



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number- ACS-1453-510

Course Name – Introduction to Computers

Course Webpage: <https://nexus.uwinnipeg.ca/d2l/home/77225>

Instructor Information

Instructor: Travis Plawicki

E-mail: t.plawicki@uwinnipeg.ca

Office Hours: Friday 4-5 p.m. via Zoom.
(Link posted in Nexus)

Class Meeting Time: Tuesday/Thursday 5:30-7:30 p.m. 3C13

Important Dates

- First Class: Tuesday, May 5, 2026
- Reading Week (no class): June 2-3, 2026
- Midterm Test: **Thursday, June 4, 2026**
- Last Class: Tuesday, June 30, 2026
- Final Exam: **TBD**
- Final Exam Period: July 6-7, 2026
- Final Withdrawal Date w/o academic penalty: Friday, June 17, 2026
- University closures:
 - Victoria Day Monday, May 18, 2026
 - Canada Day Wednesday, July 1, 2026

- *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 computer hardware, software, and types of application systems. Students will receive instruction in a variety of software. Software will include word processing, spreadsheets, databases, charting/graphing tools, and common Internet client and resources.

Evaluation Criteria

- Midterm Test: 45%
 - During the regular class time (see Important Dates)
- Final Exam: 45% (Non-cumulative)
 - Students must write tests on the dates noted above.
 - In case of emergency, students must produce proper documentation, such as a doctor's note for an alternative write date.
- Assignments 10%
 - 3 Assignments, worth 2%, 3% and 5%.
 - Individual due dates will be posted on Nexus.
 - Late assignments will be accepted up to 3 days late. A 10% per day penalty will be applied.
 - All work is to be submitted electronically via Nexus.

Test / Exam Requirements

- Photo ID is required for the midterm/final exam.
- The use of calculators, phones, or other electronic devices other than those provided in the classroom is not permitted during exams.
- Midterm and final exams are closed-book. Students are not permitted to view notes, textbooks or other resources during the midterm and final exams.

Students should contact the instructor as soon as possible if extenuating circumstances require missing an assignment, test or examination. A medical certificate from a practicing physician may be required before any adjustments are considered.

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 examinations without penalty. A list of religious holidays can be found in the 2024-25 Undergraduate Academic Calendar online at <https://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

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% |

NOTE: Final grades require departmental/program approval and may be subject to change.

Required Textbook/Reading List

The Shelly Cashman Series® Microsoft® 365® & Office® Introductory, First Edition:
ISBN: 9780357881408

- Most material covered in this class will come from text or online notes.

Prerequisite Information*

None

Regulations, Policies, and Academic Integrity

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).

Avoiding Academic Misconduct: Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies.

Detailed information can be found at the following:

- Academic Misconduct Policy and Procedures:
<https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf> and
<https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf>

- About Academic Integrity and Misconduct, Resources and FAQs:
<https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>

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.

Academic Integrity and AI Text-generating Tools: Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). Suspected misuse of AI may result in a report to the Senate Academic Standards and Misconduct Committee. If AI tools are used, students must cite them. According to the MLA (<https://style.mla.org/citing-generative-ai/>), “you should

- a. cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
- b. acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
- c. take care to vet the secondary sources it cites.

Non-academic misconduct: Students are expected to conduct themselves in a respectful manner on campus and in the learning environment, irrespective of the platform being used. Behavior, communication, or acts that are inconsistent with a number of UW policies could be considered “non-academic” misconduct. More detailed information can be found here:

- Respectful Working and Learning Environment Policy:
<https://www.uwinnipeg.ca/respect/respect-policy.html>
- Acceptable Use of Information Technology Policy:
<https://www.uwinnipeg.ca/policies/docs/policies/acceptable-use-of-information-technology-policy.pdf>
- Non-Academic Misconduct Policy and Procedures:
<https://www.uwinnipeg.ca/policies/docs/policies/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/student-non-academic-misconduct-procedures.pdf>

Copyright and Intellectual Property: Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. 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, for

example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy:

<https://copyright.uwinnipeg.ca/basics/copyright-policy.html>

Privacy

Students have rights in relation of the collecting of personal data the University of Winnipeg: - Student Privacy: <https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>.

Zoom and Privacy: <https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>

Exam and Proctoring: <https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.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 Nexus.

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 to withdraw from the course. Note that withdrawing before the VW date does not necessarily result in a fee refund.

Student Wellness

The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204-258-3809. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages. Other resources and contact information can be found at the following link: <https://www.uwinnipeg.ca/student-wellness/contact-us.html>.

Sexual Violence and Human Rights Advisor (SVHRA)

Students who have experienced Sexual Violence can access support from the SVHRA. The SVHRA receives disclosures and can support students with on and off-campus reporting. In collaboration with the Sexual Violence Response Team (SVRT), the SVHRA also provides fast-track referrals to Student Wellness, academic accommodations, security support, and other on and off campus supports. The SVHRA and SVRT operate within a confidential, survivor-centered, and trauma-informed framework. <https://www.uwinnipeg.ca/respect/sexual-violence/>

Disclosures may be made in-person, by email, by text, by phone, or Zoom/Teams.

5Ri55, 5th Floor (Rice Centre)
204.230.6660 – call or text (confidential line)
svrt@uwinnipeg.ca

Tentative Course Outline and Schedule

| Class No. | Topic | Dates |
|------------------|--|---------------|
| 1. | Course Outline/ Course Introduction | May 5 |
| 2. | Computing Concepts | May 7 |
| 3. | Computing Concepts Ribbon, OneNote | May 12 |
| 4. | Ribbon, OneNote, Excel Introduction | May 14 |
| 5. | Excel | May 19 |
| 6. | Excel | May 21 |
| 7. | Excel Advanced Topics | May 26 |
| 8. | Excel Advanced Topics Review | May 28 |
| | No class | June 2 |
| 9. | Midterm | June 4 |
| 10. | Introduction to Databases | June 9 |
| 11. | Access-Tables | June 11 |
| 12. | Access- Tables/Relationships | June 16 |
| 13. | Access- Queries | June 18 |
| 14. | Access- Forms/Reports | June 23 |
| 15. | Microsoft Word | June 25 |
| 16. | Microsoft Word Advanced Topics Review | June 30 |

A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.

In order to ensure a safe and comfortable learning environment for everyone, we kindly ask that all students refrain from wearing or using scented products while attending class.