Mississippi Valley State University
Mathematics, Computer & Information Sciences
Itta Bena, Mississippi 38941

Course Syllabus – Fall 2018

Course Number: CS111   **Meeting Times:** varies by section
Course Title: Introduction to Data Processing
Credit Hours: 3
Course Instructor: Margaret J Reynolds
Office: CRB 138
Phone: (662) 254-3404
Website: http://bluebird.mvsu.edu/~mreynold/
E-mail: margaret.reynolds@mvsu.edu
Office Hours:

Monday	Wednesday	Friday
8:00 a.m.– 9:00 a.m.	8:00 a.m. – 9:00 a.m.	8:00 a.m. – 9:00 a.m.
10:00 a.m.– 11:00 a.m.	10:00 a.m.– 11:00 a.m.	10:00 a.m.– 11:00 a.m.
12:00 p.m.– 1:00p.m.	12:00 p.m.– 1:00p.m.	12:00 p.m.– 1:00p.m.
2:00 p.m. – 3:00 p.m.		

Additional hours available by appointment

Required Textbooks:

A digital textbook is provided through the MindTap software.

Catalog Course Description: (3 credit hours)

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 World Wide Web as an integrated learning tool. Use of basic application software tools: word processing, presentation graphics, spreadsheets and database.

Student Learning Outcomes
At the end of this course students will be able to:

Upon successful completion of this course, the student will be able to:
- Explain the concepts, components and capabilities of computer
- 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

Course Requirements:

Requirements access code: MindTap access code
Required Storage Media: 1 flash drive
Performance Evaluation: Rubrics, assessment tools are provided in SAM online reports.

Grading:

Performance Standards/Grading:		
A	3000-3433 pts.	>= 90%
B	2666-2999 pts.	≈80- 89%
C	2333-2665 pts.	≈70 -79%
D	1984-2332 pts.	≈60- 69%
F	0 - 1983 pts.	≈59% or less

Assessments	#	Pt Value	Factor	Equivalent Point Values	% of Final Grade
SAM Projects	10	100	* 1.00	1000	30
SAM Exams	10	100	* 1.00	1000	30
SA Exam	1	100	* 1.00	100	Bonus
Midterm Exam	1	100	* 5.00	500	15
Final Exam	1	100	* 8.33	833	25
Total				3433	

Attendance and Participation Policy:
Students are required to attend class regularly. Any student who has more than three (3) absences may be removed from the class roll.

Academic Integrity Policy:
Academic integrity is a commitment to the values of honesty, trustworthiness, fairness, respect 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 pr. 59. https://www.mvsu.edu/sites/default/files/student handbook.

MindTap/SAM has built in cheating detection mechanisms. It detects any form of a document submitted that has been copied or pasted into a document, as well as, any document submitted with a name change. A report is generated with the name of the person of the original document as well as the person to whom it was copied. All students must use the start file that is supplied at the download of the assignment.

Special Needs and Accommodations

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.

I reserve the right to make changes on this syllabus as needed. This document does not constitute a contract with the University. It contains guidelines