

MARION TECHNICAL COLLEGE

COURSE SYLLABUS

COURSE NUMBER: OIS1200

COURSE TITLE: Computer Basics

Business Technologies

CREDIT HOUR: 1

FINAL EXAM:

PREREQUISITE: None

DAY/TIME:

INSTRUCTOR: Vickie Foltz

BLDG/OFFICE No.: BR113G

TELEPHONE: 740-386-4100

EMAIL: foltzv@mtc.edu

Office Days/Hours: As posted on Canvas

IN CASE OF EMERGENCY: Dial 9-911 from any office or courtesy phone on-campus

COURSE DESCRIPTION: With learner-centered instruction in this beginning course, students will learn the Windows operating system, basic computer hardware troubleshooting, and the fundamentals of touch keyboarding techniques. OIS1200 will teach students to use Windows to organize data using files and folders, manipulate menus, customize the desktop, and work with application programs. In addition, students will learn to navigate the Internet and MTC's e-mail system, learning management system, and academic database.

TEXTBOOK: *Gregg College Keyboarding*

ISBN: 0077377141

AUTHORS: Ober, Johnson, and Zimmerly

PUBLISHER: Glencoe McGraw-Hill

YEAR/EDITION: 2010/11th

OTHER RESOURCES/TEXTBOOK:

- Jump drive / Internet access to complete assignments and Windows operating system

CLASS URL: www.mtc.edu, mtc.instructure.com (Canvas), mtc.gdp11.com (keyboarding), mymail.mtc.edu (email), and myweb.mtc.edu (My Info)

MAJOR COURSE LEARNING OBJECTIVES

A student completing this course will be able to:

1. Use the Windows operating system.
2. Use Word Processing software, Calculator, Recycle Bin, and Help features in Windows.
3. Use Windows Explorer to expand and collapse folders.
4. Use Windows Explorer to create, name, rename, delete, and restore files and folders.
5. Use Windows Explorer to copy a file and copy/move files between folders.
6. Connect to the Internet and use Microsoft Internet Explorer.
7. Navigate Web sites using toolbar buttons and menu bars.
8. Use various Internet search engines to conduct research.
9. Use search operators to narrow Internet searches to find specific information.
10. Utilize MTC's electronic (email) system.
11. Create, send, and retrieve email.
12. Use forward, reply, copy, blind copy, and attachment email features.
13. Create and use an address book in email.
14. Navigate academic learning management system (My Courses)
15. Access and identify required curriculum information (My Info)
16. Upload files and compressed folders to learning management system.
17. Verify submissions through learning management system.
18. Navigation, post, and reply to a discussion board.
19. Basic computer hardware troubleshooting.
20. Operate by touch the letter, number, and symbol keys using proper keying technique
21. Proofread and correct keyed text
22. Demonstrate proficient use of the 10-key number pad.
23. Type 30 words a minute on a 2-minute timing with no more than 2 errors

INFORMATION

ADDITIONAL INFORMATION:

Eating and drinking is not permitted in any computer classroom or lab. All copyright laws will be observed. It is illegal to copy software.

EVALUATION PROCEDURES

ATTENDANCE AND PARTICIPATION

Consistent with College Policy #520 – Class Attendance and as stated on Page 8 of the ***Student Handbook*** <http://www.mtc.edu/wp-content/uploads/MyMTCDocs/StudentHandbook.pdf>, the student is responsible for attending every class and for the material presented. If a student will not be attending a class, he or she is responsible to contact the instructor and to make sure all assignments are completed, prior to the scheduled class. Some departments have special provisions regarding missed work and absences. Please contact your instructor for additional information. Assessments must be taken during the specified class and may not be made up.

COMPUTER TIME

Approximately 2 to 3 hours per week of computer time outside of class is recommended for successful completion of course requirements. The **Academic Success Center ASC (BR191)** is open for your use during the day and evenings with a posted schedule of available hours.

CREDIT HOUR

Marion Technical College subscribes to the federal definition of the “credit hour” endorsed by the Higher Learning Commission that typically requires students to work at out-of-class assignments a minimum of twice the amount of time as the amount of formalized instruction.

