



## **COURSE SYLLABUS – FALL 2013**

**COURSE TITLE:** Introduction to Microcomputers  
**NUMBER/SECTION:** CINS 101 – 23C CRN: 34129  
CINS 101 – 26C CRN: 34132

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### **CONTACT INFORMATION**

#### **INSTRUCTOR:**

**First Name:** Cathy  
**Last Name:** Kloster  
**Email (Ivy Tech Email):** ckloster@ivytech.edu  
**Office/Campus Location:** Adjunct Faculty  
**Office Hours:** none – contact me through email

#### **Instructor's Supervisor:**

**First Name:** Joan  
**Last Name:** Heise  
**Phone Number:** 260-480-4282  
**Email (Ivy Tech Email):** jheise@ivytech.edu  
**Office/Campus Location:** CINS Dept/Program Chair  
**Office Hours:** varies – please check office door

Most technical issues can be solved with a quick phone call. If you need technical help with Campus Connect, Blackboard, or email, contact Ivy Line at 1-888-IVY-LINE (1-888-489-5463) and select option 4.

### **COURSE OUTLINE OF RECORD**

**PREREQUISITES:** Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENG 031 Reading Strategies for College I or ENGL 083 Reading Strategies for College

**SCHOOL:** Business

**PROGRAM:** Computer Information Systems

**CREDIT HOURS:** 3

**CONTACT HOURS:** Lecture: 3

**DATE OF LAST REVISION:** SPRING, 2013

**EFFECTIVE DATE OF THIS REVISION:** FALL, 2013

**CATALOG DESCRIPTION:** Introduces the physical components and operation of microcomputers. Focuses on computer literacy and provides hands-on training in four areas of microcomputer application software: word processing, electronic spreadsheets, database management and presentation software. Use of a professional business integrated applications package is emphasized

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Identify the principle hardware components of a microcomputer and describe their functions.
2. Define basic computer terminology.
3. Explain the relationship of computer hardware and software.
4. Power up a microcomputer and use operating systems utilities to format disks, display directories, copy, create, and delete files, and control the operation of the computer.
5. Use word processing application software to perform the following tasks: create and edit text; save and retrieve a document; format, edit and print a document; center, underline, bold, and index text; use the search and replace functions; create multi-page documents; use a spell checker.
6. Use a spreadsheet application software to perform the following tasks: create, save and print a worksheet; format a worksheet; create simple formulas; use basic worksheet functions such as: SUM, AVERAGE, COUNT, MAX, MIN, IF.
7. Use database application software to perform the following tasks: create or modify a database structure; enter records in a database; create reports; sort and index a database file.
8. Demonstrate how electronic presentations are created.
9. Discuss how communicating and collaborating over the internet, using office application software and social media, can increase global awareness.

COURSE CONTENT: Topical areas of study include:

▪ Identify hardware	▪ Microcomputer operating systems utilities and files directory
▪ Computer Hardware and Software	▪ Electronic presentation application
▪ Spreadsheet application	▪ Word processing applications
▪ Database applications	▪ Computer terminology e.g., social media, smart grid, WWW & Internet

## REQUIRED TEXT & MATERIALS

Title: Exploring Office 2010 with MyITLab  
**(This includes a MyITLab Access code and a 180-day trial version of Office 2010)**  
 Author: Grauer  
 Edition:  
 Publisher: Pearson Custom  
 ISBN: **9781269332217**

### Notes about Text & Materials:

This is a custom edition book that includes a chapter on Computing Concepts.  
 This book bundle includes a MyITLab Access code and a 180-day trial version of Office 2010)  
 You are required to use MyITLab to complete assignments for the course.

## **SOFTWARE:**

The software used in this course is Windows 7 and Microsoft Office 2010 Professional (for a PC). The version of Microsoft Office used for the course must include Microsoft Word 2010, Microsoft Excel 2010, Microsoft Access 2010, and Microsoft PowerPoint 2010.

