Campus Name: Urban Campus  
Course Title: Intro to Computers, Web Enhanced  
Course Number: CSC110  
CRN: 23037

<table>
<thead>
<tr>
<th>Instructor Information</th>
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<tbody>
<tr>
<td>Name</td>
<td>Ben Chadwick</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:bjchadwick@dmacc.edu">bjchadwick@dmacc.edu</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>515.490.7803</td>
</tr>
<tr>
<td>Fax Number</td>
<td>515.986.3155</td>
</tr>
<tr>
<td>Office Location</td>
<td>Ankeny Campus by appointment only; Bld. 8</td>
</tr>
<tr>
<td>Office Hours</td>
<td>MWF 5:00pm – 7:00pm</td>
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Instructor Introduction
Hello, my name is Ben Chadwick and I will be your Professor for this course. I have been an Adjunct Professor with DMACC for one semester, where I have taught CIS720 Help Desk Operations. I am currently on my seventh year of teaching secondary education for the Dallas Center – Grimes Community School District. Prior to teaching I was a Tactical Network Specialist in the United States Marine Corps and was honorably discharged as a Sergeant.

Recent celebrations include my new baby boy Alex, passing my National Board Teaching Certification, completing my Masters in Education, being awarded Educator of the Year from the community I both teach and live in, and receiving a Prometheus Award for Innovation in Teaching (my students take on awesome challenges!).

Please feel free to contact me if you need assistance either by email or by phone, see contact information above. I periodically throughout the day check for emails, in the event you need something right away, feel free to call me, if I am not available to take your call, leave a message and I will call you as soon as I am able.

Instructor Web Page Address | [http://www.tinyurl.com/dmaccchadwick](http://www.tinyurl.com/dmaccchadwick) |
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Blackboard | [https://secure.dmacc.edu/myonlinelearning/login.aspx](https://secure.dmacc.edu/myonlinelearning/login.aspx) |

Course Information
| Semester & Year | Spring 2015 |
| Date Syllabus Created and/or Revised | January, 2015 |
| Days & Time & Location | Thursday, 05:30PM - 09:30PM  
Urban Campus-Bldg. 1, Room 234 |
|------------------------|--------------------------------|
| Course Description & Credits | Presents concepts of computers and the effect that computers are having and will continue to have in the future. Incorporates theory as well as hands-on practice. Includes an introduction to Windows, Word, Excel, Access and the internet. The course focuses on Spreadsheets & Databases and how they are used in Business.  
Note: THIS IS A COLLEGE LEVEL COURSE, it awards 3 college credits. Students needing basic Computer instruction should enroll in CSC105 Computer Essentials before taking CSC110 |
| Prerequisites | None |
| Course Overview | This course presents the basic concepts of computers and the effect that computers are having and will continue to have in the future. The course incorporates theory as well as hands-on practice. The course focuses on using Microsoft Excel spreadsheets and Microsoft Access databases to input, store, process manipulate, query, and analyze data for business and industrial applications. |
| Study Tips | To do well in this class, you must do your homework regularly. Study the assigned readings, which will help you follow the content of the lecture slides. Review your lecture slide notes. Ask questions. Students are expected to devote three hours of study time for each credit hour. This is a fast paced, hands-on course. It is realistic to expect to spend at least 2 - 8 hours per week studying for this class outside of time as a class. It is your responsibility to obtain assignment information when unit or modules are open. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help (tutoring or email questions to instructor,) as soon as possible if they feel that they are getting behind on the course material. |
| How the Course Fits into the Curriculum | This course is a required course in the Management Information Systems degree. |
| Textbooks & Materials | **Required Textbooks & ISBN**  
Bundle ISBN: 9781305433502  
Shelly/Cashman Office 2013 Introductory  
Shelly/Cashman Discovering Computers 2014  
SAM Assessment, Training & Projects which includes both the Discovering Computers 2014 AND the Shelly/Cashman Office 2013 MindTap Readers  
**Required Materials** | NA |
<table>
<thead>
<tr>
<th>Optional or Recommended Books/Materials</th>
<th>USB or travel drive, to store assignments on.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Applications</td>
<td>Windows 8 and Microsoft Office 2013</td>
</tr>
<tr>
<td>Software Notice</td>
<td>“All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College.”</td>
</tr>
</tbody>
</table>

