

Course Information

Number:	CS115
Name:	Introduction to Computer Applications
Description:	This course introduces the student to a suite of software tools critical to academic and workplace success (word processing, spreadsheets, E-mail, Internet tools, presentation graphics, and databases).
Credit(s):	3
Offered (DAY schedule):	Every semester
Instructor Permission Required:	N
Pre-Requisite(s):	

Course Objectives

Upon completion of this course, the student will be able to: (1) Use the Moodle online system (2) Organize and manage files for ease of access (3) Perform Internet searches efficiently (4) Send professional, appropriate email messages (5) Create, edit, proof, and print documents (6) Create, edit, and print spreadsheets (7) Perform basic mathematical operations in a spreadsheet environment (8) Enhance the appearance of spreadsheets using add-in charts (9) Understand and develop a basic relational database system (10) Create a computerized presentation (11) Integrate all software programs together.

CS115 Introduction to Computer Applications

Fall 2018

Instructor: Amy Bai

Office: AD 227

Office Hours: 11:00 pm to 11:50 am, M/W/F (appointments outside of these hours possible)

Email: baia@thomas.edu

Required Texts: *Microsoft Office 2016 In Practice* with SIMnet Access. You do not need a physical copy of the book, which is available online in SIMnet: you do need the SIMnet access code, which you cannot get from used books ordered via Amazon or other distributors.

Required Materials: Notebook, pens/pencils, handouts. You will need a computer with reliable internet access outside of class hours to complete scheduled assignments. Be sure to install Google Chrome on it! Chrome is the most stable internet browser platform for the SIMnet environment.

Course Objectives:

The goal of Introduction to Computer Applications is to introduce students to a suite of software tools critical to academic and workplace success, including word processing, spreadsheets, presentation, graphics, internet tools, and databases. If you participate actively, upon successful completion of this course, you will be able to:

- Use Thomas College's Moodle academic software system.
- Use basic computer vocabulary.
- Understand basic computer concepts and the Microsoft Windows operating system.
- Use email and calendars effectively.
- Create, edit, and format projects using Microsoft Word.
- Create and edit projects using Microsoft Excel.
- Create and edit presentations using Microsoft PowerPoint.

Class Schedule:

A preliminary class schedule is at the end of this syllabus. It is subject to change as needed. **Check Moodle and SIMnet for the most accurate class schedule:** I will enter weekly topics, assignments, and projects there. **PLEASE NOTE** that if you use the Moodle app on your phone or tablet, you may not see the topic descriptions – the app has limited functionality, so check Moodle from your laptop or desktop or you may miss assignments!

Grading Scale:

A+	98-100	C	73-76
A	95-97	C-	70-72
A-	90-94	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	Below 60
C+	77-79		

Grading Elements:

- Participation (this includes attendance, engagement, and attention): 10%
- SIMnet Lessons and Paths: 20%
- SIMnet Projects: 20%
- Non-SIMnet Assignments: 15%
- Section Exams: 20%
- Final Exam: 15%

Student Conferences:

You will be able to meet with me individually throughout the semester to discuss your progress in the class. I am available during my office hours, and can make myself available for an appointment outside my office hours with sufficient notice. Emails with questions are welcome at any time, although if you email me after 9 pm, I may not respond until the following day.

Attendance Policy:

You are allowed four absences, no questions asked, however, keep in mind that class participation is 10% of your final grade, and you can't participate if you're not here. Additionally, **all absences after the allowed four will lower your final grade by a number of points to be based on the actual number of classes in the semester** (e.g., 45 days of class in the semester = each class is worth approximately 2 points). So if you miss 6 classes over the semester, I will take 4 points off your final grade. This can add up very quickly.

I reserve the right to determine whether absences may be excused. Do not assume that emailing to let me know you will be absent means your absence doesn't count toward the allowed four!

On "working days", you may leave when you have completed all specified SIMnet assignments for that class day. Please note that SIMnet tracks the date and time that you complete an assignment: if you leave early without having completed the assignment, I will count that as an absence.

Late Assignments:

You are responsible for all assignments whether or not you attend class on the due date. If you must submit assignment after the assigned due date, let me know in advance and explain clearly why the assignment will be turned in late. I will accept assignments without penalty only with a valid reason.

All assignments are due by 11 p.m. on the date posted in Moodle unless otherwise specified.

