Instructor: Norman DesRosiers, E-Mail: ndesrosiers@daltonstate.edu, Room: 218-A Sequoya
Phone: (706) 272-4553  Web Page: https://dscweb.daltonstate.edu/faculty-staff/ndesrosiers/index.html

What is this course? There are three courses taught on campus that could be called “Introduction to Computers”, they are all very similar. Business majors should enroll in MGIS 2201, “Fundamentals of Computer Applications”. Non-Business majors intending to transfer to a four-year program after two years here should enroll in CMPS 1130, “Introduction to Computer Science”. Otherwise you are enrolled in the correct course.

Text: Note: We will use the web-site on my web page for daily lessons.

Student Learning Outcomes: To help you gain an appreciation of (a) what computers can and cannot do, (b) what the basic elements of a computer system are and how they work, (c) some of the benefits and dangers in the use of computers, and (d) how to use some of the more important software programs (e.g., word processor, electronic spreadsheets, database systems and create presentations). You are not expected to have had any experience with a computer.

Student Responsibility: The student is responsible for checking the daily activities as listed in this hand out under “Class Activities”. There you will find what we will be doing each day of class.

Academic Integrity: Every student is expected and required to do his or her own work in this course and all other courses at DSC. Any instances of cheating or knowingly assisting someone else in cheating will result in a minimum penalty of dismissal from the course with a grade of F.

Classroom/Lab Behavior: To create and preserve a classroom/lab-assignment atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and nondestructive forum. Students are expected to conduct themselves at all times in the lab or classroom in a manner that does not disrupt teaching or learning.

Course Schedule and Assignments: The schedule shows the topic we’ll cover and when, the assignments are due and the test dates. Be sure to determine what you need to be doing for each class.

Because I want everyone to do as well as they can, I would like you to follow these guidelines: For the first four tests we will have a review on the class before each test, so that you can ask questions about what you don’t understand during the review. The Final Exam will be a project that must be saved to a USB device; the project is noted in the syllabus. You should do your best to follow these instruction and turn in the final exam project presentation no later than on the scheduled final day in the syllabus.

Tests: There will be five tests. For the most part, each will be on only the material covered since the previous test; the fifth test, which will be the last, will be due at finals time. There will be no comprehensive final. However, I reserve the right to include material from a previous test if I feel that the class did not perform well in a particular area and needs to be re-tested. Each test will count 15% toward your final grade.

Each student will be allowed only one makeup test per semester; all other missed test will count as zeros. If class time is not available for a makeup, the student will be responsible for making an appointment with the Testing Center to schedule a time to take the test there. The Test Center is located in LIA103 – 706.272.2606. The Testing Center will then notify me of your scheduled test appointment date and time.
Classes: The classes will consist primarily of an on-line video and hands on work. I want to encourage you to ask questions.

Attendance Policies: Class attendance and work ethics will be worth 10% of your course grade. Clearly, if you’re not in class you won’t be able to get much out of it. Please be attentive and do your best to participate in class. On the other hand, sleeping, doing homework, carrying on extended conversations with someone else, playing games on the computer, etc., is the same as not being there and will earn you an absence. If you ask how many absences I’ve recorded for you and it’s more than you expected, you will know why. Each absence is -7.14 points from 100 points which will make up 10% of the grade.

If you have eight absences, I reserve the right to give you a grade of F for the course. Please do not regard this as a license for eight absences. Recognize that if you run up several absences and then get sick, you could easily exceed a total of eight. It is your responsibility to keep me informed of the reason for any absences.

Labs: There will be a lab activities every class meeting. We will be to work through the assignments from each Microsoft video viewed. You will also have an assignment to complete for each Office suite covered in this course. While we will have class time reserved for lab activities, you may very well have to spend time outside lab periods to complete these assignments. Please be prepared to do so.

Some students ask if they need a computer at home to do the labs. The answer is that it would be nice but it is not necessary. If you already own a computer, you would have to buy the same software as we use in class; Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and perhaps Windows 7. If you wish to purchase this software please consult my webpage for special student deals from Microsoft.

Computers are available at (Library “Derrell C. Roberts” building) hours of operations information, is located on http://www.daltonstate.edu (Select: Library/About Roberts Library/Hours and Calendar/ Display Calendar) Closed on Friday & Saturday.
Monday – Thursday 7:30am–8:00pm / Sunday 1:00pm – 7:00pm.

You will need to purchase a USB flash/thumb drive for the labs and the five tests. They will be used to save the data you create while using the application programs. The USB flash/thumb drive can be purchased at the bookstore, any computer store, or a general retailer such as Office Depot, Kmart or WalMart.

