

CMPS 105
INTRODUCTION TO COMPUTER TECHNOLOGY
Fall 2023

CATALOG DESCRIPTION: CMPS105 INTRODUCTION TO COMPUTER TECHNOLOGY

This course provides an introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, databases and multimedia should be included. Prerequisites: None

Required Textbook/eBook: MICROSOFT OFFICE 365 **Office 2019** Introductory, Shelly Cashman Series

Credit Hours: 3

Instructor: Ratana Warren
Office Location: E106 Henry Thurman Jr. Hall
Email: ratana.warren@sus.edu

Required Course Materials: You will need a reliable **windows** laptop or **windows** desktop (**not MacBook, not iPad, nor Chromebook**), Internet Access, **software (Microsoft Office 2019)**. and eBook from Cengage (the link will be provided on the Moodle). You may need the backup storage medium (**USB** drive) to save you projects if you use public computer. **All assignments must be turned in with .docx (Word), .pptx (PowerPoint) and .xlsx (Excel) file format. Do not turn in any assignments with the PDF or other formats.**

Course Objectives:

1. To introduce students to current computer technologies aimed at increasing computer literacy or scientific knowledge through the computer models, computer science principles, strategies and practices to issues relevant to students.
2. To motivate students to think of novel and precise solutions to real world problems and translate conceptual ideas into practical solutions. Advanced topics working with word processing, spreadsheets, database, and presentations as determined by instructor.
3. To provide students with tools and techniques for solving social, environmental, scientific and economic problems faced in the living world. These tools and techniques should encourage students to take up further research in areas of interest and emerging technologies and utilize these efforts for solving complex problems.

Course Learning Outcomes:

1. Use microcomputer and business concepts of an integrated software package.
2. Demonstrate proficiency in the use of word processing, spreadsheet, database, and multimedia applications for business applications.
3. Identify ways in which the microcomputer applications may be used to solve problems in the business environment.
4. Apply an exercise-oriented approach to learn by example.
5. Comfortably approach further independent study.

Student Objectives:

Students learn to take a problem-oriented approach to questions addressed. The problem is viewed from different perspectives and methods used to solve this kind of question are made explicit. Students creatively frame their own questions and design strategies to address such questions. They are involved in analysis, feasibility studies, problem solving, and knowledge generation processes that characterize the broad area of study.

Course Topics:

This course will cover the following topics.

1. Microsoft Word Module 1
2. Microsoft Word Module 2
3. Microsoft PowerPoint Module 1
4. Microsoft PowerPoint Module 2
5. Microsoft Excel Module 1
6. Microsoft Excel Module 2
7. Microsoft Access Module 1

Course Weekly Content: Please see the **Course Calendar** (in separate document).

Required Readings: As assigned by instructor.

Teaching Methodology: All the course materials are posted on the Moodle. Students must check the Announcements daily for the course instructions. Students will do the Projects by following the instructions (steps) in the eBook (hand-on).

Other General Course Requirements: Class participation (**students must do the attendance on the Moodle weekly**), examinations, hands-on computer instruction, projects, and other requirements as determined by the instructor.

General Information:

- **Student Conduct in Class Policy**

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct in the Student Handbook.

- **Plagiarism/Cheating**

Plagiarism is defined as using and passing off as one's own ideas, data, or writings of another or presenting as one's own idea or product derived from an existing source.

Cheating is defined as obtaining information through fraud or deceit: either by the use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance.

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
4. Give unauthorized assistance to other students.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged (except for exams and lab assignments). Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not “work together” on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another’s work (or portions of it) and represent it as his/her own. If you need help, contact your instructor, not other classmates. Student must not give/share his/her assignments to other classmates. If this happens then both or more students will earn zero point for that assignment. Each student is **required** to use his/her own eBook, USB drive, and course materials to do his/her work in class.

- **Makeup Tests/Assignments:**

Students are expected to take or submit assignments/tests on the date specified on the course calendar or as per the instructor’s request. The instructor reserves the right to deduct points for every day an assignment is late or **not to accept late work**. There is **no makeup for missed exams without the excuse document/s**.

