This is a SouthArk Master Syllabus. The course syllabus distributed by the instructor may include additional requirements, must be followed by the student in the given term, and is considered to supersede the Master Syllabus.

Course Number
CSCI 1003

Course Title
Computers & Information Processing

Course Description
ACTS Equivalent Course Number = CPSI 1003
Prerequisite: Pass BSTD 0603 with a grade of "C" or higher or make an appropriate score on the placement test.
Learn basic computer concepts and software applications with an emphasis on personal computing. Topics include hardware, software, data processing, the Internet and World Wide Web, and current trends in personal computing. File management, word processing, spreadsheet, database, and presentation applications are introduced.

College Mission
South Arkansas Community College promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

College Wide Student Learner Outcomes
☐Critical Thinking ☐Responsibility ☒Communication

ACTS Course ☒ **Program Course** ☐ Computer Information Technology

ACTS Outcomes
1. Demonstrate knowledge of the fundamentals of computers and computer terminology commonly used with computer hardware and software to accept input, process data, and store data.
2. Demonstrate key file management skills.
3. Use at a basic level word processing, spreadsheet, and database applications. May include presentation software and other applications.
4. Use the Internet to find information.

Program Outcomes
Not Applicable.

Course Learner Outcomes

CLO #	Course Outcomes	Unit Outcomes/ Competencies	ACTS	Program Outcomes	Critical Thinking	Communication	Responsibility	Assessment
CLO 1	Use the Internet to find information.	Unit 1	4					SIMnet Exam Internet Browsers
CLO 2	Demonstrate key file management skills.	Unit 2	2					SIMnet Exam File Mgmt.
CLO 3	Demonstrate knowledge of the fundamentals of computers and computer terminology commonly used with computer hardware and software to accept input, process data, and store data.	Unit 3	1					SIMnet Exam Computer Concepts
CLO 4	Use at a basic level word processing, spreadsheet, and database applications. May include presentation software and other applications.	Unit 4	3			C1		Word, Excel, and PowerPoint in-the-application exam and Access SIMnet exam.

Unit Outcomes/ Competencies/ Objectives
See Table Above

Units
Computer Concepts (CO1):
1. Identify types of computers.
2. Identify internal and external parts of a computer.
3. Identify strategies for buying a computer that fits your needs.
4. Identify uses of the “cloud”.
5. Identify the characteristics of a well-written email.
6. Identify actions on the internet that are ethical and unethical.
7. Identify technology threats, such as phishing and malware.
8. Identify online opportunities, such as selling and shopping online.
9. Identify a strong password.

File Management (CO2):
1. Demonstrate file management techniques, such as moving/copying file, creating folders, and renaming files and folders.
2. Demonstrate changing file properties.
3. Demonstrate searching for files saved to disk.
4. Demonstrate how to share files.
5. Demonstrate how to zip/compress and unzip/uncompress files/folders.

Internet Browsers (CO 4):
1. Use Internet Explorer, Firefox, and Chrome to search and navigate the internet.
2. Set privacy settings.

Windows (CO 1):
1. Identify parts of the desktop.
2. Work with the Start screen.
3. Work with Charms.
4. Work with Apps.
5. Find information about the computer.
6. Work with the taskbar.
7. Log into and out of Windows.
8. Shut down the computer.
9. Use Windows Help.
10. Update Windows.
11. Add a device.

Access 2013 (CO 3):
1. Use the Navigation Pane.
2. Navigate records in a table or form.
3. Create new records.
4. Delete records from a table or form.
5. Preview and print database objects.

Word 2013 (CO 3):
1. Enter, select, and delete text.
2. Use spelling and grammar features.
3. Use Undo and Redo.
4. Find and replace text in a document.
5. Cut, copy, and paste text.
6. Apply fonts and style to text.
7. Use the Format Painter
8. Create bulleted and numbered lists.
9. Change paragraph alignment and indentation.
10. Use themes.
11. Create and edit headers and footers.
12. Create hyperlinks within the document.
13. Print a document.
14. Insert a picture into a document.
15. Insert SmartArt.
16. Create a table in a document.
17. Adjust a table in a document.

