**COURSE TITLE:** Introduction to Computers

**COURSE NUMBER:** CSC110

**SECTION NUMBERS & CRNS:** 23005, 23050, 23051, and 22001

**PROFESSOR INFORMATION**

**NAME:** David L. Greimann

**EMAIL ADDRESS:** dlgreimann@dmacc.edu

**PHONE NUMBER:** 515-289-4553

**OFFICE HOURS/APPOINTMENTS:** By appointment.

**YOUR PROFESSOR:** I have a Bachelor of Science in Psychology with a minor in Math from the UNI in Cedar Falls, IA. I have a Master of Science in Human Resources from Drake University. I worked on my Ph.D. at Drake University. I was a Professor at Drake for 3 years before teaching at Grandview University. I have taught a wide range of IT classes at DMACC since 1998. I enjoy music and travelling. I have visited nearly every country in Europe and speak German. I was a translator for the 1972 Olympics in Munich. My favorite cities are Vienna, Austria, Victoria, British Columbia, and Decorah, IA.

I teach from my home office. I would appreciate it if you would contact me via e-mail as a first resort. Generally speaking, you can expect a response within 24 hours on weekdays during the Fall and Spring semesters. You will probably get a faster response from me via e-mail than by phone. If you need to call me, please call between 10:00 am and 12:00 am Monday through Thursday.

**PROFESSOR WEB PAGE ADDRESS:**
https://mysite.dmacc.edu/personal/dlgreimann/cis

**BLACKBOARD (BB) ADDRESS:**
https://secure.dmacc.edu/myonlinelearning/login.aspx

**COURSE INFORMATION**

**SEMESTER/YEAR:** Spring 2015

**DATE SYLLABUS CREATED AND/OR REVISED:** December 08, 2014

**COURSE DESCRIPTION & CREDITS:** http://www.dmacc.edu/courses/crsrod.asp

**COURSE COMPETENCIES:** https://go.dmacc.edu/competencies
TEXTBOOKS & MATERIALS

REQUIRED TEXTBOOKS & ISBN:
- *MS Office 2013: Introductory*. Softcover printed textbook; digital version available in SAM. This book is used for all MS Word, Excel, Access and PowerPoint assignments. Includes MindTap Reader in SAM.
- Required Textbook Bundle ISBN: 9781305182424

REQUIRED MATERIALS:
- SAM 2013 Printed Access Card. Used to complete assignments, projects, and read *Office 2013* and *DC* textbook in SAM 2013.

REQUIRED OPERATING SYSTEM: Windows 7 or 8

REQUIRED SOFTWARE APPLICATIONS: Microsoft Office 365

Software notice: “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.”

Students are required to monitor their DMACC e-mail address to ensure they receive important class messages, notices and class-related announcements.

SAM 2013

SAM 2013 (or SAM) is a website provided by the textbook publisher. The programs on the SAM website train and test you about Office 2013, and grade your Office 2013 Projects. Over 50% of your class assignments and exams are submitted and graded by SAM.

Your *Office 2013* and *DC* textbook can be read in SAM using the MindTap Reader. Students have training and exams due in SAM beginning Unit 1, so it is very important that each student follows the steps below to setup their SAM User Name and Password.

You must have the latest Adobe Flash Player installed to see your assignments in SAM, and also have pop-up windows enabled for the SAM website.

Use of the Mozilla Firefox Browser is highly recommended when using SAM.

SAM REGISTRATION

1. To setup your SAM account, go to [http://sam.cengage.com/Login](http://sam.cengage.com/Login), and click on “New User”. You will use this link in the future to return to SAM and enter the same username/password created in the steps below to Log In.
2. **Enter DMACC’s Institution Key** (T2037084) and click **Submit**. It will ask you to confirm that you have the correct iKey. Click **Ok**.

3. **Enter your 18-digit SAM Access Code** (or Key Code). It’s located on the inside flap of the SAM 2013 package card you purchased with your book bundle. It can also be downloaded from cengagebrain.com. Then click **Save**.

4. When the MY PROFILE page displays, **create your profile** and click **Save**. You can change your profile information by clicking on the Revise button and modify the information as necessary and clicking **Save** again. Your DMACC e-mail address should be used as your log in ID to SAM.

5. Review the Terms & Conditions and click “**I Agree**”

6. In the middle of the SAM homepage, click on **“Sections”**

7. Click on **Join a Section** and use the dropdown box to filter the sections by the professor. Carefully, select the section you have registered for by clicking on the **Join Section icon** to the far right of the section name. You must be enrolled in a SAM class to see your assignments.

   For the Spring 2015 class, students should join section

   **CSC110 – Greimann – 23005 – SP2015**
8. Go to Activities where you can access your assignments from the Activity List.

For help with SAM, always call Cengage Brain Technical Support at 800-354-9706 or www.cengage.com/support. Cengage Staff are available on a 24/7 basis to help you with your SAM problems. Students should not contact the Class Professor for their problems with SAM.

Students should never submit their SAM assignments to their professor as e-mail attachments unless requested. DMACC firewalls will routinely block transmission of these attachments.

**COURSE POLICIES**

**Attendance/Participation:** You are expected to commit to regular study time and communication time online with the class and with the Professor, just as you would with any traditional college course. You are expected to log into the course at least three days per week. There is no specific time you are required to log in, and you may enter the course at any time. If you are too busy to "attend" class online three times per week, you are too busy to take this class.

I will keep track of online attendance weekly. Failure to "show up" for the weekly work three or more weeks (whether or not they are consecutive weeks) will result in a failing final course grade. If you decide that you do not want to complete this class, please officially drop the class. I don't have the authority to drop you from my roster. When grades become due at the end of the term, the only option I have is to give you whatever grade you have earned. If you stopped attending, that grade will be an F.

