



UNITED TRIBES TECHNICAL COLLEGE

United Tribes Technical College

CSC 101 Introduction to Computers Syllabus

Instructor and Class Information

Instructor Jerry Zimmerman

Name

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Office Science & Technology Building

Location Room 141

Office Posted

Hours

| | | | |
|-----------------------|-----------|------|---------------|
| Section Number | CSC101 A | MWF | 9:00 – 10:00 |
| | CSC101 B | T/TH | 1:00 – 2:30 |
| | CSC 101 C | MWF | 11:00 – 12:00 |
| | CSC101D | T/TH | 2:30 – 4:00 |

Start Date 1/08/2018

End Date 5/04/2018

Meeting See above

Times

Location Science & Technology Building
Room 141

Course Information

Course Number CSC 101

Course Title Introduction to Computers

Course Description

This computer course provides students with a general overview of general hardware and software issues such as terminology and environments.

Total Credits 3.00

Textbooks

Freund, S.M. (2016) Microsoft Office 365 & Office 2016: Introductory. Cengage Learning Boston, MA ISBN 978-

Course Objectives

1. Understand and identify hardware and software terminology.
2. Be skillful using a computer operating system, and navigate through files and directories in Windows Explorer.
3. Understand computer security issues.
4. Describe Office Suite and integration of the applications.
5. Create a document with Word, a worksheet with Excel and a presentation with PowerPoint.
6. Browse the World Wide Web with Internet Explorer and identify other Web browsers.
7. Manage the storage of incoming and outgoing mail, organize schedules and events, and maintain contact lists, to do lists, and notes with Outlook.

Instructor Grading Information

Means of evaluation will be Class Participation, Projects, Training, Exams/Test and CAPSTONE project. Late assignments may be deducted 10% for each week the assignment is late. Assignments more than two weeks late will be accepted at the discretion of the instructor. Tests must be made up within one week. Students with special needs and/or circumstances need to meet with the instructor privately to express their problem and potential solution. The above time restrictions may be compromised if sufficient reason is expressed.

1.Grading Scale

| Grade | Percentage |
|---------|------------|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| Failing | Below 60% |

2.Communication

All students are required to regularly check their MyUTTC account to obtain information on course assignments, detailed instructions, and announcements. Students are expected to check their student account regularly for any updates or coursework changes. It is important to provide the instructor and/or academic advisor with your current email address, phone numbers and alternate contact information. Class cancellations, emergency information, or other announcements can be conveyed in a timely manner if we have your current contact information.

3.Attendance Policy

Attendance and completion of assigned readings is the equivalent of participation since your ideas and your work with classmates contribute to everyone's understanding and achievement. Significant tardiness will be considered an absence. If you arrive late, you may be considered absent for that class period.

Every student is responsible for obtaining the necessary information required in the event of an absence. It is the student's responsibility to contact one of their peers to obtain information concerning assignments, handouts, and any changes or announcements.

Student grades will be impacted by the frequency and quality of participation in class.

4.AiHEC Attendance

All UTTC students should participate in AIHEC (American Indian Higher Education Consortium) activities. The AIHEC conference coincides with the Spring mid-term.

5.Policy for Late Submission

Each student is responsible for obtaining the necessary information required in the event of an absence. It is the student's responsibility to contact one of his or her peers to obtain information concerning assignments, handouts, and any changes or announcements.

The assignments and course requirements (homework) must be completed by the due date and are collected at the beginning of the class period. If an assignment is not handed in at the beginning of the class period, it is considered late. Late work will not receive full credit if it is accepted at all. All late work (if prior arrangements have been approved by the instructor) must be personally handed to the instructor. The amount of points deducted for late work is at the discretion of the instructor.

6.Cell Phone

Out of respect for the other students and the instructor, it is advised that cell phones are turned off during class times. If the student is expecting an important phone call (e.g. case worker, Housing, clinic), the instructor must be informed ahead of time and the cell phone set to a silent ring. If such a phone call is received during class time, the student will answer the call by quietly removing him or herself from the classroom. This also includes texting during class; it is not acceptable. Students may not use class time to check social media accounts, voicemail, and/or personal emails.

7.Student Behavior

UTTC students will conduct themselves in a responsible and respectful manner at all times in the classroom, in the hallways, in the Library, the Cafeteria, and any other location on campus. Student behavior that interferes with learning in the classroom will not be tolerated. This behavior includes chronic tardiness, threatening confrontations, intoxication, inappropriate physical contact, lewd or disrespectful language or gestures directed at the instructor or at fellow students, bullying, direct or indirect intimidation, and conversations with other students that are not related to classroom topics.

