Instructor: 
Office location: 
Office hours: 
Response time: I typically respond to student emails within 24 hours, Monday through Friday. 
Contact information: 
Classroom number: 
Class days and time: 

Course Description: ITC 101 Computer Essentials (3-0-3) 
This computer literacy course, intended for non-CIT majors, is designed to familiarize students with fundamental computer concepts. Students will learn to use the computer through hands-on experience with word processing, spreadsheet, presentation, and operating system software. This class is designed to help students successfully navigate through their college coursework. Touch keyboarding skills are required.

Prerequisite/Co-requisite: 
Touch keyboarding skills are required.

Text(s): 
Simnet for Office Suite 2021

NOTE: The texts listed above are e-texts. You receive access to the e-texts through SAM® when you pay tuition and fees for this course. It is not necessary to purchase a book separately, but optional print books are available in MACC bookstores for an additional fee.

Other Required Materials: 
• One (1) 1 GB jump/flash drive/memory stick and/or access to some form of cloud storage 
• 1 Set, Personal Headphones (optional)

Purpose of Course: 
This course introduces basic computer concepts. Hands on experience using word processing, spreadsheet, Internet, presentation, and systems software provides the student with a practical
exposure to the uses of computing devices. These skills will foster a knowledge of computers and software which will prepare students for success throughout their college careers and beyond.

Course Objectives:
Students will:
- Demonstrate the ability to navigate system software, utilize utility programs and Internet browser software, and implement appropriate file management techniques
- Demonstrate an ability to effectively use Microsoft® Word, Excel, and PowerPoint®
- Demonstrate the ability to safely and ethically use computing devices and to securely access the Internet and the World Wide Web
- Describe various computer systems and digital devices, and explain how they impact our everyday lives

Connection with Career and Technical Education (CTE) Outcome Statement:
In compliance with MACC’s CTE outcomes, the student who successfully completes this course will be able to:
- Students will demonstrate effective written and oral communication skills.
- Students will think critically while systematically assessing problems, identifying issues and implementing solutions.
- Students will apply principles of professionalism and safety standards when entering the workforce.

ASSESSMENT OF STUDENT LEARNING

Attainment of course objectives will be measured by skill and knowledge assessments, projects, and other in and out-of-class assignments. A comprehensive final exam, including capstone assessments, will help determine mastery of the course material.

Grade Scale:
The grading scale will follow a standard of:
- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

A grade of “C” or higher must be achieved in all required ITC courses (prefix “ITC”) for all IT AAS degrees and certificates.

Assignments:
Discussions
Training
Projects
Other Homework
Exams
Final

Description of Major Assignment(s)/Project(s):
SAM® Projects will be completed and submitted via SAM®. Skill based assessments will be completed using the simulations in SAM®. End of chapter assignments will be completed using SAM®.

TECH SUPPORT

Where to get help:
If you find that you need help with any of the technology in this class, please contact Instructional Technology at int@macc.edu or 660-263-4100 extension 11525, Monday – Friday 8am – 5pm. Do not wait to reach out for help as it may affect your success in this course. If you experience technical difficulty after hours, please click the Help icon in the left gray menu in Canvas to contact Canvas support.

Instructional Technology Staff are available on all sites and can provide instructional technology assistance. Ask your site director to refer you to the appropriate person, if needed.

SAM support may be contacted at http://cengageportal.force.com/Support.

INSTRUCTOR POLICIES

Most of the instructor’s policies are listed below. Other policies may be announced in class, distributed via email, or posted in Canvas®. Policies are subject to change. A reasonable effort will be made to inform students when policy changes occur.

Tardiness:
per instructor’s policy

Make-Up and Late Work:
per instructor’s policy

Extra-Credit Work:
per instructor’s policy

Communication with the Instructor:

Classroom Ethics:
Successful Completion of the Course:
This course can be challenging to students in a variety of ways. The following tips will help you successfully complete this course.

- You will need access to the online learning management system CANVAS to complete your work.
- Be sure you have a reliable internet connection.
- Before completing assignments and responding to threaded discussions, read the chapter thoroughly. This way, the topics that are introduced will be familiar to you.
- Complete the assignments in a timely manner—do not wait until the last minute. Technology can be frustrating when you are rushed or in a hurry.
- Try to troubleshoot your problems before asking for help.
- Study for each exam.

All work must be completed during the current semester-incomplete grades will not be given without extenuating circumstances.

Computers and Mobile Devices:
There is coursework in this class that cannot be completed with mobile devices such as smartphones, tablets, iPads, or Chromebooks. Some assignments will require the use of a computer with the full version of Microsoft Office 2016 or Microsoft Office 365. Microsoft Office 365 is available free for current MACC students. Instruction for downloading Microsoft Office 365 for free can be found at [https://www.macc.edu/get-microsoft-office-for-free](https://www.macc.edu/get-microsoft-office-for-free). Computers with the required programs are also available at each campus site.

Schedule of Student Assignments and Activities:
(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered

Other:
List any other instructor policies.

COLLEGE POLICIES

Attendance:
Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s
violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

**Term Length Drop Calculations**

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

**Definition of Course Attendance**

<table>
<thead>
<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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<tr>
<td>Hybrid Course</td>
<td>Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:</td>
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<tr>
<td></td>
<td>• Completion of quizzes or exams during class meetings and online</td>
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<tr>
<td></td>
<td>• Submission of assignments during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Participation in discussions during class meetings and online</td>
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</tbody>
</table>
Active participation in an online course includes the following:

- Completion of quizzes or exams
- Submission of assignments
- Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook, G.040*)

**Academic Dishonesty:**
MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook G.020*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Recording Class Sessions Using Zoom:**
The privacy of students is a priority in live or virtual meetings. Recordings of lectures or class meetings that share student information constitute an educational record and are protected under FERPA. Instructors may share recordings within the course section where they were originally recorded and only with the students enrolled in the section. Documented consent from each student identified in the recording is required to distribute outside of the course where it was originally recorded, or student identity must be redacted.

**Student Email:**
MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:**
Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 Ext. 11240 or the Columbia office at (573) 234-1067 Ext. 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).
Title IX Statement:
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Ms. Cheryl Lybarger, MACC's Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.