

UTTC General Education

Revised August 2017

Syllabus

CSC 101 Introduction to Computers

3 Credits

Course Information

Year / Term: 2017 - Fall

Class Location / Room: Online

Days / Time: Online

Instructor Information

Instructor: Brock Azure

Phone: (701) 425-7239

E-Mail: brazure@uttc.edu

Required Textbooks:

Enhanced Microsoft Office 2013: Introductory (978-1-305-40898-2)

Supplemental Materials:

www.cengagebrain.com

SAM (OPTIONAL): This text is available with SAM 2013 Exam questions, offering multiple choice, true/false, and fill-in-the-blank questions that map directly to the learning objectives covered in each chapter. If you have a SAM account, login at www.cengage.com/sam2013. To obtain a SAM account, visit www.cengagebrain.com or contact your instructor or bookstore for additional information.

Minimum Recommended Computer and Internet Configurations: <see IT requirements at

https://my.uttc.edu/ICS/Online_Support_Center/System_Requirements.jnz >

Course Description:

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

Student Learning Outcomes:

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

Course Structure

This course will be delivered entirely online through the United Tribes Technical College Learning Management System (LMS). You will use your my.uttc.edu account to login into the course from the my.uttc.edu webpage.

In the LMS, you will access online modules, course materials, and resources. Learners will be guided by a course calendar that presents the dates in which modules will be opened and the deadline dates of each modules' assignments. Module assignments may consists of PowerPoints, lectures, comprehension questions, discussion room forums, quizzes, and written papers.

Learning Management System Access

This course will be delivered fully online through a learning management system called LMS.

To access this course you will need access to the Internet and a supported Web browser (Internet Explorer, Chrome, Firefox, Safari). To ensure you are using the recommended personal computer configurations, please refer to the minimal technology requirements found at https://my.uttc.edu/ICS/Online_Support_Center/System_Requirements.jnz

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with the LMS, you may contact any of the following:



[Submit a Helpdesk Request](#) [Login Required]



Email: onlinetech@uttc.edu



Call: 701-426-4650

Viewing Grades in the LMS

Points you receive for graded activities will be posted to the course Grade Book. Click on the Grade Book tab on the top left hand side of the course page to view your graded work.

Your instructor will update the online grades at least once per week—typically within 5 days following the due date for an assignment. Assignments submitted late may take up to 2 weeks (14 days) to grade.

Communication

If you find you have any trouble keeping up with assignments or other aspects of the course, let your instructor know as early as possible. On-going communication with your instructor and academic advisor is the key to successful online learning. Make sure you are proactive in informing your instructor when difficulties arise during the semester so we can help you find a solution before you fall too far behind.

POLICIES

Course Attendance Policy

Discussion and completion of assigned readings is the equivalent of attendance since your ideas and your work with classmates contribute to everyone's understanding and achievement. In addition, if you have more than 3 hours of unexcused absences in an online course, an early alert will be activated and your academic advisor will contact you to discuss your engagement in your online course(s).

Participation/Active Attendance

Students are expected to participate in all online activities as listed on the course calendar. Online learners should be actively engaged in responding to all discussion questions. Highly reflective and critical thinking practices should be performed to ensure an accurate assessment of student learning is presented to the course instructor.

- Timeliness of initial responses and following responses to other online colleagues is essential and expected.
- Each response should be respectful of the other learners. It is OK to disagree with others or your instructor. It is **not** OK to put others down for their opinions or ideas.
- The online discussion room is similar to the face-to-face classroom discussion, only it happens asynchronously. In other words, the learners do not all have to be in the same place at the same time. Keep in mind the same courtesies and language rules that apply to a face-to-face classroom.

- In an online discussion room, others might not read what you wrote in the attitude and tone you mean it to read. ALL CAPITAL LETTERS is the same as shouting online. Bold and italic lettering place emphasis on words.
- You do not need to write in academic language, but you should proof your writing before you post it.
- Your messages need to be clear. Remember, the use of humor can be a little tricky online because no one can see your body language.
- ‘Off-color’ jokes are not acceptable.

