CSC 101 Introduction to Computers
Vince Iglehart
UNITED TRIBES TECHNICAL COLLEGE

COURSE INFORMATION

This computer course provides students with a general knowledge of hardware and software issues. The course addresses subjects such as word processing, spreadsheets, presentation software, security, and Internet usage.

Credits: 3

CLASS INFORMATION

Section Number:

Term: Fall   Year: 2024   Start Date: 8/27/2024   End Date: 12/13/2024

Meeting Times: Mon/Wed/Fri 9:00-9:50 am, 2:00-2:50 pm, Tue/Thu 10:30 am-11:50 am, 2:30-3:50 pm

Delivery Mode: Face to Face

INSTRUCTOR

Vince Iglehart

Email: viglehart@uttc.edu

Office Phone: (701) 221-1306

Office Location: Education Building - Room 214

Offices Hours

Monday

- 10:00 am – 12:00 pm
- 1:00 – 2:00 pm

Tuesday

- 9:30 – 10:30 am

Wednesday

- 10:00 am – 12:00 pm

Thursday

- 9:30 – 10:30 am
- 1:00 - 2:00 pm

Friday

- 10:00 am – 12:00 pm

TEXTBOOKS

There is no textbook for this course. Links to online resources will be provided by the instructor.

INSTITUTIONAL LEARNER OUTCOMES

Critical Thinking: Employ critical thinking skills in the processes used to identify and solve problems.

Social & Personal Responsibility: Demonstrate skills necessary for living and working in a global society.

COURSE OBJECTIVES

1. Utilize email for productivity and time management.

2. Articulate hardware and software terminology.

3. Utilize the computers file system.

4. Explain computer security issues.

5. Create a document, a worksheet, and a presentation.

6. Describe Internet, web browsers, and search options.

A. GRADING SCALE

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

B. COMMUNICATION

Email is the official means of communication at UTTC. Information Technology (IT) will assign all students an official UTTC email address. All correspondence from the College to the student will be sent to the student's UTTC email address. Students are expected to check their email regularly and are responsible for all information sent to them via their UTTC email address. Faculty expect students to use their official email address for all instructional purposes, including communicating with the faculty.

C. ATTENDANCE

Students at UTTC are expected to participate in all of their class sessions and are expected to communicate with their instructors regarding any emergencies that cause them to miss class. Regardless of the circumstances, the student is responsible for obtaining any information missed because of the absence and completing any outstanding assignments. The student may refer to the course assignments in My.UTTC.edu, contact another student enrolled in the course, or meet with the course instructor during office hours to get the missing information. Attendance is entered as "Present", "Absent-Unexcused", or "Excused" (college-sanctioned absences).

SUMMIT PARTICIPATION - FALL 2024

All UTTC students attend the United Tribes Technical College Tribal Leaders Summit on September 4 - 5, 2024 at the Bismarck Event Center. Students are expected to be at the Summit all day Wednesday and Thursday. Transportation to and from the campus will be provided. Students will check in at the registration tables at the Event Center upon arrival

and check out again at departure. Your instructors will provide a conference session summary form that you will fill out with information from each one of the sessions you attend. You will make copies of this form and turn it into the instructors for each one of your courses. Breakfast, lunch and snacks will be provided at no cost for students on both days.

Online students who do not live in the Bismarck/Mandan area will not be expected to attend the Tribal Leaders Summit and will have class as scheduled.

D. LATE ASSIGNMENT SUBMISSIONS

UTTC supports and fosters the student's responsibility for completing and submitting assignments on or before scheduled due dates and times. If an assignment is due, the student should make every effort to submit the assignment on time. Occasionally, a student may experience an unexpected life event that results in the submission of late work. Communication is the key. Instructors are more than willing to work with students in the event of an emergency if the student communicates with them before the date and time the assignment is due to make other arrangements.

Late assignment deadlines will vary among departments but will not exceed more than five (5) business days after which the assignment was initially due. Assignment due dates, late assignment deadlines, and late assignment penalties are outlined in course syllabi. Assignments not submitted by the initial deadline date will be reflected in the course gradebook as a zero (0) until the assignment has been submitted. The amount of points deducted for late work is at the discretion of the instructor. Assignments submitted via E-mail will not be accepted under any circumstances and will receive a grade of zero.

E. MISSED TEST, EXAMS AND QUIZZES (FORMAL ASSESSMENTS)

Students may not make up a missed test, exam or quiz without a valid reason for their absence (illness, family emergency). It is the student's responsibility to contact their instructors before the absence, or within 24 hours after missing the formal assessment. The instructor will review the reason the student missed and determine if the circumstance justifies the student being allowed to take the formal assessment. Approved make-up assessments must be taken outside of the student's regular class schedule and during a time and location agreed upon between the student and instructor. Students are not to miss another class in order to make-up an assessment for another course. If the student fails to show on the date and time of the makeup assessment, the student will not be permitted to reschedule the makeup and the assessment and will earn a 0% grade.

