SOUTHEAST Technical College

Introduction to Computers CSC-105 1

Spring Term 2023-2024 School Year   Section 1   3.00 Credits   01/08/2024 to 05/03/2024   Modified 01/03/2024

🖥 Course Description

Includes essential computer hardware and software concepts as well as an introduction to the Internet (basic navigation and searching), and the web mail program used at Southeast Tech. Students will gain a proficiency in working in a wireless local area network environment and with the Microsoft Windows Operating System. File management skills will be reinforced as students create documents, spreadsheets, presentations and databases using the applications included in the Office suite. The class will utilize a hands-on, project-oriented approach that allows students to learn by example. Students will complete a variety of projects focused toward the objectives of their given program of study.

📶 Outcomes

General Education Program Outcomes

- Use technology to access, organize, communicate, and evaluate information.
- Design an approach to answer questions or achieve a desired goal.
- Evaluate issues, ideas, artifacts, or events before forming a conclusion.
- Implement effective collaboration techniques to produce effective results within a team.
- Demonstrate ethical behavior that exhibits value for a community.
- Communicate for understanding through listening, speaking, and writing.

Introductory Computer Skills

As a student in this course, you will learn the most important topics of Microsoft Office 2019. This includes essential computing concepts and the Windows 10 operating system, printing, file management, performing internet research, using PowerPoint to create and present presentations, create and maintain an Access database, create and modify spreadsheets in Excel, and create and edit documents in Word.

Windows File Management Skills

Students will demonstrate how to create, rename, and delete folders and files. Students will learn organized file management techniques.

Microsoft Word

Students will demonstrate introductory Microsoft Word principles while creating flyers and business letters.

Microsoft Excel

Students will demonstrate basic spreadsheet skills including text and number formatting, custom formulas, built-in functions, working with large spreadsheets, absolute and relative cell referencing, charting, and goal seeking skills.

Microsoft PowerPoint

Students will demonstrate basic PowerPoint skills such as slide show creation and editing, transitions and animations, professional presentation techniques, and audio and video formatting.

Microsoft Access

Students will demonstrate basic database creation including tables, forms, queries, reports, and database maintenance functions.

Course Assessments

Module projects and quizzes will be used to assess student performance on a daily basis. Career Plan Projects, Capstone Projects and/or Performance Exams will be conducted after each application (Word, Excel, PowerPoint, Access) throughout the semester.

Students in online courses will be required to complete at least two summative assessments in a proctored environment as communicated by the instructor.

◎ Additional Outcomes

📕 Course Materials

Shelly Cashman Series Microsoft Office 365 & office 2019 Intro-LI+Mindtap 1Tm

Author: Freund
Publisher: Cengage
Edition: 1
ISBN: 9780357260036
Availability: Campus Bookstore
Price: 213.95

This **LOOSE-LEAF** text is available with the **Cengage** product called **MindTap** which interfaces with a product called **SAM** (Skills Assessment Manager). It contains projects that map directly to the learning objectives covered in each chapter. MindTap's active, hands-on training and skill-based assessments help you master Microsoft Office skills. MindTap projects let you apply skills in real-world scenarios using the actual Microsoft Office applications. Immediate feedback and comprehensive study guides give you the practice and support you need to succeed.

Please *be careful* when purchasing this book. It is *most cost-effective* to purchase the **loose-leaf book bundled with Cengage MindTap** from the **Southeast Technical College Bookstore**. If you purchase a used book, MindTap is significantly more expensive if purchased separately. You will be using MindTap regularly in this class. It is an integral component to the class and must be purchased to be successful in this class. MindTap includes SAM a Skills Assessment Management program that contains a variety of tools to help students be successful in this class. Through MindTap, you will be able to do individual training, complete assignments, as well as take quizzes and tests. MindTap will assess your skill as you complete the tasks. You will receive immediate feedback from MindTap. You *MUST* purchase and access MindTap to be successful in this class.

If you are enrolled in other classes that require a Cengage MindTap product, you may be interested in purchasing a Cengage Unlimited subscription directly from the publisher.

[Cengage Unlimited](#) $129.99 Note: Out of Pocket Cost Only – Not supported by Financial Aid – Not Supported by the Bookstore: Includes eBook and access to all other course material including other classes that use Cengage products, not just this class. Hardcopy rental available for $9.99 (cost of shipping).