**YOU MUST HAVE THIS SOFTWARE ON THE COMPUTER YOU ARE USING FOR THIS COURSE.** A 180-day trial version of Microsoft Office 2010 is included in the book bundle purchased from the Ivy Tech bookstore.

**You cannot use Office for the Mac computer.**

The Student version of Office 2010 (for a pc) does not include Access

## **How to Order Textbook/Materials**

All books and materials, unless otherwise noted, may be purchased from the Ivy Tech online bookstore. To order the texts required for this class or any other course, go to <http://www.ivytech.bkstr.com> . Students can order all books and materials for all courses from this site – regardless of whether it is an online or on-campus course.

In the future, it is advised that students order textbooks and materials *before* the start of the semester. Students should use a copy of their course schedule to accurately order books and materials. Course schedules can be printed from Campus Connect by logging in at <http://cc.ivytech.edu>

Students who live in Indiana and surrounding states will normally receive their book order within one day from the time the book is *shipped* from the warehouse. Paying for overnight shipping on textbook orders from the bookstore is normally not a good use of money as it does not ensure overnight processing of the order – it only ensures that once the book order has been processed, it will be shipped out overnight.

## **Technology Needs & Resources**

Because this is a web-based course, it is expected that all students who enroll in the course have Internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word). If you do not have the required software or internet access, you may use one of the computer labs in the library at your Ivy Tech campus.

Also, it is expected that all students will regularly check their Ivy Tech e-mail accounts (located in Campus Connect) and/or Blackboard messages as indicated below. It is recommended that students log into their course and also check email at least every 48 hours. Email is the PRIMARY method that the college will utilize to contact students. Instructors may use other communication tools, so students should *read the Course Communication* section of this syllabus for specific details.

Visit the Online Learning website at: <http://www.ivytech.edu/online> for more information related to technology requirements for online courses. Check with the nearest campus bookstore for educational pricing if additional software is required for this course.

Most technical issues can be solved with a quick phone call. If you need technical help with Campus Connect, Blackboard, or email, contact Ivy Line at 1-888-IVY-LINE (1-888-489-5463) and select option 4.

## **COLLEGE POLICIES**

### **Academic Honesty Statement**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

### **Copyright Statement**

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

### **ADA Statement**

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If students need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

## **COURSE POLICIES & PROCEDURES**

### **Due Dates & Deadlines**

The Syllabus and Course Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both documents can be found under the “Start Here” button in the course within Blackboard.

Students are required to submit work on time for a chance to receive credit. Deadlines for each week/assignment are summarized on the course calendar. Students should check the calendar frequently for deadlines and to be aware of what to expect next. Deadlines are subject to change.

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work before needed. Local libraries and all Ivy Tech Community College campuses may serve as alternative resources.

*Contact the closest/most convenient campus or other public lab for schedules and Internet availability.*

Not having access to the required software on a home or work computer is **not** an acceptable excuse for turning in homework late.

## **Attendance Policy – Don’t Get Dropped from Class!**

While it is important to be timely and on-schedule throughout any course, students need to be aware of an important college policy. Ivy Tech performs administrative drops for students who do not “attend” class early in the semester. Attendance in an online course is determined by whether a student has submitted work or not. Assignments may actually be due on another day (see course calendar), but ***students need to turn in something worth points before the NW deadline in order to avoid being dropped for non-attendance.***

To avoid being dropped for non-attendance, students must submit some assignment (for points) from the course calendar no later than 11:59 p.m. Eastern Standard Time (Dates for various course lengths are listed below):

- 16 week class

September 3, 2013

### **Am I Required to Come to a Campus for this Class?**

No, students do not have to come to campus for this course. There are no activities, labs, or assessments that require students to come to campus.

### **Instructional Method**

This is an online distance-learning course. Each week’s assignments and readings are summarized on the Course Calendar, accessed from the “Start Here” button in Blackboard. It takes a great deal of discipline, self-motivation and effective time management skills to successfully complete an online course. Many students find it helpful to set aside specific times each week to work on course assignments.