Late assignments will be penalized, typically at the following rates:

- Up to 24 hours late: -5%
- 2-4 days late: -10%
- 5-7 days late: -15%
- 8-10 days late: -20%
- 11 or more days late: -25%

After a section (i.e., Concepts and File Management, Word, Excel, or PowerPoint) has ended, no late assignments from that section will be accepted.

Academic Dishonesty:

It is expected that you will use all of the resources available to you as you become proficient in the course objectives, however items you submit for evaluation **must represent your own work**. You may request help from other people when completing assignments, but you must be able to reproduce any problem that required assistance without any help. Departure from these guidelines will be considered cheating, and you may receive a 0 grade on the assignment, or for the course: all consequences will be determined at my discretion.

This course follows the Thomas College policy on academic dishonesty, which can be found in the catalogue and student handbook.

Cell Phones and Electronic Devices Policy:

While computers are a necessary part of this class, the use of cell phones and other electronic devices during class is disruptive. Put these devices away before class begins. If I see you using your phone or tablet during class, I will consider you absent. If I see you using it during an exam, you'll get a 0 on the exam.

Schedule

This syllabus is a preliminary outline of the CS 115 course structure, and changes may be made throughout the semester as needed. Check Moodle for assignments until the third week of class. After that, all assignments will be in SIMnet.

Assignment	Location	Start Date	End Date
Email Assignment	Moodle	8/29/2018	8/30/2018
Email and Netiquette Quiz	Moodle	8/31/2018	9/1/2018
Evaluating Websites Response	Moodle	9/5/2018	9/5/2018
Digital Literacy Quiz	Moodle	9/7/2018	9/7/2018
File Management Basics	SIMnet	9/10/2018	9/11/2018
Using Outlook	SIMnet	9/10/2018	9/12/2018
Navigating Office	SIMnet	9/14/2018	9/16/2018
File Management in Windows	SIMnet	9/14/2018	9/17/2018
OneDrive	SIMnet	9/17/2018	9/18/2018
Office 2016 Overview	SIMnet	9/19/2018	9/21/2018
Word - Formatting Documents	SIMnet	9/21/2018	9/24/2018
Word 2016 In Practice - Ch 2 Guided Project 2-1	SIMnet	9/22/2018	9/26/2018
Getting Started with Microsoft Word	SIMnet	9/24/2018	9/25/2018
Getting Started With Word	SIMnet	9/25/2018	9/26/2018
Word: Collaborating and Reports	SIMnet	9/26/2018	9/27/2018
Word -- Formatting Documents	SIMnet	9/28/2018	9/29/2018
Word: Collaborating and Reports	SIMnet	9/28/2018	9/30/2018
Word 2016 In Practice - Ch 3 Guided Project 3-1	SIMnet	9/28/2018	10/2/2018
Word: Tables and Columns	SIMnet	10/1/2018	10/2/2018
Word: Tables & Columns	SIMnet	10/2/2018	10/3/2018
Working With Graphics in Word	SIMnet	10/3/2018	10/4/2018
Microsoft Word Practice Exam	SIMnet	10/4/2018	10/5/2018
Microsoft Word Exam	SIMnet	10/5/2018	10/5/2018
Excel: Getting Started	SIMnet	10/8/2018	10/9/2018
Excel: Getting Started	SIMnet	10/10/2018	10/12/2018
Excel: Getting Started (2)	SIMnet	10/10/2018	10/11/2018
Excel 2016 In Practice - Ch 1 Guided Project 1-3	SIMnet	10/12/2018	10/14/2018
Excel: Formulas and Functions	SIMnet	10/15/2018	10/16/2018
Excel: Complex Functions	SIMnet	10/17/2018	10/18/2018
Formulas and Functions in Excel	SIMnet	10/19/2018	10/21/2018
Excel 2016 In Practice - Ch 2 Guided Project 2-3	SIMnet	10/19/2018	10/23/2018
Excel Chapter 3- Charts	SIMnet	10/22/2018	10/23/2018
Excel: Creating Charts (2)	SIMnet	10/24/2018	10/25/2018
Excel: Creating and Editing Charts	SIMnet	10/26/2018	10/28/2018
Excel 2016 In Practice - Ch 3 Guided Project 3-3	SIMnet	10/26/2018	10/30/2018
Excel: Working With Data	SIMnet	10/31/2018	11/2/2018
Working With Data in Excel	SIMnet	10/31/2018	11/1/2018
Microsoft Excel Practice Exam (not included in gradebook)	SIMnet	11/4/2018	11/5/2018
Microsoft Excel Exam	SIMnet	11/5/2018	11/5/2018
PowerPoint - Getting Started	SIMnet	11/9/2018	11/10/2018
PowerPoint: Getting Started	SIMnet	11/12/2018	11/13/2018
PowerPoint 2016 In Practice - Ch 1 Independent Project 1-6	SIMnet	11/14/2018	11/16/2018