Attendance:

The University Catalog regulates class attendance. Three missed class sessions will be reported. Students must check the attendance on the Moodle weekly. The Instruction will be provided on the Moodle.

Grading Distribution:

A student’s grade at the end of the semester will be determined by the following percentages. **

- Exams (60%) - All exams will be given on the Moodle.
- Laboratory Assignments (40%)

**** Please use this Grading Distribution to calculate your final grade, do not use Moodle Final grade because it may not be the same as Grading Distribution calculation.**

Grading Scale:

Course grades at the end of the semester will be given based upon performance using the standard grading scale.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Moodle Access:

Southern University and A&M College at Baton Rouge will use Moodle extensively in this course. Moodle is a learning management system designed to help teachers and students communicate effectively online. The course syllabus, course calendar, assignments and exams will be placed on Moodle. Students should check Moodle DAILY for all assignments submitted via Moodle. If students have problems with the Moodle account, he/she should contact **Ms. Goldie Jordan** in the Division of Information Technology via email at goldie_jordan@subr.edu or via phone at (225) 771-4357

- **Children in Class Policy**

Children are **not** allowed in the classroom under any circumstances.

- **ADA Compliance/Disability Services**

Southern University Baton Rouge is committed to providing reasonable accommodations for students with documented disabilities in compliance with the American with Disabilities Act (ADA). Students may request accommodations by registering with the Coordinator for Disability Services. It is important to do this early each semester because ADA accommodations are not retroactive. Upon completion of the application, the Coordinator will be responsible for forwarding the letter of accommodations to the students' professors. Accommodations will begin upon acknowledgement that the professor has received the letter of accommodations. All discussions with the faculty/student/Coordinator will remain confidential.

Contact Information

The Office of Disability Services is in Office # 246, A. C. Blanks Hall, in the center of the campus.
Southern University Office of Disability Services

Jada J. Netters, Coordinator
P.O. Box 11298
Baton Rouge, LA 70813
Phone: (225) 771-3546 (V/TTDD)
Email: ods@subr.edu
Website: www.subr.edu/ods

The Office of Disability Services (ODS), under the auspices of the University Counseling Center, assists students in meeting their unique academic/educational, personal, vocational and social needs that would otherwise prove to be an obstacle to educational pursuits. The Office of Disability Services (ODS) provides confidential services to those students who, in this post-secondary setting, must request and provide the necessary documentation to verify a special needs request. Diagnostic educational evaluations/examinations are not conducted through ODS. Academic accommodations are made based on a student's documented disabilities.

- **Southern University Statement of Non-Discrimination**

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies, but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs.

Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. All inquiries regarding the application of this statement and related policies may be referred to:

Cedric Upshaw, Title IX Coordinator, at (225) 771-5565.

Complaints may also be made via email at titleix@subr.edu or by visiting www.subr.edu/titleix.

Course Assessment:

Course Objectives	Course Learning Outcomes	Means of Assessment	Criteria of Success	Relationship to ABET Outcomes
Objective 1: Students will be able to apply current computer literacy, computer current technologies to real world.	Students will use microcomputer and business concepts of software package (Word, PowerPoint, Excel and Access) to demonstrate for business applications.	Outcome Rubric	80% will be perform at all level in achieving Outcomes 1, 2 and 4	ABET: 1, 2 and 4
Objective 2: Students will be able to translate conceptual ideas into practical solutions by using word processing, spreadsheets, database, and presentations	Students will be able to identify ways in which the microcomputer applications may be used to solve problems in the business environment.	Outcome Rubric	80% will be perform at all level in achieving Outcomes 1, 2 and 4	ABET: 1, 2 and 4
Objective 3: Students will be able to use tools and techniques learning in the class for solving complex problems in the real world.	Students will be able to apply an exercise-oriented approach to learn by example and comfortably approach further independent study.	Outcome Rubric	80% will be perform at all level in achieving Outcomes 1, 2 and 4	ABET: 1, 2 and 4