| Course Policies                        | |
|----------------------------------------| |
| Attendance                             | Absence or failure to log on to Blackboard should be in the case of emergency only. Please contact me if you know in advance that you are going to be gone. It is the responsibility of the student to contact fellow students regarding missed lecture slide notes or assignments and to obtain handouts etc. from Blackboard when they are available. Participation in class activities and discussion is important to the learning process, failure to attend or log on to Blackboard may result in loss of points awarded for participation. |
| Grading Criteria                       | A = 93-100%, A- = 90-92%, B+ = 87-89%, B = 83-86%, B- = 80-82%, C+ 77-79%, C = 73-76%, C- = 70-72%, D+ = 67-69%, D = 63-66%, D- = 60-62, F = 0-59% |
| Classroom Conduct                      | [https://go.dmacc.edu/handbook](https://go.dmacc.edu/handbook) |
| Missed Exams, Quizzes and Discussions  | No makeup Exams, quizzes or discussions will be given, except in cases of extreme circumstances to be determined by the instructor. A zero score will be awarded for missed exams, quizzes or discussions. |
| Late Assignments                       | Each assignment will have a due date. Late assignments will not be excepted unless prior arrangements have been made. |
| Extra Credit                           | No extra credit for late assignments, extra credit awarded at the discretion of the instructor. |
### Study Expectations

- Our syllabus serves as a handbook, guide and agreement to be followed.
- Your classmates are colleagues and should be treated with respect.
- Homework, assignments, projects and tests require a professional appearance and presentation.
- Deadlines are important and should be adhered to. There are consequences for not meeting timelines.
- Your progress, gained knowledge and report card become your pay back or rewards.
- You will perform a level of work that is to the best of YOUR ability.
- You will accept responsibility for your choices, behaviors, and successes.
- Poor planning on your part does NOT justify an emergency on my part.
- We will treat each other with respect.
- Each of us will actively participate in the learning process. We will not be disruptive to the process of other student's learning.
- **You will notify me and/or ask for help if/when you feel yourself struggling in this course.**
- You will handle your emotions (including anger, frustration, fear, etc...) in an appropriate and mature manner. The rest of the class does not need to be subjected to inappropriate expressions of emotions, insults, threats, or verbal abuse.

### Weather Policy

Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. Notification of Campus/College closures will be sent out through the DMACC RAVE Alert System, posted to the DMACC webpage at [www.dmacc.edu](http://www.dmacc.edu), and where possible sent to the local media.

### Class Cancellation Procedure

It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class.
| **Technical Problems** | Students having technical problems with course software or Blackboard must first contact the DMACC Help Desk 515-965-7300 or 1-800-362-2127 ext. 7300  
[https://go.dmacc.edu/helpdesk/pages/welcome.aspx](https://go.dmacc.edu/helpdesk/pages/welcome.aspx)  
Contacting the help desk creates a log of the technical issue. Failure to contact the Help Desk may result in a score of zero on assignments, quizzes or exams. After contacting the Help Desk students should email the instructor to inform them of the technical issue, the Help Desk Log file can then be verified by the instructor if needed. |
| **Academic Dishonesty/Plagiarism** | It is important for you to be familiar with and follow DMACC’s Academic Misconduct policy. Students are encouraged to review DMACC’s Academic Misconduct Policy on-line at [https://go.dmacc.edu/handbook/polprocedures/pages/academic misconduct.aspx](https://go.dmacc.edu/handbook/polprocedures/pages/academic misconduct.aspx) or in the DMACC Student Handbook.  
In the event you have been found in violation of this policy it may lead to a failing grade for the assignment and/or the class. |
| **DMACC Information** |  |
| Add/Drop Dates | [https://go.dmacc.edu/registration/pages/add_drop.aspx](https://go.dmacc.edu/registration/pages/add_drop.aspx) |
| Refund Policy | [https://go.dmacc.edu/registration/Pages/refund.aspx](https://go.dmacc.edu/registration/Pages/refund.aspx) |
| **Support Services** |  |
| Services for Students with Disabilities | [https://go.dmacc.edu/student_services/disabilities](https://go.dmacc.edu/student_services/disabilities)  
Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services. |
**Course Syllabus**

