Introduction to Computer Applications
CSCI 1303 — Section B
Fall 2016

Instructor Information
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Office Hours
MWF 9:00–11:00
TTh 8:30–9:30; 1:30–2:30

Summary
Description: An introduction to information technology, information systems, and the role of information within society. The course provides an overview of each of the five major areas of information technology (word processing, spreadsheets, databases, presentations, Internet research); integrates the five areas, enabling students to use the technology to produce desired outputs for research, education, business, and cultural purposes; and uses spreadsheet and database programs for problem analysis.

Prerequisites: none
Textbook: none

Course Objectives
Students who satisfactorily complete this course will (hopefully):

• Competently navigate and utilize the Blackboard Learn system
• Use Microsoft Word to create a variety of types of documents
• Manipulate data to be mined and understood better in Microsoft Excel
• Identify a database and use Microsoft Access
• Communicate information using Microsoft PowerPoint
Grading

Your grade in the course will be earned / calculated as follows:

- homework assignments 45%
- in-class work 15%
- video assignments 30%
- quizzes 10%

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

Hybrid Format

This course is offered in a hybrid format in which we meet face-to-face one day a week and deliver additional content in an online format. For this reason it will be necessary for you to become proficient in the use of our learning management system (Blackboard). Since this is a computer applications course we will spend class time helping you become familiar with Blackboard.

Homework Assignments

Homework assignments are typically be assigned and submitted through Blackboard and will vary in difficulty and scope. A homework assignment is considered late if it is not submitted at or before the beginning of the class period on the day it is due. Late homework assignments will receive a 30% point penalty and must be completed within a week or the original due date. Assignments that miss the one week deadline will receive a grade of zero (unless there are extenuating circumstances).

In-Class Assignments

In almost every class session there will be an in-class assignment. Most in-class assignments will be worth 5 points. To earn credit for an in-class assignment you must be in attendance on the day it is assigned and you must complete it in a satisfactory manner (not necessarily on the day it is assigned). At the end of the semester every student will be awarded 5 free points toward this portion of the grade. On days when in-class work is not assigned you will earn 5 points for your attendance.

Quizzes

Quizzes will be announced (i.e., not pop quizzes) and may be administered in class or online. Missed quizzes cannot be made up but, at the instructor’s discretion, can be taken early if a student knows of a conflict in advance.

Students with Disabilities

Any student with a professionally diagnosed learning disability and/or other professionally diagnosed disability that may affect course performance may choose to seek accommodation. Eligible students seeking accommodation should contact the Office of the Director of
Undergraduate Advising and Disabilities of such as soon as possible in the academic term (preferably during the first two weeks of a long semester) for which they are seeking accommodations. The director will prepare letters to appropriate faculty members concerning specific, reasonable academic adjustments for the student. The student is responsible for delivering accommodation letters and conferring with faculty members. Please refer to the most recent version of the Undergraduate Catalog for the complete policy. (Lindsay Boynton, Director of Undergraduate Advising and Disabilities, Office: SM-209, Phone: 670-5842, Email: Lindsay.A.Boynton@hsutx.edu)

**Academic Integrity**

Violations of academic integrity have been described to some degree in other sections of this syllabus. Cases of suspected academic dishonesty will be handled in accordance with university policies outlined in Undergraduate Catalog and in the Student Handbook. The current catalog prescribes that “no student who has violated the Academic Integrity Policy will be allowed to graduate from Hardin-Simmons University with honors.” Penalties will be assigned at the discretion of the instructor and typically range from failure on the assignment to failure of the course. A general rule-of-thumb is that a first offense (if not too major) will result in a zero on the assignment and a second offense will result in an F for the course. The current catalog states that an F earned in this way cannot be replaced by retaking the course.

**Computer Account Use**

The instructor may occasionally use email to communicate with the class as a whole or with individuals. When contacting you for this course the instructor will use your HSU email account. You are expected to check your HSU email account at least once per day and you will be held responsible for any content distributed in this way.
Attendance

Regarding class attendance, the Undergraduate Catalog states:

Accordingly, absence from more than 25 percent of class meetings and/or laboratory sessions scheduled for a course (including absences because of athletic participation) is regarded as excessive, and a grade of F may be assigned as deemed appropriate by the professor.

Course Calendar and Class Structure

We may vary from this outline somewhat but it should give an idea of the general structure of the semester.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic / Schedules</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>22 Aug</td>
<td>Blackboard</td>
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<tr>
<td>Week 2</td>
<td>29 Aug</td>
<td>Word (basics)</td>
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<tr>
<td>Week 3</td>
<td>05 Sep</td>
<td>Word (resumes)</td>
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<tr>
<td>Week 4</td>
<td>12 Sep</td>
<td>Word (research papers)</td>
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<tr>
<td>Week 5</td>
<td>19 Sep</td>
<td>Excel (basics)</td>
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<tr>
<td>Week 6</td>
<td>26 Sep</td>
<td>Excel (calculations)</td>
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<tr>
<td>Week 7</td>
<td>03 Oct</td>
<td>Excel (functions)</td>
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<tr>
<td>Week 8</td>
<td>10 Oct</td>
<td>Excel (more functions)</td>
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<tr>
<td>Week 9</td>
<td>17 Oct</td>
<td>Excel (charts)</td>
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<td>Week 10</td>
<td>24 Oct</td>
<td>Excel (wrapup)</td>
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<tr>
<td>Week 11</td>
<td>31 Oct</td>
<td>Access (design, tables, queries)</td>
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<td>Week 12</td>
<td>07 Nov</td>
<td>Access (reports)</td>
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<td>Week 13</td>
<td>14 Nov</td>
<td>Powerpoint (basics)</td>
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<tr>
<td>Week 14</td>
<td>21 Nov</td>
<td>Powerpoint (transitions/features)</td>
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<tr>
<td>Week 15</td>
<td>28 Nov</td>
<td>Wrapup</td>
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