CINS 101, INTRODUCTION TO MICROCOMPUTERS

COURSE TITLE: Introduction to Microcomputers
COURSE NUMBER: CINS 101
PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENG 083 Reading Strategies for College and ENGL 093 Introduction to College Writing, or ENGL 095 Integrated Reading and Writing.

SCHOOL: Business
PROGRAM: Office Administration
CREDIT HOURS: 3
CONTACT HOURS: Lecture: 3
DATE OF LAST REVISION: Fall, 2013
EFFECTIVE DATE OF THIS REVISION: Fall, 2014

CATALOG DESCRIPTION: Introduces the physical components and operation of microcomputers. Focuses on computer literacy and provides hands-on training in four areas of microcomputer application software: word processing, electronic spreadsheets, database management and presentation software. Use of a professional business integrated applications package is emphasized.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Identify the principle hardware components of a microcomputer and describe their functions.
2. Define basic computer terminology.
3. Explain the relationship of computer hardware and software.
4. Power up a microcomputer and use operating systems utilities to create and manage folders, copy, move, and delete files, and control the operation of the computer.
5. Use word processing application software to perform the following tasks: create and edit text; save and retrieve a document; format, edit, and print a document; center, underline, bold, and indent text; use the search and replace functions; create multi-page documents; use the spell and grammar checker.
6. Use a spreadsheet application software to perform the following tasks: create, save, and print a worksheet; format a worksheet; create simple formulas that include relative and absolute cell references; perform what-if analysis; use basic worksheet functions, such as SUM, AVERAGE, COUNT, MAX, MIN, and IF; and create and format a chart.
7. Use database application software to perform the following tasks: add and delete records in a database; sort and filter records in a database; create queries, forms, and reports in a database.
8. Demonstrate how electronic presentations are created.
9. Discuss how communicating and collaborating over the internet and using office application software and social media can increase global awareness.
10. Demonstrate global awareness using information technology.
COURSE CONTENT: Topical areas of study include:
   a. Identify hardware
   b. Microcomputer operating systems utilities
   c. Computer Hardware and Software files directory
   d. Spreadsheet application
   e. Computer terminology e.g. social media, smart
   f. Database application grid,
   g. WWW & Internet
   h. Word processing application

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HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:
The Ivy Tech Library is available to students on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to http://www.ivytech.edu/library/ and choose the link for your campus.

ACADEMIC HONESTY STATEMENT:
The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.
Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:
Students shall adhere to the laws governing the use of copyrighted materials. They must ensure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.
ADA STATEMENT:
Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

REQUIRED TEXT and MATERIALS
Title: GO! With Microsoft Office 2013 vol. 1
Author: Gaskin, Vargas, McLellan
Edition: Pearson
Textbook website: www.pearsonhighered.com/go

How to order Textbook/Materials
All books and materials, unless otherwise noted, should be purchased from the Ivy Tech online bookstore. To order the texts required for this class or any other course, go to http://www.ivytech.bkstr.com. Students can order all books and materials for all courses from this site—regardless of whether it is an online or on-campus course.

In the future, it is advised that students order textbooks and materials before the start of the semester. Students should use a copy of their course schedule to accurately order books and materials. Course schedules can be printed from Campus Connect by logging in at http://cc.ivytech.edu

Students who live in Indiana and surrounding states will normally receive their book order within one day from the time the book is shipped from the warehouse. Paying for overnight shipping on textbook orders from the bookstore is normally not a good use of money as it does not ensure overnight processing of the order—it only ensures that once the book order has been processed, it will be shipped out overnight.

Technology Needs and Resources
It is expected that all students who enroll in the course have Internet access and a basic understanding of computer use (e.g., using e-mail, sending attachments via e-mail, using web browsers, using word processing software such as Microsoft Word.) Also, it is expected that all students will regularly check their Ivy Tech email accounts (located in Campus Connect) and/or Blackboard messages as indicated below. Even though we meet face to face, there is a Blackboard site for our course and it will be used.
COURSE POLICIES AND PROCEDURES

Due Dates and Deadlines
Students are required to submit work on time in order to receive credit. Deadlines for each week/assignment will be presented and explained in our online web space. Daily agendas will be provided in class and in our online web space. Students are responsible for checking our online web space to stay informed and prepared for class. Deadlines will be presented with assignments and may be subject to change.

Students are responsible for submitting assignments in a timely manner according to the deadline given for each assignment. Should a computer system or network go down, students must still turn in work in a timely manner. Avoid waiting until the last minute to complete your assignments. Plan ahead for a complication should it occur. Seek alternative means for submitting work before the need arises. Local libraries and all Ivy Tech Community college campuses can serve as alternative resources. Contact the closest and most convenient campus or other public lab for schedules and Internet availability. Not having access to the required software on a home or work computer is not a legitimate excuse for turning in late assignments.

Attendance Policy—Don’t Get Dropped from Class!
While it is important to be timely and on-schedule throughout any course, students need to be aware of an important college policy. Ivy Tech performs administrative drops for students who do not “attend” class early in the semester.

- To avoid being dropped for non-attendance, students must submit some assignment from the course calendar no later than 11:59 p.m. January 23, 2015—Eastern Standard Time.

Grades
All grades will be maintained in Blackboard’s online grade book. Students are responsible for following their progress by referring to the online grade book in Blackboard. Students can generally expect to receive grades and feedback within seven days of the assignment due date. If exceptions occur, the instructor may notify students of changes to this expectation.

Make-up Policy
Late assignments will be assigned a grade of “0” (zero points) unless a student has received prior approval from the professor. If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the professor immediately. slancaster16@ivytech.edu

The professor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor before missing the deadline – not after. (Please do not assume that the professor will agree to a deadline extension. Please do not ask for an extension unless there are no other options available to you.)