**DISCLAIMER:** "This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me."

**NONDISCRIMINATION POLICY:** Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean's office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at [https://go.dmacc.edu/student_services/int](https://go.dmacc.edu/student_services/int). Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer**, Human Resources, Bldg. 1 on the Ankeny Campus, or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at [http://www.dmacc.edu/hr/hrpp.asp](http://www.dmacc.edu/hr/hrpp.asp)

**Accommodations:** The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

**Syllabus Addendum**

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc.), go to [https://go.dmacc.edu/handbook](https://go.dmacc.edu/handbook) and click "Syllabus Addendum" in the left navigation.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.
<table>
<thead>
<tr>
<th>Week &amp; Date</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| Week 1 1/15/15 | Unit 1  
  - Course Introduction Windows 8 and Microsoft Office Fundamentals  
  - Welcome to SAM! The premier testing and training tool for Microsoft® Office 2013 | 1/21/15  |
| Week 2 1/22/15 | Unit 2  
  - Excel 1 - Introduction to spreadsheets: Formulas, Formatting, Charts, Printing  
  - DC 1 - Discuss Digital Literacy a World of Technology | 1/28/15  |
| Week 3 1/29/15 | Unit 3  
  - Excel 1 - Creating Worksheets & Charts: AutoCalculate, Cell Ranges, worksheets  
  - DC 2 - Discuss Internet Searching, Sharing & Communicating | 2/4/15   |
| Week 4 2/5/15 | Unit 4  
  - Excel 2 - Formulas, Functions and Formatting: Formula Operations, verification, range finder  
  - DC 3 - Discuss Computers and Mobile Devices | 2/11/15  |
| Week 5 2/12/15 | Unit 5  
  - Excel 2 - Projects using Formulas, Functions  
  - DC 4 - Discuss Software at work, school and home | 2/18/15  |
| Week 6 2/19/15 | Unit 6  
  - Excel 3 - Financial Projections & Analysis  
  - DC 5 - Discuss Digital Safety and Security | 2/25/15  |
| Week 7 2/26/15 | Unit 7  
  - Excel 3 - Projects What if Analysis & Goal Seek  
  - DC 6 - Discuss Computer & Mobile Device Hardware | 3/4/15   |
| Week 8 3/5/15 | Unit 8 – Midterm  
  - Excel Charts in Word Documents Project  
  - Exam 1 | 3/11/15  |
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Unit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>3/12/15</td>
<td>Unit 9</td>
<td><strong>Note:</strong> This week’s date is tentative, I have applied for a grant to attend a conference in DC and would leave on 3/11/15.</td>
</tr>
</tbody>
</table>
|      |       |      | - Access 1 - Intro to Databases & Database Objects: Creating, Printing, Importing & Linking from Excel  
|      |       |      | - DC 7 - Discuss Digital Device Input and Output  
| 10   | 3/26/15 | Unit 10 |  
| 11   | 4/2/15 | Unit 11 |    
| 12   | 4/9/15 | Unit 12 |  
| 13   | 4/16/15 | Unit 13 |    
| 14   | 4/23/15 | Unit 14 |    
| 15   | 4/30/15 | Unit 15 |  

**Spring Break: 3/16 – 3/21**

**Unit 10**
- Access 1 - Projects with Databases & Objects: DB Design Primary & Foreign Keys, Redundancy  
- DC 8 - Discuss Digital Storage on Media and in the Cloud

**Unit 11**
- Access 2 - Querying Databases: Sorting, Join Tables, Export to Excel, Restricted Joins, Crosstabs  
- DC 9 - Discuss Operating Systems Resources

**Unit 12**
- Access 2 - Projects with Database Queries  
- DC 10 - Discuss Communication & Networks

**Unit 13**
- Access 3 - Maintaining a Database: Structure, Filtering, Validation, Datasheets  
- DC 11 - Discuss Information and Data Management

**Unit 14**
- Access Database Capstone Project  
- DC 12 - Discuss Information System & Program Development

**Unit 15**
- Access & Excel data used in PowerPoint Presentational  
- Exam 2

Exam 2: 3/25/15

Week 10: 3/26/15

Week 11: 4/2/15

Week 12: 4/9/15

Week 13: 4/16/15

Week 14: 4/23/15

Week 15: 4/30/15