



# THE UNIVERSITY OF WINNIPEG

## APPLIED COMPUTER SCIENCE

**Course Number- ACS-1453-517/518/470**

**Course Name – Introduction to Computers**

### **Instructor Information**

**Instructor:** Bill Gldzak

**Office:** 3C07

**E-mail:** [w.gldzak@uwinnipeg.ca](mailto:w.gldzak@uwinnipeg.ca)

**Office Hours:** Tuesdays 3-4 pm. - and by appointment

**Class Meeting Time:** Tuesday 5 - 8 p.m. **Room No:** 3C13

### **Important Dates -**

- First Class: Jan 7, 2020
- Mid-Term Reading Week: Feb 16 - 22 Winter Term Reading Week.
- Midterm Test1: Feb 4, 2020, (First 60 min, Regular class after test.)
- Midterm Test2: March 10, 2020 (First 60 min, Regular class after test.)
- Final Exam: 07-Apr-2020 - 6:00 pm to 9:00 pm - Location to be announced.
- University Closures: Louis Riel Day (Monday, February 17, 2020),  
Good Friday (Friday, April 10, 2020)
- Final Withdrawal Date w/o academic penalty: March 13, 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*

### **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 Tests: 40% (Each individual Midterm Test is worth 20% of final Mark)
- Final Exam – Comprehensive – Practical 40% (Final Practical will be the creation of an automated presentation using the programs examined in class. Details will be provided in class.)
- In class assignments 20% - 3 Assignments worth equal % of final grade)
  - Assignment information will be provided in class and posted in Nexus. Expect at least one assignment each in PowerPoint, Excel, and Access. Details will be provided in class.
  - In order to meet various institutional deadlines, assignment deadlines are final and are not normally subject to change. There will be a penalty deduction of ten percent (10%) of the assignment total per day for late submissions. Late submissions may not

be accepted without valid medical documentation. Please note that Saturday and Sunday will be included in calculating penalties.

\*\* 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.

### **Test / Exam Requirements**

- *Photo ID for exams is required.*
- *Use of calculators/electronic translators for exams is prohibited.*

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>.

### **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%	C+ 65 – 69%
A 85 – 89 %	C 60 – 64%
A- 80 – 84%	D 50 – 59%
B+ 75 – 79%	F below 50%
B 70 – 74%	

### **Services for Students**

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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. <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](http://www.uwinnipeg.ca/respect).

### **Required Text Book(s)/Reading List**

Shelly Cashman, Vermaat. Microsoft Office 2013 Introductory Concepts and Techniques, ISBN: 978-1305408982.

Besides the information contained in the textbook, I may also discuss appropriate material and examples from other sources. Students are responsible for all material covered in the class.

A course web site has been created in U of W NEXUS student learning system ([nexus.uwinnipeg.ca](http://nexus.uwinnipeg.ca)). It is expected that students will be:

- able to access their email and Nexus accounts and the Internet on a daily basis.
- able to search and validate information on the Internet effectively.
- familiar with word processors, spreadsheets and presentation software.
- confident in using computers and willing to explore old and new applications.

Note: The Instructor will, as much as possible, facilitate student learning in any of the above areas, but not to the detriment of the course objectives. Students will need to develop of the understanding of how their devices work and be able to troubleshoot issues that arise. The Instructor will not be troubleshooting specific student devices and related applications on said device.

### **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.

#### **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 file sharing 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.

**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 so that class cancellation forms can be posted outside classrooms.

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**

The following tentative schedule is provided as a guideline for students to help prepare for the sessions. Timelines for topics should be considered a guide only. Topics may expand to be covered over more than 1 class. Time constraints and other unforeseen factors may require that some of the topics be omitted or covered in less detail. Further detail will be given as topics are developed. This will allow some flexibility in approach to address student interests and needs.

	<b>Topic</b>
1st. class	Course Outline & Course Introduction Nexus Access, accounts, file storage and submissions, introduction to computer workings
2 - 3 Classes	PowerPoint & PowerPoint Advanced Topics
3 Classes	Excel
3 Classes	Access & Advanced Topics
2 - 3 Classes	Desktop Publishing Advanced Topics

**Note:** Due to unforeseen circumstances and time restraints, some of the aforementioned topics may not be

covered in extensive detail, or others may be added.