Minimum Homework Hours Per Week for 3 Credit Course (16-Week Term)	
Delivery Format	Homework Per Week
Traditional	6 hours
Blended	6.75 – 8.25 hours
Online	9 hours

Minimum Homework Hours Per Week for 3 Credit Course (8-Week Term)	
Delivery Format	Homework Per Week
Traditional	12 hours
Blended	13.5 – 16.5 hours
Online	18 hours

GRADING PROCEDURES

KEYBOARDING LESSONS/ENRICHMENTS

Students will learn to operate the letter, number, selected symbol, and 10-keypad keys by completing Keyboarding Lessons each class. The student will earn 30 points for completing **ALL** of Lessons/Enrichments 1-15 and 10-key number pad. Zero points will be assigned for partial completion.

KEYBOARDING TECHNIQUE

Technique will be evaluated two times during the term. The first evaluation will be during the second week of the term and is not graded. The instructor will complete an evaluation form and distribute it to each student. This form will identify good and problems technique areas for the student. Towards the end of the term, the instructor will complete the second keyboarding technique evaluation, which will be graded. The student will earn 20 points on this final evaluation if **ALL** of the following criteria are met and 0 points if all the following criteria are **NOT** met:

- Uses correct body position at the keyboard
- Uses correct arm/hand position at the keyboard
- Operates each key with correct finger
- Returns fingers to home position
- Keeps eyes on copy while keying

INTERNET/EMAIL ASSIGNMENTS

Assignments will be assigned as homework and are available on Canvas. The five Internet/Email Assignments are worth 2.5 points each for a total of 15 points.

DISCUSSION BOARD ACTIVITY

Discussion Board will be assigned as homework and is available on Canvas. The assignments are worth 5 points each for a total of 15 points.

SUBMIT LINK ASSIGNMENTS

Submit – Link will be assigned as homework and are available on Canvas. The three assignments are worth 5 points each for a total of 15 points.

SPEED

A timed writing is given at the end of each lesson. One-minute timed writings are given in Lessons 1 through 10. The student is allowed one error for a one-minute timed writing; each additional error will be subtracted from the speed. *Timed writings will not be accepted with more than 5 errors.*

Two-minute timed writings are given in Lessons 11 through 15. The student is allowed two errors for a two-minute timed writing; each additional error will be subtracted from the speed.

The two best **two-minute timed writings** will be averaged based on the following grading scale:

30+ wam	= 50 points
25 - 29 wam	= 40 points
20 - 24 wam	= 30 points
15 - 19 wam	= 20 points

QUIZZES

Six quizzes will be given regarding the lecture topics. The student will complete a quiz after each learning unit.

FINAL EXAM

It will be comprehensive covering Windows Basics, Windows Programs, Internet, Email, Windows Explorer, and a two-minute timed writing will be included in the final exam.

GRADING PROCEDURES:

Final Grade	Points Earned	Grading Scale
All Keyboarding Lessons	30 points	225 - 250 A
Technique	20 points	200 - 224 B
Internet/Email Assignments	15 points	175 - 199 C
Discussion Board	15 points	150 - 174 D
Submit Link	15 points	
Speed	50 points	
6 Quizzes	55 points	
Final Exam	<u>50</u> points	
Total	250 points	

- For all courses at MTC students are held accountable to MTC Policy 521: Academic Misconduct: Plagiarism. Make sure to review the policy located on Canvas OIS1200 course under the Syllabus area.
- Students will be using Canvas to submit assignments. To check what has been submitted and graded through Canvas grade book.

MAKE-UP AND LATE POLICY

- Due dates for all assignments will be assigned by your instructor. Assignments must be turned in on time to gain credit. Late assignments are not accepted.
- Make-up exams/projects will be given only for excused absences as determined by the instructor. The instructor must be notified of the prospective absence prior to the time scheduled for the examination/assessment. The make-up exam/assessment may be a different exam than the exam given during the scheduled exam time.

