

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS

CSC-110-OL01 INTRODUCTION TO COMPUTERS

TERM: WINTER 2019

### I. FACULTY INFORMATION:

Instructor: Steve Saunders	Student Assistance Hours: TBD
Phone: 712-357-5303 (txt/call)	
E-mail: <a href="mailto:scsaunders@iwcc.edu">scsaunders@iwcc.edu</a>	

### II. COURSE INFORMATION:

CSC-110	Introduction to Computers	Credits 3	Lecture 3	Lab 0
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#### COURSE MEETING TIMES:

Course shells are available online 24/7.

#### COURSE DESCRIPTION:

Introduction to Computers consists of a hands-on introduction to microcomputer hardware, operating systems and application software. Students enter, modify and manipulate data with word processing, presentation, spreadsheet, and database programs. Students should be familiar with the standard keyboard.

#### PREREQUISITES:

None.

#### REQUIRED TEXTBOOKS:

Shelly Cashman Series Microsoft® Office 365 & Office 2019 Introductory  
ISBN: 978-0-357-02643-4

*These books are included with a Cengage Unlimited Subscription.*

#### SUPPLEMENTAL MATERIALS:

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

#### COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

Upon successful completion of this course, the student will be able to:

- A. Practice navigation of the Internet
- B. Demonstrate the use of word processing software

- C. Demonstrate the use of spreadsheet software
- D. Demonstrate the use of database software
- E. Demonstrate the use of presentation software

**COURSE PRACTICES:**

**Attendance**

Attendance will be taken for each class session.

**Assignments**

All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.

**Late assignments**

For each day an assignment is late, a 5% deduction in points will be applied based on the assignment's total possible points not to exceed a 25% deduction.

Important: If the assignment is more than five days late, a zero will be entered into the gradebook until the student submits the assignment for grading.

Sample scenario:

Possible points	Days late	Points deduction	Total points that can be earned
100	1	5	95
100	2	10	90
100	3	15	85
100	4	20	80
100	5+	25	75

The student is required to notify the instructor prior to the exam that he or she will not be able to take at the scheduled time. The instructor and the student will come up with a new date to take the exam.

**Missed Examinations**

The student is required to notify the instructor prior to the exam that he or she will not be able to take at the scheduled time. The instructor and the student will come up with a new date to take the exam.

If a student misses an exam without contacting the instructor prior to its scheduled time, a zero will be entered into the gradebook.

**Cheating**

The definition of "cheating" includes:

- Copying and submitting any part of another student's work unless it is a group assignment
- Copying and submitting any code from Google without citing the source

- Copying and submitting the textbook's solution file

*First offense*

- The student will receive a zero on the assignment.

*Second offense*

- A face-to-face meeting with the dean, the instructor and the student will be requested.

Appropriate Classroom Behavior

It is expected that all students address classmates and the course instructor cordially and professionally. Consequences for failing to meet those standards of polite discourse will result in the student in the student being asked and is expected to leave the classroom. For further explanation, the student should refer to the standards established in the Student Handbook.

**PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:**

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. A week is measured from Monday through Sunday. If this standard is not met for any week within the course term, the student will forfeit participation points.

**COMMUNICATION WITH INSTRUCTOR:**

The best way to contact the instructor is by email. The instructor will respond to emails within a 24 hour period Monday - Friday. If the student sends an email to the instructor and the 24 hour period includes a Saturday or Sunday, the instructor will get back to the student by the next business day. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course.

Student Assistance Hours

A student has the option to speak one-on-one with the instructor at any time during the instructor's student assistance hours without making an appointment. The student also has the option to schedule a meeting with the instructor outside of the instructor's student assistance hours.

Assignment Feedback

The student will receive feedback on a graded assignment no more than three days after the assignment's due date.

**GRADING:**

Activity	# of activities (subject to change)	Points per activity	Total
Assignments	11	100	1100
Exams	4	100	400

Discussion	3	20	60
Syllabus Quiz	1	40	40
			<b>1600</b> (subject to change)

**FINAL GRADE SCALE:** 100-90: A / 89-80: B / 79-70: C / 69-60: D / 59-0: F

**FINAL GRADES:**

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

**IMPORTANT DATES:**

Please visit IWCC's Academic Calendar.  
<https://www.iwcc.edu/calendar/>

Important dates include:

- Last day to withdraw from the course
- Holidays
- In-service days
- Student development hours
- Last day to apply for graduation

**PROBLEM RESOLUTION:**

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Barb Godden, Dean of Health & STEM, 712-325-3320, bgodden@iwcc.edu.

**NOTICE OF CLASS CANCELLATION:**

Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

**COURSE TOPICAL OUTLINE AND SCHEDULE:**

Students should refer to the full course topical outline and schedule which concludes this document.

### III. INFORMATION/COLLEGE POLICY

#### **RESET PASSWORD:**

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

#### **CYBER-LIBRARY:**

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

#### **ACADEMIC SUPPORT:**

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes. For more information about tutoring services or help in your classes, email [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

#### **DROPPING CLASSES:**

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and a financial aid department representative before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

#### **PERSONAL ELECTRONIC DEVICES:**

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

#### **HONOR CODE – ACADEMIC HONESTY:**

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this

obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

**FERPA:**

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices. For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

**DIVERSITY STATEMENT:**

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

**AMERICAN WITH DISABILITIES ACT STATEMENT:**

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email [disabilityservices@iwcc.edu](mailto:disabilityservices@iwcc.edu) or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

**PREGNANT AND PARENTING STUDENTS:**

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION:**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equity Coordinator, Kim Henry, or ADA Coordinator, Samantha Larson, [equity@iwcc.edu](mailto:equity@iwcc.edu), 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). More information at <https://www.iwcc.edu/about/statement.asp>.

#### IV. COURSE TOPICAL OUTLINE AND SCHEDULE

**ASSIGNMENT DUE DATES:**

Please refer to the due date listed in the week’s module.

Week	Date	Tasks	Due Dates	
1	12/18/2019	Online Course / Syllabus Quiz	12/24/2019	6 tasks due this week
		Word Module 1 Assignment	12/24/2019	
		Word Module 2 Assignment	12/24/2019	
		Word Module 3 Assignment	12/24/2019	
		Word Exam	12/24/2019	
		Discussion Post	12/24/2019	
2	12/25/2019	Excel Module 1 Assignment	12/31/2019	5 tasks due this week
		Excel Module 2 Assignment	12/31/2019	
		Excel Module 3 Assignment	12/31/2019	
		Excel Exam	12/31/2019	
		Discussion Post	12/31/2019	
3	1/1/2019	Access Module 1 Assignment	1/7/2019	8 tasks due this week
		Access Module 2 Assignment	1/7/2019	
		Access Module 3 Assignment	1/7/2019	
		Access Exam	1/7/2019	
		PowerPoint Module 1 Assignment	1/7/2019	
		PowerPoint Module 2 Assignment	1/7/2019	
		PowerPoint Exam	1/7/2019	
		Discussion Post	1/7/2019	