THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453-510
Course Name – Introduction to Computers
Course Webpage:- https://nexus.uwinnipeg.ca/

Instructor Information
Instructor: Travis Plawicki
E-mail: t.plawicki@uwinnipeg.ca   **Office Hours**: Tuesday 4:30-5:30 p.m. 3C08B
Class Meeting Time: Tuesday 5:30-8:30 p.m. 3C13

Important Dates
- First Class: Tuesday, May 3, 2022
- Midterm Break (no class): June 14/15, 2022
- Midterm Test**:** Tuesday June 21, 2022
- Last Class: Tuesday July 26, 2022
- Final Exam: *TBD*
- Final Withdrawal Date w/o academic penalty: Monday, July 7
- University closures:
    - Victoria Day   Monday, May 23, 2022
    - Canada Day   Friday, July 1, 2022

- *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.

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%
    - 3 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/final exam are not open book. Students are not permitted to view notes, textbook or other resources during midterm/exam.

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 examinations without penalty. A list of religious holidays can be found in the 2021-22 Undergraduate Academic Calendar online at http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf

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 Microsoft Office 365 & Office 2016: Introductory
ISBN: 9781305870048
- 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

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. Behaviour, 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. 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

Student Wellness
The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

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 to withdraw 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	May 3
2.	Course Introduction Ribbon, OneNote	May 10
3.	Excel	May 17
4.	Excel	May 24
5.	Excel Advanced Topics	May 31

6.	Excel Advanced Topics Review	June 7
7.	**Midterm**	June 21
8.	Access	June 28
9.	Access	July 5
10.	Access	July 12
11.	Microsoft Word	July 19
12.	Microsoft Word Advanced Topics Review	July 26

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.