Attendance in an Online Course

Attendance in an online course is taken in two ways, your timely participation in collaboration (discussion) forum and submitting your assignments on time.

Present +1	Responding to the instructor’s posted question(s) by module deadline.
Present +1	Responding to two peers postings by posted deadline
Present +1	Submitting required assignments in coursework for the module by module deadline
Absent -1	Not responding to the instructor’s posted question(s) by module deadline
Absent -1	Not responding to two peers postings by posted deadline
Absent -1	Not submitting required assignments in coursework for the module by module deadline

Policy for Late Submission

Be sure to pay close attention to deadlines—there will be no make-up assignments or quizzes, or late work accepted, without a serious and compelling reason. If you are going to be late submitting an assignment, you must contact the instructor before the due date and get approval for turning it in late. If you do not contact the instructor, all late work will be graded as “O”.

The assignments and course requirements (homework) must be completed by the due date presented in the course calendar. If a written assignment is not uploaded by the posted deadline date and time, it is considered late. Note the specific expectations the instructor provides for tests/quizzes and initial and final posts in the collaboration forum. Late or missing discussion assignments will affect the student’s grade. **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 submitted accordingly within the timeframe given by the instructor. The amount of points deducted for late work is at the discretion of the instructor.

Student Behavior in the Online Learning Environment

UTTC students will conduct themselves in the classroom during class time in a responsible and respectful manner. Student behavior that interferes with learning in the online learning environment will not be tolerated. Please refer to the Netiquette expectations found below. If an online learner demonstrates behavior that disrupts or interferes with online learning, an instructor reserves the right to request mediation by the academic department chair or an academic/personal counselor, or to file a formal complaint subject to the Student Code of Conduct. See the **Netiquette** tab in your course.

Student 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 Office of Disability Support Services coordinates reasonable support services, accommodations, and appropriate referrals aimed at removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disability Support Services office located in the Education Building Room 123. The DSS department can also be reached at (701) 255-3285, ext. 1516.

Plagiarism and Academic Integrity

Plagiarism is the term for taking credit for work that is 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, and you cannot copy an assignment from a student who took the same course in another semester. Plagiarism is taken seriously because your assignments are the evidence you provide of your learning, your original ideas.

Providing work that is not your own or that is not unique to the assignment is inappropriate because it is a form of dishonesty. The consequences of plagiarism are severe: 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. Briefly as long as you acknowledge that an idea is not your own, but give the original source, and so long as the assignment contains sufficient original work in addition to whatever is quoted from others, you are generally not going to get into trouble.

Academic integrity includes copying the work of another student and submitting it as your own. This is considered “cheating” and it has severe consequences at the college level.

Other violations of academic integrity are also inappropriate though they do not generally have the same severe consequences as plagiarism. One example would be 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.

Evaluation Procedures and Grading Criteria

UTTC uses the following grading scale:

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

Criteria for Grading

This course is set up using the point system. This means that every assignment in the Coursework section is assigned points that you can earn if you complete the assignment correctly and on time. Refer to the Coursework section for more information about the points for each assignment.

Description of Assignments

There are two types of assignments for this course:

1. The discussion forum is an assignment that is common to online courses. The discussion forum is compared to a discussion in a classroom in which all of the students in the course engage in discussing a topic with each other. You earn a grade for posting to your instructor’s original question or discussion topic, as well as for posting a response to one or more of the other students in your class.
2. The second type of assignment is referred to as “Homework Assignments”. These are any assignments that you complete that check for your understanding of terms, processes, rules for using, and so on as related to computers and software. The total points that you can earn for these assignments are listed in the “Coursework” section of the course. The total points for each assignment varies according to the amount of time it is expected to take you to complete it.

Class Schedule

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check the course calendar for corrections or updates. Any changes will be clearly noted in a course announcement or through email.

The course calendar is posted on the Main Page of this course.