NOTES

- If there is a need for reasonable accommodation or assistance because of mental, physical, or learning disability, the student is requested to contact the instructor or, if preferred, the Student Services Counselor within the first two weeks of classes.
- Business professionals must also take responsibility for attending all activities associated with the course. Because class time is limited, it is highly encouraged that the student attends all scheduled class meeting dates. Success in the course will be affected by the student's failure to participate in class contact time.
- Business professionals must demonstrate the highest level of professional ethics and integrity. The work performed in this course must be your own in substance (i.e., its technical and business content) and form (i.e., its outward appearance and format). Academic dishonesty will not be tolerated under any circumstances and will be handled according to MTC's policies and regulations. At a minimum, a grade of zero for the assignment will be sought in cases of academic dishonesty, with harsher penalties pursued when deemed appropriate. If you have any questions about what might constitute academic dishonesty, ask for clarification from the professor before making any assumptions or taking any actions.
- Plagiarism is using someone else's ideas or words as your own. In an educational setting you can avoid plagiarism by providing appropriate source documentation. For more information on plagiarism visit www.plagiarism.org. Intellectual property infringement includes copyright (copying works of authorship of someone else including music, graphics, drama, photographs, Web-based elements, and speeches), trademark, service mark, and patent infringements. In a business setting in order to avoid any intellectual property infringement, obtain written permission from the intellectual property holder. Copyright explanation and information is available at www.copyright.com.
- All MTC students are held accountable to the Acceptable Use Policy in regards to Canvas and email services. Refer to the Acceptable Use link available on Canvas under the syllabus tool button. **Students are expected to check their MTC student email account at least two times each week.**
- Use your jump drive to save all files for the entire term. Several activities will build on the files created in previous weeks. Consider backing up your files to your home computer for an additional layer of safety.
- To assist with the educational environment, please turn off all cell phone/communication devices or place on silence mode. During in-class assignments, projects, and exams, students are not permitted to use any non-educational communication device.
- Students are expected to utilize their MTC Students email address to submit assignments to the instructor. Subject lines must include the course number and section, and project number. If a student has a question regarding an assignment please include course number and section, assignment number, page number, and a question mark if you have a question. Ex. OIS1200-2S01, Internet assignment 2?

College Graduate Competencies

Assessment begins with a clear understanding of what students are expected to learn. College Graduate Competencies (CGC) are common to all areas of study and apply to all students. The individual sub-skills defined in each CGC are taught, reinforced, and/or periodically measured in various courses throughout the curriculum. The six CGC areas and statements are:

1. **Communications:** Communicate effectively both written and orally.
2. **Mathematics:** Solve problems using mathematics.
3. **Problem-Solving:** Solve problems through analysis, creativity, and synthesis to make informed decisions.
4. **Professionalism:** Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.
5. **Technology:** Use technology tools efficiently and effectively to perform personal and professional tasks.
6. **Diversity:** Exhibit respect and sensitivity for individual and institutional differences.

Communications Device Usage

All personal communication devices, including cell phones, must be set to vibrate or off while in classrooms, labs, and participating in other class-related activities, unless the use of such a device is specified in the official course syllabus. Infractions will result in warnings and, eventually, grade-related penalties. Exceptions must be approved in writing by the instructor.

Additionally, all personal communication devices, including cell phones, must be deactivated (turned completely off) during exams, quizzes, or other evaluations. Any student found to be using a communication device during an exam will be given a grade of zero for the exam.

Equipment Requirements

Marion Technical College requires all students to obtain a computer with the following minimum specifications per program of study. Laptops are used in the classroom, outside of class using our learning management system, and Microsoft Office 365. Marion Technical College does not provide support of student-owned laptops.

Engineering Programs

Processor: i7 or better (note: Intel processor required)

RAM: 16 GB

SSD: 256 GB

Minimum Screen Size: 15.6"

Video Card for SolidWorks

Windows Operating System

Internet Connection

Webcam

Information Technology Programs

Processor: i7 or better (note: Intel processor required)

RAM: 16 GB

SSD: 256 GB

Minimum Screen Size: 15.6"

Windows Operating System

Internet Connection

Webcam

All Other Programs

Processor: i5/Ryzen 5

RAM: 8 GB (4 GB would also work – 8 GB gives flexibility if requirements change)

SSD: 256 GB

Minimum Screen Size: 15.6"

Windows Operating System

Internet Connection

Webcam

Frequently Used Software

Marion Technical College utilizes Microsoft 365 ProPlus. As such students get free access to Microsoft 365 ProPlus.

Note: Tablets, iPads, MacBooks, and Chromebooks will not meet the laptop requirements as they are unable to run Microsoft 365 ProPlus.

