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

Course Title: Intro. to Data Processing   **Course Number:** CS 111-02/03
Course Time: <u>9-10:40am</u> & <u>1-2:15pm</u>   **Credit Hours:** 3 Credit Hours
Course Instructor: Mr. Darrell James   **Office**: Math. Bldg. Rm 138
Email: djames@mvsu.edu
Class Location: Math/(CRB) Bldg. Rm 205
Class Lab. Location: Math/(CRB) Bldg. Rm 128

Office Hours:
    Tues.: 8:15-9:15; 11-12 noon-(wconline); 2:30-3:30
    Thur.: 8:15-9:15-(wconline); 11-12 noon; 2:30-3:30
    Or by Appointment

Required Software:
- ☐ Office 365 (Microsoft Office 2021)

Required Product:

- ☐ MindTap for Cable/Freund/Monk/Sebok/Starks/Vermaats: 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, it is your responsibility to get the correct product code before you purchase your class materials.

Login information
- ☐ MindTap login in below:
    - o www.cengage.com
- ☐ Canvas login below:
    - o www.mvsu.edu and click on Canvas.

Optional accessories:

- ☐ Flash Drive

- ☐ Personal earbuds to use while doing your computer assignments in the lab.

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 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 computers.
- Understand how to safeguard computers 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: Class attendance is required.

Submission of Work: Students will use MindTap software to submit their lab assignments and to take class exams. You will access SAM and the digital textbook through MindTap. Use MindTap to submit all assignments. All 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.**

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 period with a 10% penalty.

Education Helpdesk: Supported Browsers

Canvas supports the current and first previous major releases of the following browsers:

You can verify that the browser you are currently using is up to date by using the browser checker tool in the link below. https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66

Important note: If you need help downloading one of these browsers, The Online and Distance Education Staff will be happy to help you. They can be reached at 662-254-3913 or 662-254-3624. Additionally, you may submit a helpdesk ticket by emailing DistanceEd@mvsu.edu.

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, 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 achieved 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

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:

August 18, 2025	Classes Begin
September 5, 2025	Last day to drop/add a class
October 6-10, 2025	Midterm Exam
October 31, 2025	Last day to withdraw from a class.
April 28 - May 2, 2025	Graduating Seniors Final Exams
December 1-3, 2025	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 update the syllabus as needed. The grade that you see in MindTap is not your overall grade in the course. **