

Arkansas State University-Newport's mission is to provide an accessible, affordable, quality education that transforms the lives of our students, enriches our communities, and strengthens the regional economy.

MIS1033: Introduction to Computers

ACTS Equivalency: CPSI 1003 Introduction to Computers

Catalog Description: A required introductory course for all degree-seeking students. This course introduces the student to the components of microcomputer systems and to the application of software packages for microcomputer systems. Students will gain “hands-on” experience using popular business application software including word processing, e-mail operations, spreadsheets, and presentation graphics.

Course Type: Lecture

Credit Hours: 3

Instructor Name:

Office:

Office Phone:

Email:

Office Hours:

Department Information

Course Department:

Academic Department:

Academic Coordinator:

Associate Dean/Director:

Associate Dean/Director Contact Number:

Email:

Associate Dean/Director Email:

Materials: Required and Optional

Required Text: We will be doing something new this semester for some of our courses which includes Introduction to Computers. We are excited to announce that we are a Microsoft Imagine Academy. This will allow you to use Microsoft Certification curriculum which will prepare you to take certification exams in Microsoft Office. Certifications are important in the world of technology and we believe this will give you an advantage in the workforce. In Introduction to Computers you will take a certification exam for Microsoft Word 2016/365 for your final exam. The first certification exam you take will be free, if you take it at one of our testing centers on one of the ASUN campuses (Jonesboro, Marked Tree, or Newport). If you cannot take the exam on one of these campuses, you will have to go to a testing center that gives the Microsoft Word Specialist certification exam and take the certification test at your cost. You are required to provide your instructor with these test scores and they will be calculated into your final grade

- Only Windows computers can be used in this course. No Apple or MAC computers and NO Google Docs.
- Internet Access
- Jump Drive
- You do not have to purchase a book for this course. It is an online book that is free to you since we are a part of the Microsoft Imagine Academy. You may download it to your jump drive and use it by looking at a split screen,

Last name of Faculty, Semester

Revision Date: 08/05/2019

Page 1 of 4

or by looking at it on another device, or you may print the book and put it in a binder. Personally, I printed it and put it in a 2 ½ inch binder. I need to have it there for me to look at while I am working on the step by step instructions.

- In Introduction to Computers we will be doing the following lessons
 - Digital Literacy
 - Microsoft Access Lessons 1 - 3
 - Microsoft Excel Lessons 1- 8, and Lesson 12
 - Microsoft Word Lessons 1 – 9
- Microsoft Office 2016 or Office 365 software which you can download from ASUN free.
- Paper, pens/pencils

Optional Texts:

Required Material:

Optional Materials:

INSTITUTIONAL POLICIES

Institutional Learning Outcomes

Upon graduating from ASU-Newport with any Associate Degree, a student will be proficient in the following:

ILO1: Communication

Goal: Students will express ideas, knowledge, and concepts in a clear and concise manner.

- a) Written
- b) Verbal
- c) Interpersonal

ILO2: Reasoning

Goal: Students will apply reasoning skills in a variety of environments, which demonstrate problem-solving and applied knowledge.

- a) Explore
- b) Locate
- c) Interpret
- d) Evaluate
- e) Apply

ILO3: Responsibility

Goal: Students will participate in service activities that instill in them a sense of social responsibility.

- a) Civic
- b) Academic
- c) Financial

Institutional Grading Scale

Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59
- S: Satisfactory
- U: Unsatisfactory

Americans with Disabilities Act Compliance

In order to obtain appropriate disability related accommodations and services to which they are entitled, students with documented disabilities should voluntarily and confidentially provide the Office of Educational Access (870-512-7838 or CEA@asun.edu) with appropriate medical documentation regarding the nature and extent of their disability, make their needs known to this Office and follow established procedures for acquiring needed services and accommodations in the classroom or online.

Information Technology Services

If you experience any problems or issues with Canvas, MyCampus, or other equipment, please contact ITS at 870-512-7783 or <http://its.asun.edu>. Canvas also has a 24/7 live chat. This is a valuable resource for those late-night tests or assignments that just do not seem to work properly.