Academic Misconduct

Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

- A. Work copied verbatim from an original author; work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given; a copyright explanation and more information is available at www.copyright.com.
- B. Copying answers [and/or electronic data] from another's test paper, quizzes, notes, book, etc.
- C. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
- D. Falsification of clinical, practicum, or laboratory records.
- E. Plagiarism – using someone else's ideas or words as your own. In an educational setting you can avoid plagiarism by providing appropriate source documentation. For more information on plagiarism, visit www.plagiarism.org.
- F. Unauthorized collaboration with others or use of prior work (e.g., submitted for another assignment in a different course) without permission or citation (if previously published).

Note: Please also see the Academic Misconduct section in the *Student Handbook* on the college website at <http://www.mtc.edu/>

Financial Aid Attendance Reporting

Marion Technical College is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs (Federal grants and student loans) and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported by each instructor and can result in a student being administratively withdrawn from the class section. In an online course attendance is recorded by students who complete the weekly assignments by the specified due dates. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

Accommodations For Disabilities

If a student has any kind of visible or non-visible disability -- learning, emotional, physical, health, or cognitive -- and needs possible accommodations to fully participate in all aspects of this course, they should contact the Office of Student Disability Services as early as possible to discuss reasonable accommodations for their access needs. The Office of Student Disability Services is located in BR183; the phone number for the Office of Student Disability Services is 740.386.4222, or email Jenifer Montag, Director of the Office of Disability Services, at montagj@mtc.edu or DS@mtc.edu. If students already have a diagnosis, Disability Services can help them document their needs and create an accommodation plan. By making a plan through Disability Services, students can facilitate appropriate accommodations without disclosing their condition or diagnosis to their course instructor(s). If students don't have a diagnosis, please contact DS to see what would be needed from the student to support the request for accommodations.

TITLE IX NON-DISCRIMINATION FOR STUDENTS

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

- Sexual harassment and acts of sexual violence such as rape, sexual assault, sexual exploitation, dating violence, domestic violence, are forms of sex discrimination prohibited.
- Also non-discrimination for students experiencing pregnancy/childbirth/parenting impacts on their education

Report any discrimination, or ask questions of the Title IX Coordinator and Deputy Coordinators.

- Title IX Coordinator: Cretia Johnson (johnsonc@mtc.edu; (740) 386-4195)
- Pregnancy/Childbirth/Parenting adjustments or concerns – contact Jenifer Montag, Director MTC Disability Services (montagj@mtc.edu; (740) 386-4222)

Additional Resources

The following information is provided to help make students more aware of resources which may aid in their academic success such as tutoring, disability services, academic advising, financial aid, emergency procedures, etc.

Academic Advising:

All students at MTC are assigned to an academic advisor. Your advisor is available to guide you in course selection and registration, assist you with career and academic planning, discuss your academic difficulties and personal goals, and refer you to campus and community resources to support your success. If you are not sure of your advisor's name or contact information, log-in to My Plan through My MTC. You can also check with your academic department secretary or the Center for Student Success and Engagement (BR 183).

Tutoring:

MTC offers free one-on-one, small group, and online tutoring services for many of the classes you take at MTC. If you are having difficulties in a course, it is very important to seek out assistance as soon as possible so you do not fall behind. For more information about tutoring, please contact David Richman at richmand@mtc.edu or 740-386-4000 or stop by the Center for Student Success and Engagement (BR 183).

Your instructors want to see you succeed and are also available to answer questions before, during, and after class as well as during weekly office hours (office hours are designated times set aside to meet with students each week).

Drug/Alcohol & Mental Health Concerns:

MTC has a licensed mental health counselor on staff to help you with personal matters that may impact your studies and academic performance. Contact Mike Stuckey at stuckeym@mtc.edu or 740-386-4171 if you believe a counselor can be of assistance regarding topics such as depression, anxiety, feeling overwhelmed, managing stress, difficulties making decisions, or substance abuse.

Student Assistance Program (SAP):

This new resource provides you and members of your household with confidential mental health support, resources, and information for personal and school-life balance issues. This includes short-term clinical counseling (up to 5 sessions free), legal support, financial information, and online resources through GuidanceResources 24/7/365. To access your benefits, call 833-955-3384 or visit www.guidanceresources.com and enter School ID: MTC Student.

