Course Syllabus

Jump to Today | ✎ **Edit**

CPSC 1103

Introduction to Computers and Information Processing

Course Description

Welcome to Introduction to Computers and Information Processing. This is a dynamic course that covers an array of topics and serves many purposes. In the first couple of weeks, you will learn about the history of computing devices. Many people have contributed ideas and inventions to get us to where we are today. You will learn about hardware components, software, networks, and the internet. The middle portion of the course is dedicated to the instruction of Microsoft Office Software including Word, Excel, and PowerPoint. Office is the most popular productivity software suite and knowledge of its powerful tools is essential for your success. Other topics covered in this course include the elements of good visual design, HTML basics, and ethical / legal issues in computing. The course includes several faith-based discussions that will address the course concepts through a Christian lens.

Course Prerequisites

There are no prerequisites for the course.

Required Materials

The course is built using open source materials.

Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

Course Learning Outcomes

Enter course learning outcomes, connect to program learning outcomes

CLO#1	Recall important events in the history of computing devices. Identify the basic components of a computer and explain how data is represented inside computerized devices.
CLO#2	Make use of services in a networked environment including e-mail, internet.
CLO#3	Demonstrate the ability to efficiently use the formatting and editing features of a word processing application to produce documents.
CLO#4	Create electronic spreadsheets with the proper formatting and formulas needed to calculate and display numeric information.
CLO#5	Create presentations and web pages with text, graphic and media elements to effectively communicate ideas and design principles.
CLO#6	Articulate a Christian perspective on ethical computing as it relates to netiquette, copyright, and security issues.

Course Learning Assignments and Assessments

Grading

Major Projects	400 pts
Faith Connection Discussions	80 pts
Concept Check Quizzes	70 pts
Other Assignments	150 pts
Total	**700 pts**

Major Projects – 400 pts

There are four major projects in the course, each being worth **100pts**. Descriptions for these assignment can be found in the course modules. The major projects include:

- Excel Spreadsheet creation assignment
- PowerPoint presentation assignment
- Ethics research paper

Faith Connection Discussions – 80 pts

There are four faith connections discussion each worth **20 pts**. These discussions allow you to make connections by viewing the course concepts through a Christian lens.

Concept Check Quizzes – 70 pts

There are seven concept check quizzes each worth **10pts**. The quizzes are based on the reading materials and videos in each session module.

Other Assignments – 150 pts

The course includes several other assignments. These assignment include discussion and minor projects / short answer. Descriptions and points values for individual assignments can be found in the course modules.

Note on Discussion Questions

There is no word count requirement for discussion posts in the online course. In order to receive full credit, you must post on time and answer the question completely. When responding to classmates, you must provide meaningful feedback. A simple response of "good job" or "I agree" will not be acceptable. Initial posts must be made by Thursday night 11:50pm. Classmate responses should be posted by Sunday night 11:50pm.

GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as "A" through "F" with appropriate plus and minus additions reflecting the following scheme:

Percentage Value	Letter Grade	Numeric Value for GPA
93-100	A	4.0
90-92	A-	3.7

87-89	B+	3.4
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.4
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.4
60-66	D	1.0
0-59	F	0.0

Course Policies

Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests).

Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the **recommendations** **(http://www.swu.edu/about-swu/technology-services/computer-recommendations/)** provided by SWU's Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to helpdesk@swu.edu or call 864.644.5050.

Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow he procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (under *Academic Honesty*).

Accommodations for Students with Disabilities

Southern Wesleyan University is committed to providing equitable access to learning opportunities for all students. Accommodations can be made for students with disabilities, as outlined in "Services for Students with Disabilities" found under mySWU's Student tab under Learning Resources. Any student desiring accommodations must make the request and provide all documentation to Dr. Tonya Strickland at tstrickland@swu.edu for more information. Students can be assured of reasonable academic accommodations based on appropriate documentation as well as confidentiality in all matters of documentation and educational record. Southern Wesleyan University is committed to creating a learning environment that meets the needs of its diverse student body without barriers to learning.