PowerPoint-- Graphics	SIMnet	11/16/2018	11/17/2018
PowerPoint: Working With Graphics	SIMnet	11/17/2018	11/19/2018
PowerPoint 2016 In Practice - Ch 2 Guided Project 2-3	SIMnet	11/17/2018	11/25/2018
PowerPoint: Giving Presentations	SIMnet	11/26/2018	11/27/2018
PowerPoint: Giving Presentations	SIMnet	11/28/2018	11/29/2018
PowerPoint 2016 Capstone - Level 3 Creating a Company's Presentation	SIMnet	11/30/2018	12/2/2018
PowerPoint Practice Exam (not included in gradebook)	SIMnet	12/2/2018	12/3/2018
Microsoft PowerPoint Exam	SIMnet	12/3/2018	12/3/2018
Practice Exam--Final Fall 2018 (not included in gradebook)	SIMnet	12/5/2018	12/5/2018
Final Exam Fall 2018	SIMnet	12/10/2018	12/10/2018



Department of Arts and Sciences

COURSE NUMBER:	CS115: Sections C & D & F Fall 2018	CREDIT HOURS:	3
COURSE TITLE:	CS115 Intro to Computer Applications	CLOCK HOURS:	45
MEETING DAYS & ROOMS:	Section C: M/W/F 10 – 10:50 a.m. (Room AD-225) Section D: M/W/F 11 – 11:50 a.m. (Room AD-225) Section F: M/W/F 1 – 1:50 p.m. (Room AD-225)		
INSTRUCTOR:	Kim Kennedy	OFFICE HOURS:	M/W/F 9:00-9:50 a.m. (or by appointment)
OFFICE:	AD227	EMAIL:	kennedyk@thomas.edu

COURSE

DESCRIPTION: This course introduces the student to a suite of software tools critical to academic and workplace success (word processing, spreadsheets, E-mail, Internet tools, presentation graphics, and databases).

REQUIRED COURSE

MATERIALS: SIMnet for Office 2016; Nordell SIMbook, “Microsoft Office 2016, In Practice”, Edition 1 © 2017
Authors: Triad Interactive, Inc./McGraw-Hill; ISBN: 9781259763038.

Purchase Options:

- SimNet online--<https://thomas.simnetonline.com/sp/> (option at bottom of webpage: ‘No I need to buy a license’ / SIMnet - In Practice – Office 2016)
- Thomas College--online bookstore
- Amazon

COURSE

OBJECTIVES: Upon completion of this course, the student will be able to: Use the Moodle online system • Organize and manage files for ease of access • Perform Internet searches efficiently • Send professional, appropriate email messages • Create, edit, proof, and print documents • Create, edit, and print spreadsheets • Perform basic mathematical operations in a spreadsheet environment • Enhance the appearance of spreadsheets using add-in charts • Understand and develop a basic relational database system • Create a computerized presentation • Integrate all software programs together.

COURSE

ACTIVITIES: Course activities will include readings, lectures, classroom & online activities, hands-on assignments, and assessments.

GRADING: SimNet Trainings & Paths 15%
 Assignments 15%
 Capstone/Integration/Mastery Projects..... 15%
 Assessments (4 @ 5% each) 40%
Optional ~Final Exam (Comprehensive) 15%*

GRADING
SCALE:

A	95 – 100	C	73 – 76
A-	90 – 94	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
C+	77 – 79	F	Below 60

COURSE

DROP DATE: The last date to drop a course with the Registrar is **Monday, October 29**. All students registered in the course after that date will receive a grade as earned for the course.

ATTENDANCE/
ASSIGNMENT &

TEST POLICIES: Students are expected to attend ALL class sessions. If it is necessary to miss a scheduled class, the student should notify the instructor of his/her absence *in advance* via email or in person. It will also be the *student's responsibility* to obtain the missed information covered in class.

A student who misses three consecutive live classes OR more than four classes without notifying the instructor may be dismissed automatically from the course.

