Mississippi Valley State University
Department of Mathematics, Computer & Information Sciences
Itta Bena, Mississippi 38941
Fall 2025
Course Syllabus

Course Number: CS 111-01   **Course Time**: 8-9:15 TH
Course Title: Intro to Data Processing   **Credit Hours:** 3 Credit Hours
Course Instructor: Dr. Stacy J. White
Email: swhite@mvsu.edu   **Office**: CRB 111-B
Classroom: CRB 104
Office Telephone Number: (662) 254-3662
Office Hours:
    10:40-11:40 (wconline); 11:40 AM – 12:40 PM (wconline) on Tuesdays
    10:40-11:40 (wconline) on Thursdays
    Office Hours: 12:40-1:10 on Tuesdays and 11:40-1:10 on Thursdays
    Or by Appointment

<u>Required Software</u>:
- ☐ Office 365 (Microsoft Office 2021)

<u>Required Product:</u>

- ☐ MindTap for Cable/Freund/Monk/Sebok/Starks/Vermaat's The Shelly Cashman Series® Collection, Microsoft® 365® & Office® 2021, 1 term Instant Access Edition1; Printed Access Card ISBN 9780357676660

 If you choose not to purchase your materials through the bookstore, you are responsible for getting the correct access code for the exams, trainings and projects.

Login information
- ☐ MindTap login in below:
    - o https://login.cengage.com
- ☐ Canvas login below:
    - o https://mvsu.instructure.com/login/canvas or type in http://www.mvsu.edu and click on Canvas

<u>Required Storage Medium:</u> Flash Drive

Prerequisite: none

Catalog Description: Introduction to computer hardware, software, Internet, and Word Wide Web. Provides students an in-depth understanding of why computers are essential tools in information processing, education, research, business and society in general. Use of the e-mail, and use of basic application software tools: word processing, presentation, spreadsheet and database.

Expected Student Learning Outcomes

Upon successful completion of this course, the student will be able to:
- ☐ Explain the concepts, components and capabilities of computer
- ☐ Understand how to safeguard computer and data
- ☐ Use Windows operating systems to navigate and manipulate files
- ☐ Use application software including word processing, spreadsheet, database, and presentation graphics
- ☐ Use a web browser to search for information on the Internet and to communicate with others.

Major Content Covered in Course:
1. Security and Safety
2. Introduction to Windows 11
3. Microsoft Word 2021
4. Microsoft Excel 2021
5. Microsoft PowerPoint 2021
6. Microsoft Access 2021

Class Attendance Policy:

This course is geared as a lab-based course. Each student is required to participate using Canvas Communication Tools, and other aspects of Canvas, taking online exams and submitting assignments in MindTap.

You are expected to log in regularly from home, office, library, school or any other facility with Internet access (daily, perhaps several times per day) to view lab assignments, lab assignments due dates, check grades, personal messages, and view course materials.

Submission of Work: Students will use MindTap software to submit their lab assignments and to take some intermediate exams. You will access SAM and the digital textbook through MindTap. All of your lab assignments will be submitted using MindTap. All of your exams will be online using MindTap. Note: a high-speed internet connection is required. All projects MUST be created using Office 365 (Microsoft Office 2021). You will use Word 2021, Excel 2021, and PowerPoint 2021). **Do not submit lab assignments using Canvas and do not email lab assignments to me for grading.**

Scheduled assignments MUST be completed and successfully submitted through MindTap by the due date and time. Assignments automatically become unavailable after the due date/time expires. Students must use Microsoft Office 2021 to complete all assignments and to submit them through MindTap.

Course Drops/Incompletes: Students not completing the course for any reason are required to submit official drop notices to the Registrar's Office prior to the deadline date. This is your responsibility. Failure to comply with the procedure <u>WILL</u> result in your receiving a letter grade of "**F**".

Not officially withdrawing from the university may impact your financial aid and result in you owing the university.