Course Summary:

Date	Details	Due
Mon Sep 6, 2021	📝 **Computer History Timeline (https://swu.instructure.com/courses/3203598/assignments/32944605)**	due by 11:59pm

Date	Details	Due
	📝 **Faith Connection - Session 1** [(https://swu.instructure.com/courses/3203598/assignments/32944598)](https://swu.instructure.com/courses/3203598/assignments/32944598)	due by 11:59pm
	📝 **Session 1 Quiz - History and Computer Basics** [(https://swu.instructure.com/courses/3203598/assignments/32944592)](https://swu.instructure.com/courses/3203598/assignments/32944592)	due by 11:59pm
Sun Sep 12, 2021	📝 **Faith Connection - Session 2** [(https://swu.instructure.com/courses/3203598/assignments/32944599)](https://swu.instructure.com/courses/3203598/assignments/32944599)	due by 11:59pm
	📝 **Session 2 Quiz - Networking** [(https://swu.instructure.com/courses/3203598/assignments/32944596)](https://swu.instructure.com/courses/3203598/assignments/32944596)	due by 11:59pm
	📝 **Web 2.0 Chart** [(https://swu.instructure.com/courses/3203598/assignments/32944611)](https://swu.instructure.com/courses/3203598/assignments/32944611)	due by 11:59pm
Sat Sep 18, 2021	📝 **Research Paper Topic Submission** [(https://swu.instructure.com/courses/3203598/assignments/32944610)](https://swu.instructure.com/courses/3203598/assignments/32944610)	due by 11:59pm
Sun Sep 19, 2021	📝 **Microsoft Word Final Thoughts** [(https://swu.instructure.com/courses/3203598/assignments/32944600)](https://swu.instructure.com/courses/3203598/assignments/32944600)	due by 11:59pm
	📝 **Session 3 Quiz - Microsoft Word** [(https://swu.instructure.com/courses/3203598/assignments/32944595)](https://swu.instructure.com/courses/3203598/assignments/32944595)	due by 11:59pm
Sun Sep 26, 2021	📝 **Excel Application Discussion** [(https://swu.instructure.com/courses/3203598/assignments/32944601)](https://swu.instructure.com/courses/3203598/assignments/32944601)	due by 11:59pm
	📝 **Excel Project Submission** [(https://swu.instructure.com/courses/3203598/assignments/32944606)](https://swu.instructure.com/courses/3203598/assignments/32944606)	due by 11:59pm
	📝 **Session 4 Quiz - Microsoft Excel** [(https://swu.instructure.com/courses/3203598/assignments/32944591)](https://swu.instructure.com/courses/3203598/assignments/32944591)	due by 11:59pm
Sun Oct 3, 2021	📝 **Faith Connection Session 5** [(https://swu.instructure.com/courses/3203598/assignments/32944602)](https://swu.instructure.com/courses/3203598/assignments/32944602)	due by 11:59pm
	📝 **Good Design Short Answer** [(https://swu.instructure.com/courses/3203598/assignments/32944607)](https://swu.instructure.com/courses/3203598/assignments/32944607)	due by 11:59pm

Date	Details	Due
	📝 **PowerPoint Project Submission** [(https://swu.instructure.com/courses/3203598/assignments/32944608)](https://swu.instructure.com/courses/3203598/assignments/32944608)	due by 11:59pm
	📝 **Session 5 Quiz - PowerPoint and Design Principles** [(https://swu.instructure.com/courses/3203598/assignments/32944593)](https://swu.instructure.com/courses/3203598/assignments/32944593)	due by 11:59pm
Fri Oct 8, 2021	📝 **Session 7 Quiz - Ethics** [(https://swu.instructure.com/courses/3203598/assignments/32944594)](https://swu.instructure.com/courses/3203598/assignments/32944594)	due by 11:59pm
	📝 **Create a Blog Assignment** [(https://swu.instructure.com/courses/3203598/assignments/32944603)](https://swu.instructure.com/courses/3203598/assignments/32944603)	due by 11:59pm
Sun Oct 10, 2021	📝 **Faith Connection - Session 6** [(https://swu.instructure.com/courses/3203598/assignments/32944604)](https://swu.instructure.com/courses/3203598/assignments/32944604)	due by 11:59pm
	📝 **Session 6 Quiz - Web Design** [(https://swu.instructure.com/courses/3203598/assignments/32944597)](https://swu.instructure.com/courses/3203598/assignments/32944597)	due by 11:59pm
Sun Oct 17, 2021	📝 **Research Paper Submission** [(https://swu.instructure.com/courses/3203598/assignments/32944609)](https://swu.instructure.com/courses/3203598/assignments/32944609)	due by 11:59pm