

**Mississippi Valley State University  
Department of Mathematics, Computer & Information Sciences  
Itta Bena, Mississippi 38941**

**Fall 2022**

**Course Syllabus**

**Course Number:** CS 111 E01

**Course Time:** Online

**Course Title:** Intro to Data Processing

**Credit Hours:** 3 Credit Hours

**Course Instructor:** Dr. Stacy J. White

**Course Coordinator:** Dr. Stacy J. White

**Email:** swhite@mvsu.edu

**Office:** CRB 111-B

**Classroom:** Online

**Office Telephone Number:** (662) 254-3662

**Office Hours:**

8:00-9:00 MWF; 10:00-11:00 MWF (wonline); 11:00-12:00 MWF; 9:45 - 10:45 R  
Or by Appointment

**Please email me before 5 pm CST during the weekdays (Mondays- Fridays) to ensure that your questions will be answered in a timely manner.**

**Required Software:**

- MindTap Computing, 1 Term Instant Access for the Shelly Cashman Series Collection, 1<sup>st</sup> Edition
- Microsoft Office 2016

**Required Product:**

**MindTap for The Shelly Cashman Series® Collection 9781337391306 (\$123)**

**Recommended instead, Cengage Unlimited Subscription –**

Description	Printed Access Card ISBN	Bookstore price
Cengage Unlimited, 1 term/4 month subscription	9780357700037	\$119.99
Cengage Unlimited, 12 month subscription	9780357700044	\$179.99

This course will require **MindTap for The Shelly Cashman Series® Collection** from Cengage.

It is recommended to purchase **Cengage Unlimited** through the bookstore– a digital subscription service (think Netflix or Apple Music) which can save you a lot of money. With Cengage Unlimited you can access ANY Cengage materials you are using across ALL of your courses using Cengage AND a library of 20,000 ebooks, study guides and reference materials.

- o Course materials for **CSC 111 and many more** are included in a Cengage Unlimited Subscription. The bookstore will be able to share what courses in your schedule are using Cengage and included in Cengage Unlimited.
- o **You should NOT purchase BOTH the Course Materials AND a Cengage Unlimited subscription; only ONE purchase is required and it is recommended that you consider a Cengage Unlimited subscription.**
  - o Cengage Unlimited costs \$119.99 for one term or \$179.99 for twelve months, best price through the bookstore where you may also use your financial aid.
  - o You'll be able to see other courses at the bookstore using Cengage materials, so be sure to take some time and explore the benefits of a Cengage Unlimited subscription.
  - o As a bonus, before your subscription ends, you can choose up to six e-books to retain in your virtual locker for an additional twelve months.

If you choose not to purchase your materials through the bookstore, you are responsible for getting the correct access code for the exams, trainings and projects.

Software (access codes for):

- MindTap login in below:
- <https://login.cengage.com>
- Canvas – <https://mvsu.instructure.com/login/canvas> or [www.mvsu.edu](http://www.mvsu.edu) and click on Canvas

**MindTap does not work well with a Chromebook, which runs on Google's Chrome OS. Windows OS, MAC OS or Android is preferred**

**Required Storage Medium:** Flash Drive

**Prerequisite:** none

**Catalog Description:** Introduction to computer hardware, software, Internet, and Word Wide Web. Provides students an in-depth understanding of why computers are essential tools in information processing, education, research, business and society in general. Use of the e-mail, and use of basic application software tools: word processing, presentation, spreadsheet and database.

### **Expected Student Learning Outcomes**

Upon successful completion of this course, the student will be able to:

- Explain the concepts, components and capabilities of computer
- Use Windows operating systems to navigate and manipulate files
- Use application software including word processing, spreadsheet, database, and presentation graphics
- Use a web browser to search for information on the Internet and to communicate with others.

**Major Content Covered in Course:**

1. Introduction to Digital Security, Ethics and Privacy
2. Office 2016 and Windows 10
3. Microsoft Word 2016
4. Microsoft Excel 2016
5. Microsoft PowerPoint 2016
6. Microsoft Access 2016

**Class Attendance Policy:** This course is geared as a lab-based course. Each student is required to participate using Canvas Communication Tools, taking online exams and other aspects of Canvas.

You are expected to log in regularly from home, office, library, school or any other facility with Internet access (daily, perhaps several times per day) to view lab assignments, lab assignments due dates, check grades, personal messages, and view course materials.

Student(s) who fail to participate in the online course during a course week will be deemed absent for that week. The absence will be annotated as absent unexcused (AU), unless the instructor has been informed beforehand and deemed the absence as absent excused (AE). The instructor shall report all absences to the main campus as required. A student who has not participated for the initial seven days shall be recommended for administrative withdrawal to the main campus. In a traditional classroom just because a student contacts the instructor and is excused from a scheduled class meeting does not mean the student is given credit for participation or attendance. The student is still annotated as AU or AE. The online classroom shall be no different in this respect. It is the instructor's sole discretion as to what he/she shall consider AU or AE.