Cheating and Plagiarism: Copying, and/or cheating of any kind will not be tolerated. Any student who submits another student's work as their own will have committed the act of plagiarism. This includes programming assignments and papers. Cutting and pasting from another paper (from web) without giving proper credit to the author of the original paper will be considered plagiarism. Copying parts of another student's paper and programming assignments is also considered plagiarism. The student receives an automatic F on that paper/assignment if it is plagiarized. If the student commits the act of plagiarism a second time, then the student will receive an F grade for that class. Students will submit all lab projects in the course using SAM. SAM has built in cheating detection mechanisms. It detects copies of files and portions thereof; it flags and reports incidences with the names of the originating student and the submitting student.

Any infraction will result in a grade of F, along with the student being reported to the appropriate disciplinary committee and the Dean of Student Affairs.

Academic Integrity Policy: Academic integrity is a commitment to the values of honesty, trustworthiness, fairness, resect and responsibility in academia. Academic integrity is violated by any dishonest act that is committed in an academic context. Honesty and integrity are essential values of the Mississippi Valley State University's mission to pursue truth and knowledge. Academic excellence can be reached only with the cooperation and support of students. Students are expected therefore to accept responsibility for maintaining honesty and integrity in all acts inside and outside the classroom, studio or laboratory.

For a detailed description of sanctions and appeal procedures, consult Student Handbook pg. 59.

https://www.mvsu.edu/sites/detault/filesstudent_handbook

Late/Missed and Make-Up Assignments: Students absent for any reason whatsoever are expected to do the full work of the course and are responsible for work missed through late registration, illness, or any other cause. Students absent from class for an extended period due to illness, family tragedy, or other legitimate reasons are to file appropriate documentation with the Dean of Students and to submit the appropriate documentation to me within three business days on their return to class.

1. Assignments are expected to be submitted by the due date which is listed in the MindTap software.
2. Students that miss the initial deadline for completing assignments are allowed to complete their assignments for an extended time with a 5% penalty.

Tentative Listing of Topics Covered in the Course:

1. Getting Started with MindTap   2 Wks

2. Introducing Digital Security, Ethics and Privacy   1 Wk

3. Introduction to Windows 11   1 Wk

4. Microsoft Office Word 2021   3 Wks
    - ☐ Creating and Modifying a Flyer
    - ☐ Creating a Research Paper
    - ☐ Creating a Business Letter

5. PowerPoint 2021   2 Wks
    - ☐ Creating and Editing Presentation with Pictures
    - ☐ Enhancing Presentations with Shapes and SmartArt

6. Microsoft Office Excel 2021   3 Wks
    - ☐ Creating a Worksheet and a Chart
    - ☐ Formulas, Functions and Formatting
    - ☐ Working with Large Worksheets, Charting, and What-If-Analysis

5. Microsoft Office Access 2021   2 Wks
    - ☐ Databases and Database Objects: An Introduction
    - ☐ Querying a Database

Grading Criteria:
90 -100 A   80-89 B   70-79 C   60-69 D   59-0 F

Evaluation:
Exams and Assignments	60%
Midterm Exam	15%
Comprehensive Final Exam	25%

Important Dates:
	Aug. 18	Classes Begin
	Sept 5	Last day to drop/add a Class
	October 6	**Midterm Exam**
	October 31	Last day to withdraw from a class
	November 7	Last day to withdraw from the university
	December 2	**Graduating Seniors Final Exams**
	December 10	**Final Exam Week (Non graduating Seniors)**

Students with Special Needs: ADA Syllabus Statement
Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

Mrs. Kathy Brownlow/ ADA Coordinator

Social Science Building Office 105
Phone/e-mail: 662-254-3443, kbrownlow@mvsu.edu.

*This syllabus does not constitute a contract with the university. It contains guidelines. I reserve the right to make changes to the syllabus as needed. The grade that you see in MindTap and Canvas is not your overall grade in the course.**