Instructors have the right to decline accepting work for any credit after a deadline passes with a few specific exceptions, including but not limited to:

- A documented outage of the Blackboard system that is verified by central system administrators, if the assignment is to be completed and submitted via Blackboard. If the
assignment is to be submitted via Blackboard and a documented outage is substantiated, the professor will provide an extension for the student with no penalty for a late assignment.

- If the student has documentation of a serious illness or death of a family member. In this case the professor will work with the student to determine an alternative deadline.

**Last Day to Withdraw**
If a student wishes to withdraw from this course, the student is responsible for completing an official withdrawal form with the registrar. Your local registrar contact information can be located by using the link in the HELP button in your course in Blackboard. The last day to withdraw from this course is April 11, 2015.

**Right of Revision**
The college reserves the right to change any statements, policies or scheduling as necessary. Students will be informed promptly of any and all changes.

**Course Communication**

**Instructor Commitment**
Ivy Tech Community College instructors are committed to responding to students within 36 hours, including weekends. If a student sends communication, but does not receive a response, they should double-check that the correct communication method was used and that the correct location is being checked for a reply. Students can contact their Online Technologies support with questions ([http://ivytech.edu/online/contacts.html](http://ivytech.edu/online/contacts.html)).

(**There may be exceptions which this professor will explain to the students.)

NOTE: Messages are very different from e-mail. Students should carefully review the information below to ensure they are sending and receiving course communications properly.

**E-mail:** All students must use the email function of the course for course related communications. Students can send email from within the course in Blackboard, but will not receive responses inside the course. All e-mails are received in the Campus Connect email system. Students can also use the Campus Connect email system to send email.

For the fastest response when emailing this professor, please put the course number in the subject line:  

*CINS 101  slancaster16@ivytech.edu*

To access Campus Connect, go to:  

[http://cc.ivytech.edu](http://cc.ivytech.edu)

**Online Communication Etiquette:** Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the “Students Rights and Responsibilities” section of the student handbook and review common netiquette (Internet etiquette) practices such as those found at [http://albion.com/netiquette](http://albion.com/netiquette)
Assignments and Grading

Your grade in this course is determined by the following criteria

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible Per Assignment</th>
<th>Your Score</th>
<th>Your final number of points divided by the number of points possible</th>
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</tbody>
</table>

Grading Scale

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

ADDITIONAL SUPPORT

Optional Campus Support
Students are welcome to use the services and equipment available at the most convenient Ivy Tech Campus. Services include academic advising, equipment, libraries and tutoring. Please locate the most convenient Ivy Tech campus by reviewing the information at http://ivytech.edu/campuses

Library
The Ivy Tech Library is available to students on and off campus, offering full text journals, books and other resources essential for course assignments. The Library can be accessed from the “Library” tab in Blackboard or from the “Library” tab in Campus Connect.

Click for Help
Log into Blackboard at http://online.ivytech.edu and visit the “Click for Help” tab for information about computer downloads. This tab provides students with important computer information, including security software, viewer software for users without Microsoft products, Adobe Reader, Flash player, Java, and more.

Disabilities Services
Students with questions or needs for disabilities support services should contact their local Disabilities Support Services director/coordinator. In the future, it is recommended that students contact the Disabilities Support Services at least 30 days before the start of the semester. The contact information listed here is for the Disabilities Support director/coordinator at the Sellersburg campus. For information about disabilities support services at another campus, please visit http://ivytech.edu.dss/ or Campus Connect (http://cc/ivytech.edu)
Disabilities Support Contact:
First Name: Lisa
Last Name: Goldberg
Phone Number: 82246 3301 x 4179 or 812 248 2655
Email (Ivy Tech): lgoldberg@ivytech.edu
Office/Campus Location: Pfau Hall G22F, Sellersburg
Office Hours: Mon- Fri 8:00 a.m.-5:00 p.m.

Student Success Center
The Student Success Center is located in room B15E (next to the Internet Café) and provides free tutoring service to students for a variety of subjects. Fall and Spring hours are Monday–Thursday 8:00 am–8:00 pm and Friday 8:00 am–4:00 pm, and Summer hours are Monday–Thursday 8:00 am–6:00 pm and Friday 8:00 am–4:00 pm. Online tutoring via Blackboard IM, By Appointment tutoring, and Ivy Prep registration and tutoring are other services provided by the Student Success Center. The schedules are posted on the bulletin board outside the Student Success Center and can be found at https://sites.google.com/site/studentsuccesscenterwebpage/.

For more information, contact Tiffany Thieneman, Student Success Center Coordinator, at 812-246-3301 ext 4204 or tthienenm1@ivytech.edu.

Course Calendar
(Subject to change or modification)

The Course Calendar is a good way to stay connected with course assignments and due dates. Refer to it often. All dates and content on the calendar are subject to change.

<table>
<thead>
<tr>
<th>First day of Classes</th>
<th>Monday, January 12, 2015</th>
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<tbody>
<tr>
<td>MLK Holiday</td>
<td>Monday, January 19, 2015</td>
</tr>
<tr>
<td>Spring and summer class registration</td>
<td>Begins March 15, 2015</td>
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<tr>
<td>Spring Break—Sellersburg</td>
<td>March 22-29, 2015</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>April 11, 2015</td>
</tr>
<tr>
<td>Spring 2015 Classes End</td>
<td>May 9, 2015</td>
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<td>Please check the college calendar for additional dates</td>
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Attached is the first draft of the Course Syllabus for CINS 101 for Spring Semester 2015. Changes to due dates and modifications to this draft document are possible.