Excel 2013 (CO 3):
1. Enter and format text, numbers, and dates in cells.
2. Enter formulas.
3. Enter functions.
4. Change views of the worksheet.
5. Spellcheck a worksheet.
6. Preview and print a worksheet.
7. Cut, copy, and paste data in cells.
8. Insert, delete, and merge cells.
9. Format cells using font attributes.
10. Format cells.

PowerPoint 2013 (CO 3):
1. Use different views.
2. Navigate between slides.
3. Create slides.
4. Change the layout of a slide.
5. Add content to a slide.
6. Change the layout of text.
7. Cut, copy, and paste.
8. Create bulleted or numbered lists.
9. Add an object to a slide.
10. Change themes.
11. Apply slide transitions.
12. Add animations.
13. Delete slides.
14. Check spelling in a presentation.
15. Print slides.

Assessment Description(s)
Objective 1. Computer Concepts SIMnet exam.
Objective 2. File Management SIMnet exam.
Objective 3. Word, Excel, and PowerPoint in-the-application exam and Access SIMnet exam.
Objective 4. Internet Browsers SIMnet exam.

Exams will be a combination of simulated exercises and hands-on exams.

Materials and Technological Requirements

- ☐ *Textbook: A Skill Approach to Office 2013 by Manning ISBN 9780077732424 This provides an etextbook and an access code to the Office simulation program.*
- ☐ *Technology Requirements:*
  - *Internet Access*
  - *Blackboard Learning Management System*
  - *South Arkansas Community College email account and SIMnet license*
  - *You will need a reliable storage device & one folder. Method to backup all your work.*
  - *Microsoft Office 2013 to complete your assignments*

Class Attendance Policy

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of "WE" if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Regular Semester

Courses which meet once a week ..... 2 absences
Courses that meet twice per week ..... 3 absences
Courses that meet four times per week ..... 5 absences

Summer Session

Courses that meet four times per week in a five week session ..... 3 absences
Courses which meet two evenings per week in a 10 week session ..... 3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

<u>Jury Duty/Military/Official School Function</u>

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor.

In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

<u>Medical leave</u>

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
2) Receive appropriate accommodations related to coursework (i.e., excused from labs with potentially harmful chemicals, have a larger desk, etc.)
3) Resume their studies where they left off once they return to classes
4) Be allowed to make up any missed work related to medical leave
5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract.
6) Be given a reasonable time frame in which to complete missed coursework

Academic Integrity Policy
Students enrolled at South Arkansas Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a written report of the incident to the Vice President for Learning
- The Vice President for Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college's Academic Appeals procedure.

Equal Opportunity-Affirmative Action Statement
South Arkansas Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

Library Services
Library Homepage: http://southark.libguides.com/homepage Library Contact: LibraryStaff@southark.edu or 870.864.7115

Procedures to Accommodate Students with Disabilities
If you need reasonable accommodations because of a disability, please report this to the Vice President of Student Services with proper documentation. VPSS Contact: 870.875.7262.

The Early Alert System
In an effort to ensure student retention and success, South Arkansas Community College employs an Early Alert System to identify and support at-risk students as soon as possible in a given semester. The intent of Early Alert is to provide this assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans. Students referred through the Early Alert System will be required to work on a corrective action plan with their student advising coach and to include attendance accountability and mandatory academic tutoring either in the academic division or in the Testing and Learning Center (TLC). Once the Student Advising Coach has met with the referred student, and again when the student has met the prescribed corrective actions, the coach will update the Early Alert System so that the instructor is kept informed of the progress in resolving issues.

Behavioral Review Team
At South Arkansas Community College (SouthArk), we are committed to proactive leadership in student wellbeing and campus safety. By focusing on prevention and early intervention with campus situations that involve any person experiencing distress or engaging in harmful or disruptive behaviors, the BRT will serve as the coordinating hub of existing resources to develop intervention and support strategies and offer case management. Students, faculty, staff, and campus guests are encouraged to report any person on campus who is a concern. BRT Contact: 870.875.7262 BRT@southark.edu

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