techniques, ISBN: 978-1305408982.

- 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 or online notes. It is also important attend classes, as some lecture material will not be from the text.
- Web site: <http://www.acs.uwinnipeg.ca/1453-050/>

Tentative Course Outline and Schedule

Class No.	Topic	Dates
1	Course Outline	May 7, 2019
2	Course Introduction	May 9, 2019
3	One Note/Ribbon	May 14, 2019
4	Excel Lesson1	May 16, 2019
5	Excel Lesson 2 Advanced topics	May 21, 2019
6	Advanced topics	May 23, 2019
7	PowerPoint	May 28, 2019
8	PowerPoint Advanced Topics Review	May 30, 2019
9	Midterm Test Practical (20 %) Written (25 %)	June 4, 2019
10	Take up test 1 Access	June 6, 2019
11	Access	June 11, 2019
12	Access Queries	June 13, 2019
13	Access Forms	June 18, 2019
14	Access Advanced Reports	June 20, 2019
15	Microsoft Word	June 25, 2019
16	Microsoft Word	June 27, 2019
17	Microsoft Word Advanced Topics Review	July 2, 2019

Additional Course Related Information

- 1.** When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated in this outline), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms
- 2.** Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses (and/or using the preferred form of communication, as designated in this outline) to ensure timely receipt of correspondence from the university and/or their course instructors
- 3.** Please note that withdrawing before the VW date does not necessarily result in a fee refund
- 4.** No make-up classes scheduled