**Submission of Work:** Students will use MindTap software to submit their lab assignments and to take some intermediate exams. You will access SAM and the digital textbook through MindTap. All of your lab assignments will be submitted using MindTap. All of your exams will be online using MindTap. Note: a high speed internet connection is required.

All projects MUST be created using the appropriate software (Microsoft Office 2016; Word 2016, Excel 2016, PowerPoint 2016 and Access 2016)

**Do not submit lab assignments using Canvas.**

Scheduled assignments MUST be completed and successfully submitted through MindTap by the due date and time. Assignments automatically become unavailable after the due date/time expires. Students must use Microsoft Office 2016 to complete all assignments and to submit them to MindTap.

All of your MindTap grades will be posted in Cengage. We will mainly use Canvas for

email communication and virtual conferences should we need to due to covid-19.

**Course Drops/Incompletes:** Students not completing the course for any reason are required to submit official drop notices to the Registrar's Office prior to the deadline date. This is your responsibility. Failure to comply with the procedure WILL result in your receiving a letter grade of "F".

Not officially withdrawing from the university may impact your financial aid and result in you owing the university.

## **CANVAS - DISTANCE EDUCATION AND ONLINE LEARNING**

### **Supported Browsers**

Instructure products support the current and previous major releases of the following browsers:

- ❑ **Chrome** 102 and 103
- ❑ **Firefox** 101 and 102 ([Extended Releases](#) are not supported\*)
- ❑ **Edge** 102 and 103
  
- ❑ **Respondus Lockdown Browser** (supporting the latest [system requirements](#))
- ❑ **Safari** 14 and 15 (Macintosh only)

You can verify that the browser you are currently using is up to date by using the browser checker tool in the link below.

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

Important note: If you need help downloading one of these browsers, The Online and Distance Education Staff will be happy to help you. Submit a helpdesk ticket by emailing [DistanceEd@mvsu.edu](mailto:DistanceEd@mvsu.edu). Please use your MVSU email address to submit your helpdesk ticket.

**Cheating and Plagiarism:** Copying, and/or cheating of any kind will not be tolerated. Any student who submits another student's work as their own will have committed the act of plagiarism. This includes programming assignments and papers. Cutting and pasting from another paper (from web) without giving proper credit to the author of the original paper will be considered plagiarism. Copying parts of another student's paper and programming assignments is also considered plagiarism. The student receives an automatic F on that paper/assignment if it is plagiarized. If the student commits the act of plagiarism a second time, then the student will receive an F grade for that class. Students will submit all lab projects in the course using SAM. SAM has built in cheating detection mechanisms. It detects copies of files and portions thereof; it flags and reports incidences with the names of the originating student and the submitting student.

Any infraction will result in a grade of F, along with the student being reported to the

appropriate disciplinary committee and the Dean of Student Affairs.

**Academic Integrity Policy:** Academic integrity is a commitment to the values of honesty, trustworthiness, fairness, respect and responsibility in academia. Academic integrity is violated by any dishonest act that is committed in an academic context. Honesty and integrity are essential values of the Mississippi Valley State University's mission to pursue truth and knowledge. Academic excellence can be reached only with the cooperation and support of students. Students are expected therefore to accept responsibility for maintaining honesty and integrity in all acts inside and outside the classroom, studio or laboratory.

For a detailed description of sanctions and appeal procedures, consult Student Handbook pg. 59.

[https://www.mvsu.edu/sites/default/files/student\\_handbook](https://www.mvsu.edu/sites/default/files/student_handbook)

**Late/Missed and Make-Up Assignments:** Students absent for any reason whatsoever are expected to do the full work of the course, and are responsible to the professor for work missed through late registration, illness, or any other cause. The professor is not obligated to give any make-up work. Students absent from class for an extended period due to illness, family tragedy, or other legitimate reasons are to file appropriate documentation with the Dean of Students and to submit the appropriate documentation to me within one business day (24 hours) of your absence. If a student has a legitimate excuse for his/her absence (as described above) for missing an examination or test and provides appropriate documentation, the student's next quiz or exam grade will be doubled. Students are given adequate time to complete and submit assignments; therefore, **no late assignments will be accepted.**