F. EARLY ALERT SYSTEM

UTTC's Early Alert System (EAS) is a proactive, communication driven support system that provides timely identification and interventions to work with individual students to assist in generating plans to overcome challenges to college success. The system assists UTTC students by linking them to faculty and staff who can provide and connect students to available resources and strategies. The early alert serves as an opportunity for students to take ownership of their success and empower them to accomplish academic and personal goals. The system helps faculty and academic advisors connect and communicate with students as issues arise. The additional cross-wide partnerships create a culture of collaboration focused upon the best interest of UTTC students.

Academic related concerns such as attendance, missing assignments, or classroom behavior will result in an early alert being issued by faculty. When an early alert is issued, the student will receive an email requesting them to make arrangement to follow up with the instructor and/or their academic advisor. Students receiving an early alert should make the necessary arrangements to set up and meet with faculty as soon as possible to generate a plan of success.

G. ACADEMIC HONESTY

Students are expected to complete their own work. Academic dishonesty includes plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to dishonestly obtain grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing an academic record; or fabricating or falsifying data, research procedures, or data analysis. Refer to Academic Affairs policies and procedures handbook for further information.

H. 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 Support Services 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 at (701) 221-1456 or email at dss@uttc.edu.

I. TITLE IX STATEMENT

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex, including sexual harassment, rape and sexual assault. United Tribes Technical College is committed to upholding the law and standards that promote respect and human dignity in a safe environment. Sexual misconduct and relationship violence in any form violates UTTC's mission, cultural values, Student Code of Conduct, and may also violate federal and state law. If you or someone you know has been impacted by sexual assault, dating and domestic violence, stalking, or sexual exploitation, UTTC has resources available on the Title IX website. you can find the appropriate resources on the UTTC campus and in the community

J. DIVERSITY AND EQUITY STATEMENT

United Tribes Technical College values diversity because it enriches the community and wealth of experiences that characterize a post-secondary education. Our students, faculty, and staff come from Tribal lands throughout the United States and Canada. The majority of our students come from the northern plains region of the country, with 70% representing the North Dakota tribes.

UTTC recognizes that diversity is about much more than race, ethnicity or geography. Because students from many Tribal nations are represented at UTTC, from a wide range of cultural and ethnic backgrounds, students are encouraged to share their own cultural practices, traditions, and beliefs in the classroom in an effort to build an inclusive and welcoming community for all individuals and one from which we can learn from one another. We believe engagement with diverse perspectives and ideas is critical to the education and growth of all people, and we value the unique experiences and viewpoints of all of our community members.

EQUITY STATEMENT

United Tribes Technical College (UTTC) believes that access to a high-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. Equity is ensuring that all students receive what they need to be successful through the intentional design of the college experience.

K. TECHNOLOGY REQUIREMENTS

To ensure that you are using the recommended personal computer configurations, please refer to the [minimal technology requirements](#).

FACE-TO-FACE

PARTICIPATION / CLASS ENGAGEMENT

UTTC prepares students for the workforce by having high expectations for skills demonstrated in the classroom that transfer into future employment. This includes students' ability to be on time for class, to refrain from external distractions (such as cell phone usage or holding side conversations with other students), by providing positive contributions to class discussions, participating in individual or group activities, and being prepared for class.

CELL PHONES and LAPTOPS

Cell phones are turned off during class times out of respect for the other students and the instructor. If a 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 the call is received during class time, the student will answer the call and quietly step out of the classroom. Students may not use class time to check social media accounts, voicemail, text messages and/or personal emails.

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.

BASIC NEEDS

Any student who faces challenges such as having enough food to eat or adequate housing and believes this may affect their attendance or performance in their courses is urged to contact the Wellness counselors for support. You can also notify your instructor for this course if you are comfortable doing so. Your instructor may be aware of additional resources that are available for you.

OTHER POLICIES

Contacting the Instructor Via Email

It is important to stay in contact with the instructor. One of the best ways to stay in contact is through email. When contacting the instructor through email, include the following:

1. Subject – Include the class name along with the section id (A, B, C, D, or Online). Also, be sure to include a brief description of what the email is about.
    1. Example: *CSC 101 A – Microsoft Word Project*
    2. **I will return emails that do not provide this information**

2. Body – Describe your concern in detail. The more details you provide, the more I can help you.
3. If you are experiencing a problem, attach a screenshot to show the details. **Remember**: <u>A picture is worth a thousand words!</u>

Technology Issues

In the event where the student is unable to submit homework due to technical issues, **the student must notify the instructor as follows.**

1. Using a tool such as Snip and Sketch, take a screenshot of the <u>entire</u> screen.
2. Email the screenshot to the instructor at the time of the problem.
3. Student follows-up with the instructor at the next class period verifying email was received by instructor. If instructor did not receive the email, student must provide a copy of the screenshot from a USB/flash drive, printed copy, or other means.