Faculty are expected to maintain professional management of classroom activities prior to, during and after class times. As such, if a student demonstrates behavior that disrupts or interferes with classroom activities, an instructor reserves the right to ask the student to leave the classroom, to contact campus security, to request mediation by the academic department chair or an academic/personal counselor, or to file a formal complaint subject to a student disciplinary hearing.

8.Plagiarism and Academic Integrity

Plagiarism is the term for taking credit for work that is for not your own. This means you cannot take material from articles, books or websites you find in the library and present it as your own work; you cannot let your friends prepare your assignments for you; and you cannot copy an assignment from a student who took the same course in another semester. Plagiarism is taken seriously because this is a place for learning and new ideas; your assignments are evidence of your learning, your original ideas.

Providing work that is not your own, or that is not unique to the assignment, is inappropriate as a form of dishonesty. The consequences of plagiarism are serious: you will be given an F on the specific assignment, or the entire course, at the instructor's discretion. If you need advice on how to appropriately cite the work of others, please ask. As long as you acknowledge an idea is not your own, and provide the original source, it is generally not plagiarism.

Examples of violations of academic integrity are lying about the reason for an absence, or signing someone else's name to a sign-in sheet when they were not present. Please keep in mind that students generally ask their instructors for recommendations, whether for jobs or for scholarships.

9.Students with Disabilities

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Disabilities Services Office coordinates reasonable accommodations, support services, and appropriate referrals for the purpose of removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services (DS) office located in the Education Building Room 123 and speak to the DS Coordinator. The Coordinator can also be reached at (701) 255-3285, ext. 1516.

Class Schedule

Below you will find a TENTATIVE schedule of activities for CSC101 Intro to Computers. Each textbook module will be 3 parts. 1)Training; your instructor will demonstrate and lecture on the topic. 2) Projects; you will be given 1 or 2 SAM assignments for each module taught. 3)Test; each module will have a test consisting of 50 questions/activities on SAM. (Exception: Word, Module 2) All tests must be done in the classroom. If you are absent, a makeup time will be scheduled with your instructor.

| Date/Session | Topic / Module | Assignment |
|-----------------------|---|---|
| Week 1 1/8 – 1/12 | Class Introduction Syllabus Course Log-in | Sign Syllabus Log-in to the Computer Log-in to the Course |
| Week 2 1/15 – 1/20 | Hardware Recognition | Hardware Test |
| Week 3 1/22 – 1/26 | SAM Training Office 2016 and Windows 10: Essential Concepts and Skills | Training, Projects & Test |
| Week 4 1/29 – 2/2 | Complete SAM training and Windows 10 assignments and test | Training, Projects & Test |
| Week 5 2/5 – 2/9 | Word 2016 Module 1 | Training, Projects & Tests |
| Week 6 2/12 – 2/16 | Word 2016 Module 2 | Project and Test APA Formatting |
| Week 7 2/19 - 2/23 | APA paper this week | |
| Week 8 2/26 – 3/2 | Word 2016 Module 3 | Training, Projects & Test |
| Week 9 3/5 – 3/9 | Use this week to complete projects or tests you have not completed. Attendance will be taken. Projects & Tests will be open on SAM. | Training, Projects & Test |

| Date/Session | Topic / Module | Assignment |
|------------------------|---|---|
| AIHEC 3/12 – 3/16 | AIHEC CONFERENCE AND SPRING BREAK | |
| Week 10 3/19 – 3/23 | PowerPoint 2016 Module 1 | Training, Projects & Test |
| Week 11 3/26 – 3/30 | PowerPoint 2016 Module 2 | Training, Projects & Test |
| Week 12 4/2 – 4/6 | Excel 2016 Module 1 | Training, Projects & Test |
| Week 13 4/9 – 4/13 | Excel 2016 Module 2 | Training, Projects & Test |
| Week 14 4/16 – 4/20 | Due to Easter break, this week will be reserved to complete all Excel assignments. Attendance will be taken and ALL Excel and PowerPoint assignments are due Friday, 4/20/18 | Capstone Project Briefing Access 2016 or PowerPoint Module 3 |
| Week 15 4/22 – 4/27 | CAPSTONE Project During this week students may open one assignment missed during the regular semester. If you have completed all assignments, you may retake one test or assignment. Students should submit their request through email. | CAPSTONE Project Students should spend this week completing their capstone projects. |
| Week 16 4/30 – 5/4 | Finals Week. | Capstone Project due 2:00 pm 05/02/2018 |