### **Tentative Listing of Topics Covered in the Course:**

- |  |       |
|--|-------|
| 1. Getting Started with MindTap, and Introducing Digital Security, Ethics and Privacy    | 1 Wk  |
| 2. Office 2016 and Windows 10 Chapter  | 1 Wk  |
| 3. Microsoft Office Word 2016  | 3 Wks |
| <input type="checkbox"/> Creating, Formatting and Editing a Word Document with a Picture |       |
| <input type="checkbox"/> Creating a Research Paper                                       |       |
| <input type="checkbox"/> Creating a Business Letter with Letterhead and Table            |       |
| 4. PowerPoint 2016   | 2 Wks |
| <input type="checkbox"/> Creating and Editing a Presentation with Pictures               |       |
| <input type="checkbox"/> Enhancing a Presentation with Pictures, Shapes and WordArt      |       |
| 5. Microsoft Office Excel 2016   | 3 Wks |
| <input type="checkbox"/> Creating a Worksheet and a Chart                                |       |
| <input type="checkbox"/> Formulas, Functions and Formatting                              |       |
| <input type="checkbox"/> Working with Large Worksheets, Charting, and What-If-Analysis   |       |

## 5. Microsoft Office Access 2016

2 Wks

- Databases and Database Objects: An Introduction
- Querying a Database

**Grading Criteria:**

90 -100 A 80-89 B 70-79 C 60-69 D 59-0 F

**Evaluation:**

Exams and Assignments	60%
Midterm Exam	15%
Comprehensive Final Exam	25%

**Important Dates:**

Aug. 22	Classes Begin
Sept 7	Last day to drop/add a Class
October 5	<b>Midterm Exam</b>
November 4	Last day to withdraw from a class
November 11	Last day to withdraw from the university
November 28 - 30	<b>Graduating Seniors Final Exams</b>
December 5-9	Final Exam Week (Non graduating Seniors)

**ADA/STUDENTS WITH SPECIAL NEEDS:**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located in the Social Science Building Office 105 to register for the program at the beginning of each semester. For more information or to schedule an appointment, please contact Mrs. Kathy Brownlow, via phone or email at 662-254-3443 or kbrownlow@mvsu.edu.

**\*This syllabus does not constitute a contract with the university. It contains guidelines. I reserve the right to make changes to the syllabus as needed\*\***

MONTHS/DATES	TOPICS/READING ASSIGNMENTS/EXAMS
<p style="text-align: center;">Week 1: August 22 - 26</p>	<ol style="list-style-type: none"> <li>1. Read CS 111 Course Syllabus</li> <li>2. <b>Due August 24 in Canvas:</b> <ol style="list-style-type: none"> <li>a. <b>Syllabus Quiz</b></li> <li>b. <b>Introductions in Discussion Section</b></li> </ol> </li> <li>3. Activate MindTap Account</li> <li>4. Watch Video: Getting Started with MindTap</li> </ol>
<p style="text-align: center;">Week 2: August 29-Sept. 2</p>	<ol style="list-style-type: none"> <li>1. Read Module 5: Digital Security, Ethics and Privacy</li> <li>2. Complete Module 5 Animation</li> <li>3. Complete SAM Training Module 5</li> <li>4. <b>Friday, Sept. 2</b> <ol style="list-style-type: none"> <li>a. <b>Complete SAM Exam on Module 5</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 3: September 5 - 9</p>	<ol style="list-style-type: none"> <li>1. Read Office 2016 and Windows 10: Essential Concepts and Skills for Word</li> <li>2. Complete Office 2016 and Windows 10 SAM Training</li> <li>3. <b>Friday, Sept. 9: Complete Office 2016 and Windows 10 SAM Exam</b></li> </ol>
<p style="text-align: center;">Week 4: September 12 - 16</p>	<ol style="list-style-type: none"> <li>1. Due September 15 <ol style="list-style-type: none"> <li>a. Read Word Module 1: Creating, Formatting and Editing a Word Document with a Picture;</li> <li>b. Work on Word Module 1 SAM Training</li> <li>c. Complete Word Module 1 SAM Textbook Project.</li> </ol> </li> <li>2. <b>Due Friday, Sept. 16</b> <ol style="list-style-type: none"> <li>a. Word Module 1 SAM Project 1.</li> <li>b. <b>Word Module1 SAM Exam</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 5: September 19 – Sept. 23</p>	<ol style="list-style-type: none"> <li>1. Read Word Module 2: Creating a Research Paper with References and Sources</li> <li>2. Complete Word Module 2 SAM Textbook Project</li> <li>3. Complete Word Module 2 SAM Training</li> <li>4. <b>Due Friday, Sept. 23</b> <ol style="list-style-type: none"> <li>a. <b>Word Module 2 SAM Project 1</b></li> </ol> </li> </ol>