Microsoft Windows 11; Microsoft Office 2019

All Southeast Tech students qualify for a free copy of Microsoft Windows and/or Microsoft Office 2019.

All Southeast Tech students also have access to Southeast Tech's VMWare connection that houses the appropriate software for the class. Mac students will need to access VMWare to complete the assignments for this class.

- **Availability:** Southeast Tech IT Support Center

Deliverables

Career Plan Projects or Capstone Projects

A Capstone or Career Plan Project will be assigned following each major application: Word, Excel, Access, PowerPoint. Performance Exams may also be assigned following each major application.

Evaluation Procedures and Grading

Criteria

Quizzes and Capstone Projects - 60% of Final Grade

Quizzes will be given for each chapter. Quizzes may be announced or unannounced. <u>Quizzes may not be made up if missed</u>. Quizzes may consist of task based or objective questions. A Career Plan Project or Capstone Project will be assigned throughout the class as a means for the student to demonstrate the ability to apply knowledge and skills learned, in a project of their own creation related to their program and/or career path. These projects will be used to reinforce learning within each module.

Daily Work Assignments

Weighted 40% of Total Grade

Daily work will be given to help students learn basic applications and processes. Daily work will typically be project-based following specific criteria demonstrating and reinforcing skills outlined in the current chapter.

There will be no additional assignments available for bonus points or extra credit.

Late Policy

Assignments are expected to be submitted by the designated due dates. <u>Late submissions will not be accepted, and any work turned in after the due date will not be considered for grading.</u> It is crucial for students to manage their time effectively and plan ahead to ensure timely completion of assignments.

Exceptions to this policy will be considered in extenuating circumstances, such as documented medical emergencies or other unforeseen and urgent situations. **In such cases, students are required to communicate with the instructor as soon as possible to discuss potential accommodations.**

If a student anticipates challenges in meeting a deadline due to extenuating circumstances (i.e. travel), proactive communication is encouraged. Students are required to contact the instructor as soon as possible, ideally before the due date, to discuss potential accommodations.

It is the responsibility of each student to familiarize themselves with the course schedule, assignment due dates, and any additional instructions provided in the syllabus. Consistent adherence to deadlines is essential for academic success in this course.

Breakdown

Grading Scale

A   100-90

B   89-80

C 79-70

D 69-60

F 59-0

Your final grade will be weighted as follows:

The average of all tests and career plan or capstone projects = 60% of the final grade

The average of all graded daily work lab assignments and quizzes = 40% of the final grade.

Additional Items

Course Outline

When	Topic	Notes

When	Topic	Notes
CSC General Itinerary		**CSC 105** **General Itinerary** *(any changes to this outline will be communicated to students)*

Week	Topic
1	Course Overview; Syllabus and Validation
2	MindTap Set Up; Windows File Management; Sam Getting Started Files
3	PowerPoint Module 1
4	PowerPoint Module 2
5	PowerPoint Module 3
6	PowerPoint Career Plan Project
7	Access Module 1
8	Access Module 2
9	Excel Module 1
10	Excel Module 2
11	Excel Module 3
12	Excel Career Plan Project
13	Word Module 1
14	Word Module 3
15	Tabs and Indents Project
16	Word Final Project

🏛 Institutional Policies

Course Subject to Change

The syllabus is a statement of intent and schedule of topics, activities, assessments, and requirements as well as an overall road map to ensure students will achieve both the course learning objectives and the program-level learning objectives.

The scheduled educational activities are subject to change with reasonable advance notice to students by either the instructor or academic administration. The grading and attendance policies are not subject to change once posted.

During campus closures, the dynamic nature of our learning environment supports the possibility of remote learning days. In such instances, instructors will demonstrate flexibility, providing necessary support to ensure students can actively engage in coursework while accommodating individual circumstances. Clear communication and understanding will be prioritized to maintain the quality of education.

Students wishing to appeal changes to a course syllabus must first do so in writing to their instructor. If a successful resolution is not achieved after submitting the written appeal, the student has the option to file a written appeal to the appropriate Associate Dean of Curriculum and Instruction or Dean of Curriculum and Instruction. If the second level appeal does not result in a resolution, the student can submit a final appeal to the Vice President of Academic Affairs. The review and final decision of the Vice President of Academic Affairs is final and not subject to appeal.

