



# THE UNIVERSITY OF WINNIPEG

## APPLIED COMPUTER SCIENCE

**Course Number- ACS-1453/3-051**

**Course Name – Introduction to Computers**

### **Instructor Information**

**Instructor:** Travis Plawicki

**Office:** 3C13

**E-mail:** [t.plawicki@uwinnipeg.ca](mailto:t.plawicki@uwinnipeg.ca)

**Office Hours:** Thursday 5-6 p.m. and by appointment

**Class Meeting Time:** Thursday 6-9 p.m. **Room No:** 3C13

### **Important Dates**

- First Class: Sept.6<sup>th</sup> 2018
- Reading Week: Oct. 8-14, 2018 (no classes)
- Midterm Test: Oct.18<sup>th</sup> 2018
- Final Exam: *Dec.13 2018 – 6:00 p.m.*
- Final Withdrawal Date w/o academic penalty: Nov.12 2018
  - *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.

## **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](mailto: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](http://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**

<b>Class No.</b>	<b>Topic</b>	<b>Dates</b>
1	Course Outline & Course Introduction	Sept.6 2018
2	Excel	Sept.13 2018
3	Excel	Sept.20 2018
4	Excel Advanced Topics PowerPoint	Sept.27 2018
5	PowerPoint Advanced Topics <b>Review</b>	Oct.4 2018
6	<b>Midterm Test</b> Practical (20 %) Written (25 %)	Oct.18 2018
7	Take up test 1 Access	Oct.25 2018
8	Access	Nov.1 2018
9	Access Access Advanced topics	Nov.8 2018
10	Microsoft Word	Nov.15 2018
11	Microsoft Word	Nov.22 2018
12	Microsoft Word Advanced Topics Review	Nov.29 2018

### **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 (November 12 is VW date for classes that begin in September and end in December).

**4.** No make-up classes scheduled

**5.** No classes:

October 8, 2018 Thanksgiving

October 7-13, 2018 Mid-term reading week

November 11, 2018 Remembrance Day

Dec 22/18-Jan 2/19 University closed