When you do the assignments, you will follow the instructions provided. Save all your labs and assignment on your USB drive. If we need to print out an assignment, label it as indicated here:

Example: John Doe
CAPS 1101 (20450) M 9:25 – 11:10am
Assignment #
Date: 01/xx/2016 (The date the assignment is due)

If you don’t turn in an assignment, you will lose five points off your final grade. If you don’t turn in any assignments you will lose 15 points off the final grade. To allay your anxieties a little, I don’t insist that you do all of the work entirely on your own. If you can get help from someone else (including me), there’s no problem as long as it is your work and not the other persons work.
**Academic Dishonesty:** Cheating and plagiarism are a part of the Dalton State Code of Student Conduct, which can be found in its most updated form at: https://www.daltonstate.edu/campus_life/student-conduct-about.cms. ANY assistance provided or given in any way toward work in a class constitutes cheating, unless such behavior is authorized by your instructor. Additionally, any use of the ideas or words of others should be noted, or this will constitute plagiarism. For more details on what Dalton State considers to be Academic Dishonesty, please review the Code of Student Conduct. Instructors will assign grades based on classroom performance. Additional sanctions may be provided as a learning experience from the Student Conduct process.

**Grades:** Again, your course grade will be based on the **five tests** (15% each) = 75%, class **attendance** (10%), and **3 assignments** (5% each) = (15%). The letter grade will be based on the following:

- **A** = average of 90 – 100
- **B** = average of 80 – 89
- **C** = average of 70 – 79
- **D** = average of 60 - 69
- **F** = average below 60

Occasionally someone asks if they can do extra work to bring up their average. My answer is **no**, I feel this puts all the other students who have done their work at an unfair disadvantage, since their grades is based only on the assigned work with no extra points. The best thing for everyone is to work hard on studying for the test by following my suggestions above and to do a thorough job on the lab work.

**Inclement Weather/College Closure Emergency Instructional Plan:** If the college is closed for inclement weather or other conditions, please refer to this courses “**First day Handout**” which includes a calendar of “**Activity/Topic and Assignment**” that are to be covered in each of our class session. You will be responsible for covering both class readings and assignment activities for each class meeting that is cancelled. If you need a copy of the “**First day Handout**” go to my web page: https://dscweb.daltonstate.edu/faculty-staff/ndesrosiers/index.html for a copy of each course syllabus I am teaching. If you have any questions you may e-mail me at ndesrosiers@daltonstate.edu, I will be monitoring my e-mail during this time if it is available. Mandatory make-up days may be required if the total number of days lost exceeds the equivalent of one week of class time.

**Children at School:** Child care facilities are not available on campus. The institution is not responsible for children; children should not be left unsupervised on campus. Children are not permitted to accompany students to classes, laboratories, seminars, etc.

**Withdrawal from the course:** The last day to drop this class without penalty is **Thursday, March 17, 2016**. You will be assigned a grade of **W**. After this date, withdrawal without penalty is permitted only in cases of extreme hardship as determined by the Vice President for Academic Affairs; otherwise a grade of **WF** will be issued. The proper form for withdrawal from all classes at the college after the official drop/add period but before the published withdrawal date is the **Schedule Adjustment Form**. All students must meet with a staff member or advisor at the Office of Academic Resources in the Pope Student Center to initiate the withdrawal process. After meeting with the staff member, students will then finalize the withdrawal process in the Financial Aid Office. Students who fail to complete the official drop/withdrawal procedure will receive the grade of **F**. **Withdrawal from class is a student responsibility.** The grade of **W** counts as hours attempted for the purposes of financial aid.

**Complete Withdrawal:**
“The proper form for withdrawing from all classes at the college after the official drop/add period but before the published withdrawal date is the **Schedule Adjustment Form**. All students must meet with a staff member at the Office of Academic Resources in the Pope Student Center to initiate the withdrawal process. After meeting with the staff member, students will then finalize the withdrawal process in the Enrollment Services Office.”
Access Statement for Students with Disabilities: Students with disabilities or special needs are encouraged to contact Disability Support Services. In order to make an appointment or to obtain information on the process for qualifying for accommodations, the student should visit the Disability Support Services Library Guide http://libguides.daltonstate.edu/Disability or contact the Coordinator of Disability Support Services.

Contact information:
Andrea Roberson, Coordinator
Pope Student Center, lower level
706/272-2524
aroberson@daltonstate.edu

Sex Discrimination, Harassment, & Assault: (Title IX)
Sexual harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of interfering with, denying or limiting someone’s ability to participate in or benefit from the college’s educational program and/or activities, and is based on power differential (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual misconduct is a form of sexual harassment prohibited by Title IX. Sexual misconduct refers to “physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.” Sexual misconduct includes dating violence, domestic violence, rape, sexual assault, sexual battery, stalking, and sexual coercion.