Attendance

Administrative Withdraw for Non-Attendance

Students are expected to attend all sessions of courses for which they are enrolled. Absences do not excuse the student from meeting course requirements. Each instructor will evaluate the student's progress to determine how to handle outstanding assignments and assessments. Students attending 16 week courses who have a record of zero attendance for fourteen (14) calendar days will be administratively withdrawn from the course(s) the absence is occurring, resulting in a grade of "W" for the course. Students attending courses of less than a 16 week duration, who have a record of zero attendance for seven (7) calendar days will be administratively withdrawn. Students who receive financial aid may have their financial aid status affected. More information is located in the Southeast Tech Catalog (https://catalog.southeasttech.edu/index.php):

Course Recording Statement

Delivery of some courses at STC allows flexible participation options for students in time and location. Courses may be made available to properly enrolled students who are not physically in the classroom, and/or a time delayed recording made available to all properly enrolled students. In addition to instructional content, remote delivery may include capture of all classroom audio and visual happenings during designated class times, including that of students who may be part of the class, but who are not physically in the classroom. By remaining in classes capturing audio and visual happenings, you are agreeing to this statement.

Student Learning Outcomes

Student success is important to Southeast Tech faculty, and all faculty are involved in assessing student learning. Upon graduation, Southeast students will have competence in the following four common learning outcomes:

Technical Skills: Students will be able to explain industry-relevant concepts (knowledge) and demonstrate industry-relevant technical skills (performance).

Communication: Students will be able to define the purpose of the communication; organize and structure the communication; provide supporting material; demonstrate precision of language; and professionally deliver and format the communication.

Problem Solving & Critical Thinking: Students will be able to define the problem; analyze the problem; generate solutions; evaluate solutions; and select the best solution.

Professionalism: Students will be able to demonstrate positive work ethic; collaborate as part of a team; adapt to change; adhere to professional standards; and model integrity and ethics.

Student Conduct, Cheating and Plagiarism

Students attending Southeast Technical College are expected to follow policies and requirements in the Southeast Technical College Student Handbook: [STC Student Handbook (https://catalog.southeasttech.edu/index.php)](https://catalog.southeasttech.edu/index.php). In addition, some departments have academic handbooks for their areas that outline expected student conduct.

Southeast policies authorize the Vice President of Academic Affairs to suspend or terminate any student from the college for misconduct as outlined in the rules of this policy. The following student misconduct shall constitute grounds for student discipline, suspension, or termination when such activity occurs on school grounds, in the online course environment or during an educational function under the auspices of the school board: acts of dishonesty, including cheating and plagiarism or other forms of dishonesty relating to academic achievement such as the misuse of technology, software, apps, or other computer-assisted or artificial intelligence in violation of individual course or assignment policies as defined by instructors.

Test Proctoring

The Southeast Testing Center offers test proctoring located in the Wood Center Building, Room 103. Online instructors will communicate details regarding required test proctoring and how to sign up to take these assessments. Testing Center contact information: 605.367.6014 or testing@southeasttech.edu

Academic Resource Center (ARC)

Your success is important to us! In addition to meeting with your instructor for academic assistance, STC students are encouraged to use the free tutoring and other support services in the Academic Resource Center (ARC) to reinforce understanding of course concepts and improve performance in courses. ARC offers one-on-one tutoring for course assignments or skill building (e.g., test-taking strategies, note-taking, memorization, etc.) with faculty or peer tutors. Learn more about these services by visiting the ARC page found in the Student tab of myTech.

Student Mental Health

Mental health and overall well-being are significant predictors of academic success. As such it is essential that during your college experience you develop the skills and optimize resources effectively to navigate stress, anxiety, depression, and other mental health concerns. Please familiarize yourself with the range of resources Southeast Tech provides and seek out support for mental health concerns as needed. Individual counseling services are available in the Sullivan Health Science Center or virtually via Teams-based video, Telephone, or Email. Please visit Personal Counseling on myTech (https://my.southeasttech.edu/ICS/Student/Student_Support__Services/Student_Success_Center/Personal_Counseling.jnz) to complete the Personal Counseling form. Contact the counselor at counseling@southeasttech.edu (mailto:counseling@southeasttech.edu) or 605-367-4821 for more information and to schedule a session. Crisis Counseling is available nationwide by calling 988, and in the Sioux Falls area via the Helpline Center at Helpline Center Website (https://www.helplinecenter.org/)

Safety

Violation of safety to self and others and/or violations of safe operating practices of equipment may result in the reduction or loss of a daily grade, removal from class, and/or other disciplinary action.