MTC Connections Center:

MTC recognizes that students often face challenges outside of the classroom which impact their academic success. Any student who is experiencing food insecurity (limited/lack of food), housing insecurity or homelessness, transportation issues, limited access to childcare, or any other concern is encouraged to reach out to Natalie Longmeier, MTC Student Resource Navigator. You can reach her at ern.marionmatters@gmail.com or 740-262-8356 (call or text). Natalie also has office hours 9am-12pm MW, 1-4pm T, and 1:30-4:30 Th in the Connections Center, Bryson Hall 143.

The Marion Campus Good Pantry and Fresh Express Market (free fresh produce are available to all students, regardless of income, to address food insecurity and hunger) has two locations – one in the Alber Student Center and one in the Connections Center (BR 143). You must present your student ID. Hours vary by term. Please check your MTC email, campus signage, or visit the Connections Center for more information.

Financial Aid:

Regularly attending class is critical in achieving academic success. If you receive some form of financial aid, such as the Pell Grant and/or the Federal Direct Student Loan, federal regulations require you to attend classes. In part, this is why your instructor records attendance. Maintaining satisfactory academic progress (SAP) is important in preserving your future eligibility for financial resources. If you ever have questions or concerns, please contact the Office of Financial Aid.

Emergency Procedures

MTC is committed to providing a safe and secure environment for students. We want you to have the resources and knowledge that aid your response to emergency situations in an appropriate and confident manner. MTC shares

Public Safety Services with the Ohio State University at Marion (OSUM) and employs police officers. Additionally, MTC and OSUM contracts with the Marion County Sheriff's Office to cover campus security when needed.

"Buckeye Alert" Emergency Notification System:

MTC students are automatically signed up to receive campus wide emergency notifications when they provide their cell phone number during the admission process. Buckeye Alert will be used to notify the campus community of campus wide emergencies, closings, and crime alerts. Emergency notifications for the campus may be generated by the OSU Public Safety Services. Phone numbers are not related to other parties and are strictly used for emergency notifications only.

911 Emergencies:

In the event of a medical, fire, or safety/security incident requiring an emergency response, please call 911. Phones are located in most MTC classrooms.

Important Numbers:

Marion Campus Public Safety (Non-Emergency)	740-725-6300
Marion County Sheriff's Office (Non-Emergency)	740-382-8244
Marion Township Fire Department (Non-Emergency)	740-387-5404

Public Safety Escort:

A safety escort is available during campus hours. The service is free and requires your MTC identification card. To arrange a safety escort, contact the Marion Campus Public Safety Office at 740-725-6300.

Active Shooter:

Be familiar with your options in the event of an active shooter. If you can escape, do so immediately! Run away from the campus. If you cannot escape, lock and barricade the door. Remain quiet and silence all electronic devices and phones. Do NOT huddle together or stay close. Spread out in the room and develop a way to attack the shooter if they enter the room. An informative six minute video "Surviving an Active Shooter" is available for viewing at <https://youtu.be/9Z9zkU--FLQ>. We encourage you to watch this video to better prepare should an active shooter incident take place on campus.

Building Evacuation Maps:

There are building evacuation maps located in each campus building. Maps in the single floor buildings are located near the doors. Maps are located in multiple floor buildings at the top of each staircase. The maps include the following information: exit and exit routes (for evacuation), assembly points (to meet in the event of an evacuation), severe weather shelter areas (in the event of a tornado or inclement weather), and AEDS (Automated External Defibrillator – for use in the case of a heart attack).

Be prepared in the event of an emergency. Familiarize yourself with the maps in each building you utilize. Note where the fire extinguishers are located in each building along with fire alarm pull stations.

Emergency Procedures Flip Charts:

Familiarize yourself with the quick reference flip charts, conveniently hung on hooks in all classrooms and department areas close to the doors. They provide information on various emergency procedures and contain safety information that is beneficial for you to know.

MTC Website:

Additional safety and security information can be found online at <https://www.mtc.edu/current-students/health-safety-services>, or go to the MyMTC website and scroll down to Campus Resources. Note: Some links will route you to the OSU Safety and Security website.