The attendance of an online student is gaged by his/her participation and completion of required coursework. The instructor may dismiss an online student automatically from the course if he/she misses two consecutive weeks' worth of coursework

Email will be the main form of communication outside the classroom and should be checked at a minimum every 48 hours except on weekends. These messages along with any other forms of communication (i.e. forum postings) between the instructor and/or classmates are expected to be respectful and collegiate.

If a student anticipates missing an assessment, he/she *may be* allowed to make up the assessment *only* if he/she contacts the instructor and makes arrangements *prior* to the original assessment date--*the make-up must be completed within one week of the original date.*

ASSESSMENT DATES: # 1 ~Wednesday, Sept. 26 (in-class); # 2 ~Friday, Oct. 19 (take-home); # 3 ~Wednesday, Nov. 14 (in-class); # 4 ~Saturday, Nov. 17 (take-home) (subject to change with notice via Moodle)

Assignments are due as indicated on Moodle; being absent from class **DOES NOT** excuse a student from his/her responsibility of turning in assignments on time. All assignments are due by midnight on the due date posted on Moodle **unless noted otherwise**.

Late work will have the appropriate points deducted—5% for every day late. Assignments for a particular section of the course (i.e. MS Word) **will not** be accepted after midnight the day before the assessment date for that section.

* *Optional* ~Final Exam (Comprehensive) ~Students who have a current grade of A- or above going into the final exam will be given the choice to take the final exam. However, once taken, the earned grade will account for 15% of the final grade for the course.

SUPPORT: Students seeking help with any aspect of the course are encouraged to contact the instructor via email and the tutors. Students seeking accommodations for a disability are encouraged to contact the instructors or to speak with the Vice President for Student Affairs, Lisa Desautels-Poliquin at desautelsl@thomas.edu or 859-1243. Students with disabilities can also find support information at: <https://www.thomas.edu/consumer-info/service-for-students-with-disabilities/> .

PEER MENTOR: All first year students have a Peer Mentor during their first semester/year on campus. Peer Mentors are an excellent resource to help students become successful here at Thomas. Each first year student is expected to meet with his/her Peer Mentor at least once during the semester and is encouraged to meet regularly throughout the entire year. Mentors will contact their students to set up an initial meeting during the first week of classes. Additional tutoring and coaching services can be found at: <https://www.thomas.edu/life-at-thomas/student-services/student-success-center/> .

IN-CLASS

CONDUCT: Class time is provided to deepen the student's understanding of the course material. Students using personal electronics such as cell phones and surfing the Web and visiting social media sites and/or playing games or using other similar diversions are disruptive to the rest of the class and disrespectful. Cell phones are to be turned OFF or set to SILENT mode and put away as not to be disruptive to the rest of the class. No electronic devices are to be used while taking any type of quiz or assessment (unless noted by the instructor and specific to the assessment). Violations to any of the aforementioned in-class conduct policies may result in a 0 or dismissal from the course.

E-PORTFOLIO: E-portfolios allow students an opportunity to store work they feel demonstrates their proficiency in the four Thomas College Core Competencies of Communication, Leadership and Service, Analytical Reasoning and Community & Interpersonal Relations. Materials can come from class projects, extra-curricular and work experiences. Because it's an electronic format a variety of file types can be stored in

the portfolios. From documents and spreadsheets to music and photographs - the portfolio accommodates them all.

Course Note: The Excel “Dream” assignment as well as the brochure created for the Word assessment provides students with an opportunity to practice and apply relevant online research and information literacy skills as well as by producing a PowerPoint presentation. These pieces of work should be considered for inclusion in a student’s E-portfolio as demonstrating his/her communication and analytical reasoning skills.

ACADEMIC
HONESTY
POLICY:

It is expected that you will make use of any resources available to you as you become proficient in the course objectives. This includes, but is not limited to, obtaining help from reference materials, other members of the class, and tutoring through the Learning Center. However, items you submit for evaluation **must** represent your own work (unless noted “group work”). It is permissible to obtain help from other persons when completing assignments, but you should make sure that you are able to reproduce any problem that required assistance **without** any help. Any departure from these guidelines will be considered cheating and dealt with according to the procedures outlined in the Student Handbook. Possible consequences range from receiving a “0” on the assignment to receiving a “0” for the entire course; however, all consequences will be determined at the instructor’s discretion. (Please refer to the “Academic Honesty” section of your Student Handbook for further information or at <https://thomasstorage1.blob.core.windows.net/wp-media/2017/10/2017-2018-Student-Handbook.pdf>.)

Last Updated: August 2018