

Syllabus

MISSISSIPPI VALLEY STATE UNIVERSITY

Academic Term and Year	Fall 2018
Course Prefix and Number	CS111-E01
Course Title	Introduction to Data Processing
Days, Time and Location of Class Meeting	Online
Instructor's Contact Information	
Name:	Margaret J. Reynolds
Office Location:	CRB138
Office Hours:	All contact via Blackboard
Office Phone Number:	(662) 254-3404
E-Mail Address:	Blackboard
Course Prerequisites	None
Technology skills:	Basic computer skills (i.e., keyboarding), working within Windows system environment, navigating the internet, and familiarity with E-mail.
Course 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 World Wide Web as an integrated learning tool. Use of basic application software tools: word processing, spreadsheets, PowerPoint presentations, and database.
Expected Student Learning Outcomes	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • 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
Course Requirements	
Required textbook(s):	<p>MindTap LMS (digital textbook)</p> <p>Shelly and Vermaat. <u>Microsoft Office 2016: Introductory Course Technology</u> Cengage Learning</p>
Supplementary materials:	If you choose not to purchase your materials through the book store, you are responsible for getting the correct access code for the exams

	<p>and projects.</p> <p>Software (access codes for):</p> <ul style="list-style-type: none"> • MindTap • https://login.cengage.com • Blackboard – http://Blackboard.mvsu.edu:8080 • or www.mvsu.edu and click on Blackboard
<p>Class attendance policy</p>	<p>This course is geared as a lab based course. Each student is required to participate in using, Blackboard Communication Tools, taking online exams and assignments using MindTap, and other aspects of Blackboard.</p> <p>You are expected to log in regularly (daily, perhaps several times per day) to submit assignments, check grades, view personal messages, and to view course materials.</p> <p>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 <u>absent unexcused</u> (AU), unless the instructor has been informed beforehand and deemed the absence as <u>absent excused</u> (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.</p>
<p>Cheating and plagiarism policy</p>	<p>Cheating in any fashion will not be tolerated, including but not limited to plagiarizing another's words, work or ideas on individual class assignments.</p> <p>To address the situation of plagiarism, the University has implemented <i>Turnitin</i> to fight plagiarism and improve reading, writing, and research skills. <i>Turnitin</i> is a comprehensive plagiarism prevention system that lets faculty quickly and effectively check all students' work. Results are based on exhaustive searches of billions of pages from both current and archived instances on the Internet.</p> <p>Plagiarism will result in at least a failing grade for the assignment(s) and/or course.</p> <p>SAM also 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.</p>
<p>Make-up policy</p>	<p><u>Make-up Assignments/Exams</u></p> <p>No makeup work will be given for any missed lab assignment or exam. Students have satisfactory time to submit lab and/or exams prior to the due date and time. A grade of "0" will be recorded for any missed assignment or exam.</p>

<p>Teaching/Learning Strategies</p>	<p>The primary instructional model for this course is collaborative learning. Specifically, the instructor will set course content, course objectives, and methods of classroom assessment. The course will incorporate the following instructional strategies: online activities, assigned readings, and/or individual projects. Students are encouraged to actively participate in activities, ask questions, and contribute comments for discussion. Students are also encouraged to offer input regarding instructional strategies and assignments. Most importantly, students are expected to be active learners and to ask for clarification when they have questions. In order to be successful in the class, it is important that students, read the assigned material, and submit assignments and be prepared to discuss what they have read. The goal of this approach is to develop a safe learning environment that addresses a variety of learning styles, promotes critical thinking, and fosters creativity.</p>
<p>Submission of Work:</p>	<p>Students will use the MindTap software to submit their lab assignments and to take some intermediate exams. You will access SAM and the 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.</p> <p>Students will communicate with the instructor using Blackboard.</p> <p>All projects MUST be created using the appropriate software (Microsoft Office 2016).</p> <p>Do not submit lab assignments using Blackboard.</p> <p>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.</p>
<p>Course Drops/Incompletes:</p>	<p>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 <u>WILL</u> result in your receiving a letter grade of “F”.</p> <p>Not officially withdrawing from the university may impact your financial aid and result in you owing the university.</p>
<p>Online Communication Observation of “Netiquette”:</p>	<p>Students MUST use Blackboard mail for contact with the instructor and other members of the class.</p> <p>All your Online communications should be composed with fairness, honesty and tact. What you put into an Online course reflects on your level of professionalism</p>