### **Grades**

All grades will be maintained in the Blackboard online grade book. Students are responsible for tracking their progress by referring to the online grade book. Students can generally expect to receive grades and feedback within seven days of submission. If exceptions occur, the instructor may notify students of changes to this expectation.

### **Make-Up Policy**

***Late assignments will be assigned a grade of “0” unless a student has received prior approval from the professor.***

If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the professor immediately. The professor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor ***before*** missing the deadline – not after.

Instructors have the right to decline to accept work for credit after a deadline passes with a few specific exceptions, including but not limited to:

- If there is an outage of the Blackboard system that is verified by central system administrators, instructors will provide an extension for students to submit work with no penalty.
- If the student has documentation of serious illness or death of a family member, instructors will work with the student to determine an alternate deadline.



## ASSIGNMENTS & GRADING

### How is my grade calculated?

Your grade in this course is determined by the following criteria:

<u>Points Possible</u>	<u>Graded Assignments</u>
105	Discussion Boards in Blackboard
170	Quizzes in Blackboard
100	Textbook Projects in Blackboard
160	Hands-On Training in MyITLab
0	Projects in MyITLab
320	Tests in MyITLab
<u>200</u>	Final Exam in MyITLab
<b>Total Points</b>	<b><u>1055</u></b>

\*NO make-up work or extra credit will be available at any time during the course.

### Grading Scale

90% - 100%	950 - 1055 points	A
80% - 89%	844 - 949	B
70% - 79%	739 - 843	C
60% - 69%	633 - 738	D
Below 60%	0 - 632	F

### Course Exams

In order to give students adequate time to complete exams, the exams will be available from 8 a.m. (EST – Eastern Standard Time) on the Monday before they are due until 11:59 p.m. on the day they are due. Students will have only one attempt to take the exam within the allotted time, so it is important to allow ample time before starting the exam. The exams will be automatically graded, and the grades posted to the grade book in MyITLab.

### Quiz Requirements

You will have only one attempt to take each quiz within the allotted time, so you need to allow yourself ample time before starting each quiz. The quizzes will be automatically graded, and the point score posted to the grade book in Blackboard. Late quizzes will not be accepted.

### Assignments

Instructions for all assignments (Quizzes, Text Book Assignments & MyITLab Assignments and Exams, etc.) and other information are in the current class session in Blackboard. Due dates for these assignments are on the course calendar (in the Start Here content area in Blackboard). Late assignments will not be accepted.

**Discussion Board** Assignments are due during the time frame designated for the discussion period. Late discussion board postings will not be accepted.

Proper grammar and punctuation should be used in Discussion Board posts. Spell checkers and grammar checkers are available in the Microsoft Office application software.

## **ADDITIONAL SUPPORT**

### **Optional Campus Support**

Students are welcome to use the services and equipment available at the most convenient Ivy Tech Campus. Services include academic advising, equipment, libraries, and tutoring. Please locate the most convenient Ivy Tech campus by reviewing the information at <http://ivytech.edu/campuses/>

### **Library**

The Ivy Tech Library is available to students on- and off-campus, offering full text journals, books, and other resources essential for course assignments. The Library can be accessed from the “Library” tab in Blackboard or from the “Library” tab in Campus Connect.

### **Click for Help**

Log into Blackboard at <http://online.ivytech.edu> and visit the “Click for Help” tab for information about computer downloads. This tab provides students with important computer information, including security software, viewer software for users without Microsoft products, Adobe Reader, Flash player, Java, and more.

### **Disabilities Services**

Students with questions or needs for disabilities support services should contact their local Disabilities Support Services director/coordinator. In the future, it is recommended that students contact Disabilities Support Services at least 30 days before the start of the semester. *The contact information listed here is for the disabilities support director/coordinator at the instructor’s local campus.* For information about disabilities support services at another campus, please visit: <http://ivytech.edu/dss/> or Campus Connect ( <http://cc.ivytech.edu> ).

## **COURSE CALENDAR**

The Course Calendar includes assignments and due dates for this course.  
The Course Calendar is in the Start Here content area of the Blackboard course.