THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453/3-050
Course Name – Introduction to Computers
Instructor Information
Instructor: Travis Plawicki   **Office:** 3DO3
E-mail: t.plawicki@uwinnipeg.ca   **Office Hours**: Monday 5-6 p.m. and by appointment
Class Meeting Time: Monday 6-9 p.m.   **Room No:** 3DO3

Important Dates
- First Class: May 7 2018
- Midterm Test**: June 4th 2018**
- Final Exam: **July 30, 6 2018**
- Final Withdrawal Date w/o academic penalty: July 5th 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/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%

Test / Exam Requirements
- *Photo ID for exams is not required.*
- *Use of calculators/electronic translators for exams is prohibited.*

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%

Additional Course Related Information

1. When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform you via uwinnipeg email, as well as the departmental assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms.
2. Your uwinnipeg email address will normally be used for course related correspondence.
3. Please note that withdrawing before the VW date does not necessarily result in a fee refund.
4. Class make-up days are scheduled at the end of term for courses that conflict with holidays: July 26 for classes normally held on July 2 when the University is closed in lieu of Canada Day; August 14 for Jump Start classes normally held on August 6 when the University is closed for Terry Fox Day.
5. No classes: May 30 for courses in the 8 week term May 1 – June 27   June 13 for courses in the 12 week term May 1 – July 26

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 2017-18 Undergraduate Academic Calendar. http://uwinnipeg.ca/academics/calendar/docs/importantnotes.pdf

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.

Required Text Book(s)/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. 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/***

Prerequisite Information*

*none

Misuse of Computer Facilities, Plagiarism, and Cheating

Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies. Be sure that you have read and understood **Regulations & Policies** #8, in the 2017-2018 UW Undergraduate Academic Calendar available at http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf.

Avoiding Academic Misconduct. Uploading essays and other assignments to essay vendor or essay trader sites (file sharing 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 file sharing sites, or in any other way share these materials with others outside the same class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also obtain instructor/presenter permission before photographing or recording slides, presentations, lectures, and notes on the board.

Additional information is available at University of Winnipeg library video tutorial "Avoiding Plagiarism" https://www.youtube.com/watch?v=UvFdxRU9a8g

Tentative Course Outline and Schedule

Class No.	Topic	Dates
1	Course Outline & Course Introduction	May 7
2	Excel	May 14
3	Excel	May 28
4	Excel Advanced Topics PowerPoint	June 4
5	PowerPoint Advanced Topics **Review**	June 11
6	**Midterm Test** **Practical (20 %)** **Written (25 %)** (in lieu of Victoria Day)	June 12
7	Take up test 1 Access	June 18
8	Access	June 25
9	Access Advanced topics	July 9
10	Microsoft Word	July 16
11	Microsoft Word Advanced Topics	July 23
12	IT Rolls/Review (in lieu of Canada day)	July 26