	<p style="text-align: center;"><b>b. Word Module 2 SAM Exam</b></p>
<p style="text-align: center;">Week 6: Sept. 26 - September 30</p>	<ol style="list-style-type: none"> <li>1. Read Word Module 3: Creating a Business Letter with a Letterhead and Table</li> <li>2. Complete Word Module 3 SAM Training</li> <li>3. Complete Word Module 3 SAM Textbook Project</li> <li>4. <b>Due Friday, Sept. 30</b> <ol style="list-style-type: none"> <li>a. <b>Word Module 3 SAM Exam</b></li> <li>b. <b>Word Module 3 SAM Project 1</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 7: October 3-7</p>	<ol style="list-style-type: none"> <li>1. <b>Due Wednesday, October, 5</b> <ol style="list-style-type: none"> <li>a. <b>Midterm Exam</b></li> </ol> </li> <li>2. Read PowerPoint Module 1: Creating and Editing a Presentation with Pictures</li> <li>3. Complete PowerPoint Module 1 SAM Textbook Project</li> <li>4. Complete PowerPoint Module 1 SAM Training</li> <li>5. <b>Due Friday, October 7:</b> <ol style="list-style-type: none"> <li>a. <b>PowerPoint Module 1 SAM Project 1</b></li> <li>b. <b>PowerPoint Module 1 SAM Exam</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 8: October 10 - Oct. 14</p>	<ol style="list-style-type: none"> <li>1. Read PowerPoint Module 2: Enhancing a Presentation with Pictures, Shapes and WordArt</li> <li>2. Complete PowerPoint Module 2 SAM Textbook Project</li> <li>3. Complete PowerPoint Module 2 SAM Training</li> <li>4. <b>Due Friday, Oct. 14</b> <ol style="list-style-type: none"> <li>a. <b>PowerPoint Module 2 SAM Project 1</b></li> <li>b. <b>PowerPoint Module 2 SAM Exam</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 9 October 17 - October 21</p>	<ol style="list-style-type: none"> <li>1. Read Excel Module 1: Creating a Worksheet and a Chart</li> <li>2. Complete Excel Module 1 SAM Textbook Project</li> <li>3. Complete Excel Module 1 SAM Training</li> <li>4. <b>Due Friday, October 20</b> <ol style="list-style-type: none"> <li>a. <b>Excel Module 1 SAM Project 1</b></li> </ol> </li> </ol>

	<p style="text-align: center;"><b>b. Excel Module 1 SAM Exam</b></p>
<p style="text-align: center;">Week 10 October 24 - 28</p>	<ol style="list-style-type: none"> <li>1. Read Excel Module 2: Formulas, Functions and Formatting</li> <li>2. Complete Excel Module 2 SAM Textbook Project</li> <li>3. Complete Excel Module 2 SAM Training</li> <li>4. <b>Due Friday, October 20</b> <ol style="list-style-type: none"> <li>a. <b>Excel Module 2 SAM Project 1</b></li> <li>b. <b>Excel Module 2 SAM Exam</b></li> </ol> </li> </ol>
<p style="text-align: center;">Weeks 11 and 12 October 31- November 11</p>	<ol style="list-style-type: none"> <li>1. Read Excel Module 3: Working with Large Worksheets, Charting and What-If Analysis</li> <li>2. Complete Excel Module 3 SAM Training</li> <li>3. Complete Excel Module 3 SAM Textbook Project</li> <li>4. <b>Due Friday, November 11:</b> <ol style="list-style-type: none"> <li>a. <b>Excel Module 3 SAM Project 1</b></li> <li><b>Excel Module 3 SAM Exam</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 13 November 14-18</p>	<ol style="list-style-type: none"> <li>1. Read Access Module 1 Database Objects: An Introduction</li> <li>2. Complete Access Module 1 SAM Training</li> <li>3. <b>Due Friday, November 18:</b> <ol style="list-style-type: none"> <li>a. <b>Access Module 1 SAM Exam</b></li> </ol> </li> </ol>
<p style="text-align: center;">Week 14 November 21-25</p>	<p style="text-align: center;">Thanksgiving Holiday Week</p>
<p style="text-align: center;">Week 15 November 28-December 2</p>	<p><b>Due Monday, November 28:</b></p> <ol style="list-style-type: none"> <li>a. <b>Signature Assignment Exam (Bonus Exam) for Graduating Seniors</b></li> </ol> <p><b>Due Tuesday, November 29:</b></p> <ol style="list-style-type: none"> <li>a. <b>Final Exam for Graduating Seniors</b></li> </ol> <p><b>Due Friday, December 2:</b></p> <ol style="list-style-type: none"> <li>a. <b>Signature Assignment Exam (Bonus Exam) for Non graduating seniors</b></li> </ol>
<p style="text-align: center;">Week 16: December 5-9</p>	<p><b>Due Wednesday, December 7:</b></p> <ol style="list-style-type: none"> <li>a. <b>Final Exam for Non graduating seniors</b></li> </ol>