**Grading Criteria:** Your final grade will be calculated by dividing the total number of points you are awarded in the class by the total number of points possible during the semester. The result is a percentage, which will be assigned as a final grade as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90% and above</td>
</tr>
<tr>
<td>B</td>
<td>80% to 89.99%</td>
</tr>
<tr>
<td>C</td>
<td>70% to 79.99%</td>
</tr>
<tr>
<td>D</td>
<td>60% to 69.99%</td>
</tr>
<tr>
<td>F</td>
<td>00% to 59.99%</td>
</tr>
</tbody>
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- There will be no “Incomplete” grades awarded in this course.
- There will be no + or – grades awarded in this class (example A-).
The evaluation of your performance in this class and the associated final grade will be based on the units of work required in this course. Please see the Class Schedule that accompanies this syllabus.

**Important Note:** I use a wide variety of assessment methods in this course including assignments, projects, quizzes, discussions, Web research and written papers. The competencies of this course include not only computer applications but also computer and technology concepts.

**Online Blackboard (BB) Gradebook:** There may be a delay between when you submit an assignment and when your grade is posted in the BB grade book. Normally I will start posting grades in the BB grade book the day after an assignment’s due date in the BB grade book. This allows students to take full advantage of last-minute submissions, and double-submissions. In most cases, you can expect your unit work to be graded and posted to the BB grade book by the due date of the subsequent unit. The BB grade book is the only grade book used in this class. The SAM grade book is not used in this class.

**Written Assignments:** For all written assignment you are expected to use proper grammar, sentence and paragraph composition, spelling, capitalization and punctuation. Two popular writing styles were developed by the American Psychological Association (APA), and the Modern Language Association (MLA). All reports submitted in this class must adhere to either the APA or MLA documentation standards. Details about both of these standards can be found in the DMACC library at [Citation Styles (APA, MLA, etc.)](#). I will deduct points for careless writing because you are college students. I am not an English teacher and I have probably made mistakes in this syllabus and a few assignments. I will not mark all your errors, but will try to note errors in basic grammar, text formatting, the absence of paragraphs, and capitalization.

**Missed Exams:** Missed Exams are not accepted regardless of circumstances. Quizzes and Exams must be received no later than 11:59pm on its due date. You are allowed to use your books and notes when you complete a quiz or exam, but you are not allowed to have other students take the quiz or exam for you. It is not possible to revise your quiz answers once you have submitted the quiz for grading. If you neglect to answer some questions on a quiz - regardless of the reason - (i.e. you forgot some, etc.) you will NOT be allowed to go back and answer those questions once you have submitted your quiz.

**Late Assignments:** Late assignments are not accepted regardless of circumstances. To receive credit for each assignment, it must be received no later than 11:59pm on its due date. Assignments should be submitted to Blackboard or SAM and NOT sent to the Class Professor via e-mail attachments. Access assignments cannot be sent to the professor as e-mail attachments because DMACC’s firewall will block their transmission.
**STUDY TIPS:** To do well in this class, you must do your homework regularly (see class schedule that accompanies this syllabus). Study the assigned readings, which will help you follow the content of the lectures. Review your lecture notes and ask questions. This is a fast-paced, hands-on class. It is realistic to spend at least 6 hours per week studying for this class. If you miss a class, it is your responsibility to obtain any missed materials from a fellow classmate as soon as possible. Then review the missed notes and ask the professor any questions about the missed materials. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts as they become building blocks for concepts introduced later in the course. Students should seek extra help if they feel they are getting behind on course material.

**DISCUSSIONS:** There are numerous threaded discussions in this course. Threaded discussions are similar to a classroom where I will open up a question or topic to the class for student comments. You will have the opportunity to respond to the question or share your ideas about a topic. Your response will be posted much like on a bulletin board so that other students can read your comments and respond. There is not a specific scheduled time that you have to be in the threaded discussion area, because the original question and all the responses will be available there until the deadline placed on the discussion.

Students are expected to participate in the threaded discussions and will be assigned points for participating in them. To receive credit for each threaded discussion, your entry must be posted no later than 11:59pm on the due date. In most cases in this course, not only will you post your comments, but you must reply to other students who have posted their questions or comments. I expect students to use complete sentences and use appropriate tone, language, grammar and spelling.

Be aware that anything you post in the discussions board is considered public and is viewable by classmates and the professor. Please be respectful and considerate when making postings.

It is possible to have more than one threaded discussion in a unit, so students should be attentive to and read through all the discussion entries and then reply as appropriate. Each student is expected to participate in the threaded discussions.

**EXTRA CREDIT:** Students are generally offered 5 to 10 points of extra credit at the end of the semester for completing surveys. Any requests for extra credit assignments or exams will not be accepted.

**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, and where possible sent to local media.

**ACADEMIC DISHONESTY/PLAGIARISM:** It is important that you are aware that engaging in any form of plagiarism is considered academic misconduct by the college and various disciplinary actions may be taken, including expulsion from the college.

Plagiarism is defined as the appropriation of and use of another person's writing and passing it off as the product of one's own efforts. If you copy someone's work and submit it as your own, it is plagiarism. (See DMACC's Student Handbook at Academic Integrity for further information).

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 academic misconduct in the DMACC Student Handbook.

Academic Integrity, doing one’s own work in course assignments and on tests, is one of the most important values in higher education. Receiving credit for cheating violates that value. It is unacceptable for you to copy or submit another person's work as your own, allow another person to complete your work for you, misrepresent old works’ date of completion as being current, complete work for another student, or use unauthorized resources for tests. For this course, quizzes and tests may have a time limit, but you are allowed to refer to your textbooks and notes during quizzes. If you participate in cheating or plagiarism you will receive a failing grade for the semester.

**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 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 professor.