ADA and Accessibility Services

It is the policy and practice of Southeast Technical College and the instructor of this course to act with integrity, engage in equitable conduct with respect to differences in age, gender, race, disability, and religion, and to create inclusive and accessible learning environments consistent with federal and state laws. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act of 2008, Southeast Technical College ensures that no student with a disability will be discriminated against or denied access to participate in, or benefit from, programs, services and activities. If you are a student with a documented disability, think you may have a disability, or have a temporary health condition that requires accommodations, please visit the Accessibility Services (https://www.southeasttech.edu/student-life/accessibility-services.php) website, call 605-367-6110, or email access@southeasttech.edu (mailto:access@southeasttech.edu). All students are encouraged to discuss access-related needs with their instructors and the Accessibility Services Office as soon as possible in their academic career.

Freedom of Speech

Southeast Tech strives to create an environment in which diverse opinions can be expressed and heard. Students have the right to peacefully express their views and opinions, regardless of whether others may disagree, but not in such a way as to interfere with the rights of others or the operation of the college. Views expressed should not violate any of Southeast Tech policies or core values.

Southeast Technical College students are both citizens and members of the Southeast Tech community. Students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and should abide by the obligations and expectations as members of the Southeast Tech community.

Notice of Nondiscriminatory Policy

Southeast Tech is committed to a policy of equal opportunity for all in every aspect of its operations. Southeast Tech does not discriminate on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law in its educational programs, admissions policies, employment policies, financial aid, or other institute-administered programs. Click this link for more information: Non-Discriminatory Policy and Contact Information (https://catalog.southeasttech.edu/index.php)

Title IX/Sexual Misconduct/Sexual Assault/Sexual Offense

Southeast Tech is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, age, protected military/veteran status, genetic information or any other basis protected by law. Concerns may be reported directly to this individual in person, by calling 605-367-4670, or by emailing Brett.Arenz@k12.sd.us. Individuals with immediate concerns should call campus security at 605-941-9003. For more information, click this link: Title IX in Student Catalog (https://catalog.southeasttech.edu/index.php)

Sexual Misconduct

Southeast Tech is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. Sexual harassment subverts the mission and the work of Southeast Tech and can threaten the career, educational experience, and well-being of students, faculty, and staff.

Southeast Tech recognizes that sexual harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression and may occur regardless of the formal position or status of each person involved. Sexual harassment is especially offensive, however, when it occurs in relationship between an instructor and student or between supervisor and subordinate. In those situations, sexual harassment exploits unfairly the power inherent in the position of the faculty member or supervisor.

Sexual harassment also constitutes a form of sexual discrimination that is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/Secondary Education Act of 1972, as amended, and state law. Southeast Tech also recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment.

Students have the right to be free of sexual misconduct while pursuing their education at Southeast Tech which would include participating in any off-campus activity such as internships, clinical experiences, and preceptor experiences.

Students should immediately report any form of sexual misconduct to their instructor or the designated contact at Southeast Tech.

Student Right-to-Know/Campus Security Act

Southeast Tech is required under Public Law 101-542 to encourage students to report all crimes (murder, rape, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) which occur on the Southeast Tech Campus to the local law enforcement offices and to the Southeast Tech Student Success Center or campus security. For more information on Student Right to Know/Campus Security Act, click this link: [Student Right to Know - Campus Security Act (https://catalog.southeasttech.edu/index.php)](https://catalog.southeasttech.edu/index.php)

Family Educational Rights & Privacy Act

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records and giving specific rights to students. You can find more information about the law at [FERPA Website (https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Student Communications

Southeast Tech's student email accounts will be used as Southeast Tech's official means of communications with students. Southeast Tech students should also use the myTech Student and Campus Life tabs for information regarding important upcoming events and required dates for fee payment, etc. The Student and Campus Life tabs will also inform students about job opportunities, scholarship information, and other important announcements.