Technology Infusion	<p>Hardware: (minimum requirements)</p> <table border="1"> <tr> <td>Operating System:</td> <td>Windows 98, 2000, NT, XP or a Macintosh System 8.1 or higher</td> </tr> <tr> <td>Processor:</td> <td>200 MHz or higher</td> </tr> <tr> <td>Memory:</td> <td>32 MB of RAM</td> </tr> <tr> <td>H Drive Space:</td> <td>100 MB free disk space</td> </tr> <tr> <td>Modem:</td> <td>28.8 kbps or higher</td> </tr> <tr> <td>Monitor:</td> <td>800x600 resolution</td> </tr> </table> <p>Software:</p> <table border="1"> <tr> <td>Internet Access:</td> <td>Any Internet Service Provider</td> </tr> <tr> <td>Browser:</td> <td>Mozilla Firefox is recommended</td> </tr> <tr> <td>Application</td> <td>Microsoft Office Suite 2016</td> </tr> <tr> <td>Audio & Video:</td> <td>RealPlayer, Quick Time</td> </tr> </table>	Operating System:	Windows 98, 2000, NT, XP or a Macintosh System 8.1 or higher	Processor:	200 MHz or higher	Memory:	32 MB of RAM	H Drive Space:	100 MB free disk space	Modem:	28.8 kbps or higher	Monitor:	800x600 resolution	Internet Access:	Any Internet Service Provider	Browser:	Mozilla Firefox is recommended	Application	Microsoft Office Suite 2016	Audio & Video:	RealPlayer, Quick Time																	
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Technical Problems:	<p>If you experience technical/computer difficulties (<i>need help downloading browsers or plug-in, logging into your course, using your course web site tools, or experience errors or problems while in your online course</i>), contact MR MACK PENDLETON at 662.254.3114 or mackjpendleton@netscape.net as well as your instructor.</p>																																					
Evaluation Procedures	<p>Access Blackboard course at http://Blackboard.mvsu.edu:8080 or www.mvsu.edu click on Blackboard for detailed instructions regarding assignments</p>																																					
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Rubric:	<p>Graded by MindTap Automated assessment software.</p>																																					
ADA Statement	<p>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 inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester.</p> <p>For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.</p>																																					

Course Outline: *subject to some changes depending on the needs and level of the class*

Tentative Listing of Topics Covered in the Course:

Topics	Week	Reading	Trainings	Project	Exam
Introduction to Technology	1-2	1 hr	1 hr	1 hr	1 hr
Office 2016 and Windows 8: Essential Concepts and Skills	2-3	1 hr	1 hr	2 hrs	1 hr
Office 365 Essentials	3-4	1 hr	1 hr	2 hrs	1 hr
Microsoft Word					
Word Chapter 1: Creating, Formatting, and Editing a Word Document with a Picture	4	1 hr	1 hrs	1 hr	1 hr
Word Chapter 2: Creating a Research Paper with References and Sources	5	1 hr	1 hr	2 hrs	1 hr
Word Chapter 3: Creating a Business Letter with a Letterhead and Table	6	1 hr	1 hr	2 hrs	1 hr
Word Capstone Project	7			3 hrs	
Microsoft PowerPoint					
PowerPoint Chapter 1: Creating and Editing a Presentation with Pictures	7 - 8	1 hr	1 hr	1 hr	1 hr
PowerPoint Chapter 2: Enhancing a Presentation with Pictures, Shapes, and WordArt	8	1 hr	1 hr	2 hrs	1 hr
PowerPoint Chapter 3: Reusing a Presentation and Adding Media and Animation	9	1 hr	1 hr	2 hrs	1 hr
PowerPoint Capstone Project	9 - 10			3 hrs	
Microsoft Excel					
Excel Chapter 1: Creating a Worksheet and a Chart	10	1 hr	1 hr	3 hrs	1 hr
Excel Chapter 2: Formulas, Functions, and Formatting	11 - 12	1 hr	1 hr	2 hrs	1 hr
Excel Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis	12 - 13	1 hr	1 hr	3 hrs	1 hr
Excel Capstone Project	14			4 hrs	
Microsoft Access					
Access Chapter 1: Databases and Database Objects: An Introduction	15	1 hr	1 hr	1 hr	1 hr

Comments	This syllabus is not a contract. It is only a guideline. The instructor reserves the right to make changes and additions to this syllabus at her/his discretion. If changes are necessitated during the term of the course, you will be notified of changes via Blackboard mail.