If a student fails to notify instructor as specified, <u>special consideration for late homework due to technical difficulties will not be granted.</u>

Late Projects and Homework

Projects are due on the date specified in MyUTTC. If a student fails to turn in a project by the date specified, they may ask the instructor for an extension. The decision to grant an extension is at the instructor's discretion. When an extension is granted, a deduction of 10% will be assessed for each day late. After five days, the student will receive a zero on the assignment.

Other Information

In certain situations, a student may be granted leniency with these grading policies. However, to be granted leniency, the student must contact the instructor <u>prior to being absent from class and before an assignment is due</u>. When unexpected circumstances arise, and the student is unable to contact the instructor, documentation must be provided – i.e. note from physician.
The decision to grant leniency is <u>at the sole discretion of the instructor</u>.

COURSE CALENDAR

Note: Schedule is subject to change depending on the needs of the class

Module/Week	TOPICS COVERED	Support Materials, Book chapters, etc.	Activities and Assessment
1 Aug 27 - 30	Module 0 - Orientation	Why Use a computer? Screen Snip & Screenshots	Meet your neighbor! Syllabus Review Introduction Forum
2	Labor Day Sept 2 (College Closed) Family Day at Powwow Sept. 6 (No	Social Media	Formal Email with

Sept 2 - 6		Effects of Technology on Communication Email Basics	Attachment Team Activity – Internet Communication
	Module 1 – eCommunications **Tribal Leaders Summit Sept. 4 - 5**		
3 **Sept 9 - 13**	Founders Day Sept. 9 (College Closed)	Social Media Effects of Technology on Communication Email Basics	Formal Email with Attachment Team Activity – Internet Communication
	Module 1 – eCommunications		
4 **Sept 16 - 20**	Module 2 – Organization Tools	File Organization Calendars Contacts	Create New Contact Create Calendar Event Create Folder Structure
5 **Sept 23 - 27**	Module 3 – Hardware & Software	Operating Systems & Applications Hardware & Peripherals	Hardware Worksheet Software Worksheet Purchasing & Protecting Your Computer
6 **Sept 30 – Oct. 4**	Module 3 – Hardware & Software	Operating Systems & Applications Hardware & Peripherals	Break It Down & Reassemble
7 **Oct 7 - 11**	Module 4 – Cloud Computing	Cloud Storage & Cloud Computing, OneDrive	Cloud Training & Screenshot Cloud Storage Activity
8 **Oct 14 - 18**	Indigenous Day Oct. 14 (College Closed)	Word Processing Basics, Dictation & Voice Typing, Templates	Thunderbird Nation Flier
	Midterm Grades Due 10/18		
	Module 5 – Word Processing		
9 **Oct 21 - 25**	Module 6 – Word Processing	Intermediate Word Processing Techniques	Creating a Business Letter Cloud File Sharing & Commenting
10 **Oct 28 – Nov 1**	Module 7 – Internet Concepts	URLs, Hyperlinks, Connecting to the Internet, Web Browsers and Search Engines	Internet Worksheet Search Engine Activity Internet Search of Yourself
11 **Nov 4 - 8**	Module 8 - Presentations	Presentation Basics Online Training Video Tutorial	UTTC History, Tradition, and Culture Tribal/Ethnic Slides – Part 1
12	Veterans Day Nov 11 (College	Intermediate	Tribal/Ethnic Slides –

Nov 11 - 15	Closed) Module 9 - Presentations	Presentation Techniques, Presenter Coach Online Training Video Tutorial	Part 2 Sharing Slides with Class
13 **Nov 18 - 22**	Module 10 – Cyber Security	Federal Trade Commission Training Videos	Quiz Assignments
14 **Nov 25 - 29**	Thanksgiving Break (Nov. 27 No afternoon classes) Nov. 28 – 29 No classes Module 11 - Spreadsheets	Spreadsheet Basics Online Training Online Tutorials Quick Reference Guides	Introduction to Spreadsheets How's the Weather Spreadsheet
15 **Dec 2 - 6**	Module 12 - Spreadsheets	Intermediate Spreadsheet Techniques Online Training Online Tutorials	Creating a Student Budget
16 **Dec 9 - 13**	Module 12 - Spreadsheets	Intermediate Spreadsheet Techniques Online Training Online Tutorials	Creating a Student Budget
GRADES DUE	Grades DUE December 16, 2024		