ASU-Newport provides a number of different services to assist students in areas that directly impact their academic success. The following direct websites will help you get in touch with those services that may be needed during your time as an ASUN student:

Academic Support Center: <http://academicsupport.asun.edu>

Financial Aid: <http://financialaid.asun.edu>

Career Pathways: <http://pathways.asun.edu>

University Police: <http://cpd.asun.edu>

Information Technology Services: 512-7783 or its@asun.edu

Center for Educational Access: <https://www.asun.edu/cea>

Admissions: <http://admissions.asun.edu>

Academic Dishonesty *(as stated in the Student Handbook)*

ASU-Newport enthusiastically promotes academic integrity and professional ethics among all members of the ASU-Newport academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties. Cheating in any form-including plagiarism, turning in assignments prepared by others, unauthorized possession of exams - may result in the student being dropped from the class with an “F” and/or being suspended from the College. Students who feel they have been unfairly accused of cheating may appeal to the Associate Dean of General Education.

Printing

*Each student is allowed 200 sheets of copy paper per semester for printing. Additional printing requires a \$5.00 printing fee which covers an additional ream of copy paper. The fee can be paid by either visiting or calling the Business Office.

Campus Safety Information

What to know and do to be prepared for emergencies at ASUN:

- Opt-in to receive ASUN’s School Messenger notifications regarding weather closings, emergencies, and other important notifications. All currently enrolled students will receive an email within the first two weeks of the semester prompting them to Opt-in to the messaging system.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from your instructor or other designated authorities.
- For additional emergency information see the ASUN Emergency Response Guide in the Portal under “More” then select “Department of Safety”.
- Know the emergency phone number for ASUN Campus Police or dial 911.
- Report suspicious activities and objects found on campus.
- Keep your permanent address and emergency contact information current in My Campus.

Inclement Weather

In the event of inclement weather, class cancelation is left to the discretion of the Chancellor. You will be notified of class cancelation on the university website, through news media, and through our school messaging system.

Children in the Classroom:

ASUN classroom policy requires that the learning environment should be free of distraction in order to provide the highest learning opportunity for all students. In this light, students should not bring children to the classroom. If you must bring a child on campus, please have your child properly supervised in the public gathering areas.

NOTE TO STUDENTS:

All course activity open and due dates are articulated in Central Standard Time (CST) regardless of the student’s residential location. If you reside in a time zone other than CST, please ensure you utilize the appropriate conversion for all course activities.

COURSE POLICIES

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

Course Learning Outcomes	Assessment
Proficiency in using the email and LMS.	-Students will send an email using their School email account with an attachment. - Be able to download and upload files.
Will be able to identify and utilize essential computer concepts.	-Change file and folder views -Open, edit, and save files -Copy files -Delete and restore files - Quiz -Digital Literacy Certificate
Will demonstrate proficiency in using Microsoft Word.	-Students will create formatted projects and assignments - Certification Exam
Will demonstrate proficiency in using Microsoft Excel.	- Students will create formatted projects and assignments
Will demonstrate proficiency in using Microsoft Access	-Students will create formatted projects and assignments

***The MSA for this course will specifically measure/assess ILO**

Master Summative Assessment (MSA)

Your electronic portfolio for this course, will consists of the following:

- The email you sent to multiple students with the attachment in your class using the student email and uploaded to the assignment.
- Digital Literacy Certificate
- Upload a copy of score and/or certification for Word Specialist (Or a test approved by the teacher for online students only.)
- Upload Excel assignment (Teachers choice)
- Upload Access assignment (Teachers choice)

Academic Calendar

<http://www.asun.edu/catalogs>

Finals Schedule

<http://www.asun.edu/catalogs>

Disclaimer

This syllabus and all documents associated with the syllabus are considered a contract between the student and the instructor. Students are expected to carefully read and review the syllabus and all associated documents in order to be familiar with course expectations and policies. This syllabus is subject to change at the discretion of the instructor, who will inform students of any changes. Students are responsible for keeping up with any changes.