



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453-770, -771, CCOM-42UIN-000 (56913)

Course Name – Introduction to Computers

Nexus- <https://nexus.uwinnipeg.ca/>

Zoom- Meeting information to be provided via email.

Instructor Information

Instructor: Travis Plawicki

Office: Virtual

E-mail: t.plawicki@uwinnipeg.ca

Office Hours: Tuesday 7:30-9 p.m. and by appointment

Class Meeting Time: Tuesday/Thursday 5:30-7:30 p.m. **Room No:** Online

Important Dates

- First Class: May 5th, 2020
- Midterm Test: June 4th, 2020
- Last Class: June 30, 2020
- Final Exam: *July 2 6-9 pm*
- Final Withdrawal Date w/o academic penalty: June 16, 2020
 - *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*

The University is closed for holidays: May 18 (Victoria Day), July 1 (Canada Day), August 3 (Terry Fox Day).

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 doctor note for an alternative write date.
- Assignments 10%
 - 4 Assignments
 - Late assignments will accepted up to 3 days late. A 10% per day penalty to be applied.

Test / Exam Requirements

- *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%

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: <https://courses.acs.uwinnipeg.ca/1453>

Prerequisite Information*

*none

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 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 or examinations without penalty. A list of religious holidays can be found in the 2020-21 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 <https://www.uwinnipeg.ca/respect>.

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.

Avoiding Academic Misconduct and Non-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>

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>

Misuse of Filesharing Sites. 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.

Research Ethics. Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.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/or using the preferred form of

communication, as designated in this outline), as well as the Departmental Assistant and Chair/Dean.

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 on withdrawing 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	May 5, 2020
2.	Course Introduction	May 7, 2020
3.	Ribbon, One Note	May 12, 2020
4.	Excel	May 14, 2020
5.	Excel	May 19, 2020
6.	Excel Advanced Topics	May 21, 2020
7.	Excel Advanced Topics	May 23, 2020
8.	Excel Advanced Topics PowerPoint	May 26, 2020
9.	PowerPoint Review	May 28, 2020
10.	Midterm Test Practical (20%) Written (25%)	June 2, 2020
11.	Take up Midterms. Introduction to databases	June 4, 2020
12.	Introduction to databases	June 9, 2020
13.	Access	June 11, 2020
14.	Access	June 16, 2020
15.	Access	June 18, 2020
16.	Access	June 23, 2020
17.	Microsoft Word	June 25, 2020
18.	Microsoft Word Advanced Topics Review	June 30, 2020