

United Tribes Technical College

CSC 101 OL Introduction to Computers

Course Information

Credit Hour: 3

Semester/Year: Fall 2016

Instructor Information

Name of Instructor: Brock Azure

E-Mail: brazure@uttc.edu

Office Hours: Contact me through email.

Textbook:

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

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Online 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.

Course Description:

This course provides an overview of microcomputer applications including Microsoft Windows 8, Microsoft Office 2013, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Access 2013, and Microsoft PowerPoint 2013. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. (3 credits)

Course Objectives:

The learner will:

1. Apply the fundamentals of Microsoft Windows 8, Microsoft Word 2013, Microsoft PowerPoint 2013, Microsoft Excel 2013, and Microsoft Access 2013
2. Implement practical applications, using the computer as a tool
3. Apply the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
4. Develop an exercise-oriented approach that allows learning by doing

Course Requirements:

All assignments and blog posts are due by 8:00 AM Central Time on Monday.

1. Discussion Questions – There will be discussion topics posted for each module. Some modules will have more, others less. You are required to respond to each and every discussion topic. In addition to this, you must also respond to two other learners' responses. This is referred to as "threaded discussion". I will contact you privately by email if it appears that you do not understand this component. Discussions are worth 40% of the overall final grade. The Discussion Rubric will give the guidelines for your responses.
2. Reading Assignments – The modules each have assigned reading from the text. Some modules will also require supplemental materials or websites that I will provide. It is imperative that you

read the text. The discussion topics will require you to use the information from the text as well as your own experience and perspective.

3. General Assignments – You will have various activities assigned to you throughout the course. These assignments range from interviews to self-reflection papers. General assignments are worth 40% of the overall final grade.
4. Chapter Tests/Quizzes - You will be required to complete chapter tests in some modules to assess your learning.

Assessment Methods:

Grading will include grades for discussion and written assignments. The points will be weighted toward the final grade as defined in the Course Requirements section above.

A	90-100%
B	89-80%
C	79-70%
D	69-60%
F	59-below

Academic Honesty (Plagiarism)

If you use the words of someone else (copy) without citing them, you are committing plagiarism and will be penalized on assignments where plagiarism occurs. If you plagiarize, you will receive a failing grade with no opportunity for make-up.

Participation Policy:

Participation is mandatory for this class. This means you will be required to log on a minimum of two times per week that class is in session. (You will not have to log in during the weeks that we have a break unless you are behind schedule.) The instructor has access to login information and can tell the time and date that you log into the course.

Late Assignment Policy:

Participation and keeping up with assignments is important. Assignment due dates are posted in the modules. Late assignments will lose 10 percent of full grade points per day and will be a zero after 5 days. If a learner is not able to complete the assignment within the allotted time, it is the learner's responsibility to contact the instructor to make alternative arrangements. Exceptions can be made with prior notification.

All assignments, including discussion responses, must be complete and submitted by the date and time listed in the calendar. If you cannot complete an assignment on time, notify the instructor immediately by email.

Technical Difficulties

Because this course is available electronically, you will likely experience some kind of technical difficulty during the course of the semester. Contact the UTTC Online Support Center at onlinetech@uttc.edu or by phone at (701) 426-4650.

Students with Disabilities

We value you as a person and want you to succeed in your academic endeavors. If you have a disability that may impact your ability to carry out assigned course work, please discuss this with your advisor or

Disabilities Services (DS) at 701-255-3285, ext. 1516, or lthompson@uttc.edu. We will work together with you to determine what (if any) accommodations are necessary and appropriate.