Reporting Options:
1. Call 911 if you are in an emergency situation
2. Dalton State Public Safety: (this report is not confidential)
   Health Professions Building - Upper Level-706-272-4461
   RequestedDynamicFormTemplate=3fe5724c-a8bd-4a31-9c25-1a3d35110a51
4. If you would like to report to Dalton State Administration: (this report is not confidential)
   Report Title IX complaint online - http://daltonstate.edu/campus_life/student-conduct-about.cms
5. Report Student – on - Student Title IX complaint in person:
   Brittnie Lee, Office of Student Life
   Coordinator for Student Responsibility & Service/ Deputy Title IX Coordinator - Pope 113
   balee@daltonstate.edu 706-272-2999
6. Report Title IX complaint involving Faculty or Staff in person:
   Faith Miller, Human Resources
   Director of HumanResource/ Title IX Coordinator Memorial 122
   fmiller@daltonstate.edu 706-272-2034
7. If you would like to talk with someone confidentially:
   Dalton State Counseling & Career Services, Academic Resources
   Lower Pope 706-272-4429
   counseling@daltonstate.edu
   http://libguides.daltonstate.edu/Counseling
Workforce Innovations Opportunities Act:
Questions regarding students receiving financial assistance through the Workforce Innovations Opportunities Act should be directed to 706-295-6840.

CAPS 1101 – Introduction to Computers
Spring 2015

(20450) M 9:25 – 11:10am - Room: Sequoya Hall - 114

Class Activities/Topics and Assignments
Instructor: Norman DesRosiers

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Activity/Topics</th>
<th>Assignments</th>
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<tr>
<td>Jan 11</td>
<td>First day handout. Pre-Test</td>
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<td>18</td>
<td>Holiday – Martin Luther King</td>
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<td>25</td>
<td><a href="https://www.youtube.com/watch?v=FCqkBYu6ERk">https://www.youtube.com/watch?v=FCqkBYu6ERk</a></td>
<td>View YouTube videos for Aug 25/26 and complete</td>
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<td><a href="http://www.top-windows-tutorials.com/windows/7/">http://www.top-windows-tutorials.com/windows/7/</a></td>
<td>Use the link to the Left. Do the Tutorials 1-17</td>
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<td><a href="https://www.youtube.com/watch?v=yYA5DP_zP0">https://www.youtube.com/watch?v=yYA5DP_zP0</a></td>
<td>and use the back arrow at the top of the screen</td>
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<td>to continue to the next video tutorial.</td>
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<td>View this YouTube (36 min) (Test Review Day)</td>
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<td>Feb 1</td>
<td>Test #1</td>
<td>Windows Terminology - 50 match the definition</td>
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<td><a href="https://support.office.microsoft.com/en-us/article/training-courses-for-the-rest-of-the-Office-2013-programs-b8f02f81-ec85-4493-a39b-4c48e6bc4b1b">https://support.office.microsoft.com/en-us/article/training-courses-for-the-rest-of-the-Office-2013-programs-b8f02f81-ec85-4493-a39b-4c48e6bc4b1b</a></td>
<td>Link for - Microsoft Training: Word, Excel,</td>
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<td>Access and PowerPoint for this course.</td>
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<td>8</td>
<td>“Create your first Word 2013 document”</td>
<td>Word - Assignment #1 handout.</td>
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<td>15</td>
<td>“Make the switch to Word 2013”</td>
<td>Class Assignments</td>
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<td>Class review file</td>
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<td>Test #2</td>
<td>Word</td>
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<td>Mar 07-13</td>
<td>Spring Break</td>
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<td>14</td>
<td>“Create your first Excel 2013 workbook”</td>
<td>Excel - Assignment #2 handout.</td>
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<td>(Note: Last Day to Withdraw 17th)</td>
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<td>“Basic math in Excel” and “Create a chart”</td>
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<td>Class review file</td>
<td>(Test Review Day)</td>
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<td>Apr 04</td>
<td>Test #3</td>
<td>Excel</td>
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<td>11</td>
<td>“Design and build tables for a database Part 1”</td>
<td>Assignment #3 handout. (Test Review Day)</td>
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<td>Test #4</td>
<td>Access &amp; PowerPoint Final Project Handout</td>
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<td>25</td>
<td>“Create your first PowerPoint 2013 presentation”</td>
<td>PowerPoint - Class handouts</td>
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<td>PowerPoint - Complete</td>
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<tr>
<td>May 2</td>
<td>Final Exam Presentations</td>
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