



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453/3-001

Course Name – Introduction to Computers

Instructor Information

Instructor: Travis Plawicki

Office: 3D03

E-mail: t.plawicki@uwinnipeg.ca

Office Hours: Thursday 4-5 p.m. by appointment

Class Meeting Time: Monday/Wednesday 1-2:15 p.m. **Room No:** 3D03

Important Dates

- First Class: Jan.4th 2017
- Reading Week: Feb.19-25th, 2017 (no classes)
- Midterm Test: Feb.13/15
- Final Exam: *April 19, 2017 6-9 pm*
- Final Withdrawal Date w/o academic penalty: March.1 2017
 - *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*

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 result in a fee refund.
4. Class make-up days are scheduled at the end of term for courses that conflict with holidays.

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.
- 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%		

Exam Requirements

- Photo ID is not required for tests.

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 facing a charge of academic or non-academic misconduct may choose to contact the University of Winnipeg Students' Association (UWSA) where a student advocate will be available to answer any questions about the process, help with building a case, and ensuring students have access to support. For more information or to schedule an appointment, visit our website at www.theuwsa.ca/academic-advocacy or call 204-786-9780.

We ask that you please be respectful of the needs of classmates and instructors/professors by avoiding the use of unnecessary scented products while attending lectures. Exposure to scented products can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. Please consider using unscented necessary products and avoiding unnecessary products that are scented (e.g. perfume).

Required Text Book(s)/Reading List

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/>

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**, starting on page 27, in the 2016-2017 UW Undergraduate Academic Calendar or <http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>

Tentative Course Outline and Schedule

Class No.	Topic	Dates
1.	Course Outline	Jan.4 2017
2.	Computers Introduction	Jan.9 2017
3.	Excel	Jan.11 2017
4.	Excel	Jan.16 2017
5.	Excel	Jan.18 2017
6.	Excel	Jan.23 2017
7.	Excel Advanced Topics	Jan.25 2017
8.	PowerPoint	Jan.30 2017
9.	PowerPoint	Feb.1 2017
10.	PowerPoint Advanced Topics	Feb.6 2017
11.	Review	Feb.8 2017
12.	Midterm Test Written (25 %)	Feb.13 2017
13.	Midterm Test Practical (20 %)	Feb.15 2017
14.	Take up test 1	Feb.27 2017
15.	Access	March 1 2017
16.	Access	March 6 2017
17.	Access	March 8 2017
18.	Access	March 13 2017
19.	Access	March 15 2017
20.	Microsoft Word	March 20 2017
21.	Microsoft Word	March 22 2017
22.	Microsoft Word	March 27 2017
23.	Microsoft Word	March 29 2017
24.	Microsoft Word Advanced Topics Review	April 3 2017