

# SYLLABUS

Fall 2023

## CMPS 105B – 01 INTRO TO COMPUTER TECHNOLOGY

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**INSTRUCTOR: ALIAA SALIM**

**CLASS TIME: MWF 09:00-09:50**

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### **Course Description:**

This course is Intro to computer technology. Topics include:

1. demonstrate proficiency in word processing, presentations, and databases.
2. demonstrate proficiency in spreadsheet functions and financial functions.
3. demonstrate proficiency in to pivot tables, slicers, etc.
4. demonstrate proficiency in problem solving, including but not limited to goal seek, solver, etc.

### **Attendance:**

Students are required to attend classes regularly and punctually, as a minimum academic obligation. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class attendance policies apply:

- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor and, if required present excuses. The instructor should make clear to the student that excuses explain absences, but do not remove them.
- Excuses for participation in university sponsored activities will be initiated by the sponsoring unit and approved by the college division chair and the Office of Academic Affairs.
- Students who wish to be absent from classes for reasons not covered by these regulations must apply to their department for a leave of absence. All excuses or explanation must be submitted in writing to the student's department head within three school days after the student returns to classes.
- If a student misses more than three hours of class time during the semester, the student's successful completion of the class will be hindered. The student is required to meet with the instructor on the attendance issue upon missing the third hour of class.

- Online students are required to log in at least three times per week. However, the Moodle system keeps track of each log in for each student. If the student does not follow the requirements, the instructor must request that the student is dropped from the online class.

### **Make-up Policy:**

Make-up exams will be given by appointment only, providing you have a doctor's excuse or documentation of an emergency. It is the responsibility of the student to complete assignments in a timely manner and to make up missed activities as soon as possible. **No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.**

### **Academic Dishonesty:**

The University defines academic dishonesty in two categories: premeditated and non-premeditated fraudulent behavior. Premeditated fraud is defined as conscious, pre-planned deliberate cheating with materials prepared in advance. It may consist of the following: collaborating during an exam without authority; stealing, buying or otherwise obtaining all or part of an examination; using specially prepared materials; selling or giving away all or part of an examination or examination information; bribing another person to obtain an examination or information; substituting for another student, or permitting another person to substitute for oneself to take an examination; submitting as one's own any work prepared totally or in part by another; selling, giving or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.); breaking and or entering a building or office for the purpose of obtaining examinations (administered or unadministered); changing, or being an accessory to the changing, of grades in a grade book, on an examination paper, or on other work for which a grade is given, or a "drop slip" or other official academic records of the University which involve grades; proposing and/or entering into an arrangement with an instructor or receiving a reduced grade in a course, on an examination or any other assigned work in lieu of being charged with academic dishonesty; committing plagiarism – failing to identify sources, published or unpublished, copyrighted or copyrighted, from which information was taken; acquiring answers for any assigned work or examination from an unauthorized source; falsifying references; listing sources in a bibliography not used in academic assignment; inventing data or source information for research or other academic endeavors; forging the signature of a faculty member or any academic officer on an academic document; altering or being an accessory to altering the contents of an academic document (i.e. registration forms, pre-registration forms, add/drop forms, transcripts, fee exemption forms, registration card, etc.); using computers in an act of academic dishonesty; or submitting falsified or altered transcripts.

Unpremeditated fraud is defined as cheating without the benefit of materials prepared in advance. It may consist of copying from another student's examination paper; allowing another student to copy from an examination paper; using textbook(s) or materials brought to class but not authorized for using during an examination.

### **Electronic Devices in Class:**

The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities.

\*\*\* The use of cell phones and other electronic devices is not permitted during the exam period. All stored electronics are required to be turned off or set on silent as to not disturb other testers. During testing, if a student's electronic device makes noise, or instructor sees students using it at any time, students may be dismissed, scores can be cancelled, and may face additional consequences.

### **Non-Discrimination/Disability Policy:**

**NOTICE OF NON-DISCRIMINATION** - Southern University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. To address inquiries regarding the non-discrimination policies, please contact the Office of Academic Affairs for more information at 318-670-9348.

Accommodations for Students with Disabilities: Southern University is committed to ensuring equal access to an education for enrolled or admitted students who have verified disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). College policy calls for reasonable accommodations to be made for eligible students with verified disabilities on an individual and flexible basis.

Any student enrolling in Southern University with a documented disability, who requests accommodations, must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file with the Section 504/ADA/Title IX Coordinator in the Office of Academic Affairs 318-670-9348.

### **Instructional Techniques:**

- 1) Students are expected to read each assigned project prior to the lecture. Lectures will discuss the highlights of the project for that week. Most of the class time will be spent working on laboratory assignments. Students should plan to spend approximately six to eight hours each week working on laboratory assignments.
- 2) Laboratory assignments should be submitted as directed by the instructor. If the assignment(s) are submitted as directed, it is considered late unless instructed otherwise.
- 3) If a student is late or absent, it is his/her responsibility to get the course notes, handouts, and laboratory assignments.
- 4) Each student should make sure his/her name, the exercise number, and the page number of the exercise appear in the upper-left corner of the document. If an exercise has multiple sheets, the student should staple pages together in ascending order. Different assignments should not be staples together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.)

will not be graded. If multiple sheets are to be handed in, students should sequence them according to the order they were told to print them in the exercise.

**Method(s) of Evaluation:**

Lectures and exams

**Grade Scale:**

Southern University operates on a 4.0 grading system. Students’ academic progress is evaluated according to the following grading system.

<b>GRADE</b>	<b>EXPLANATION</b>	<b>SCALE</b>	<b>QUALITY POINTS</b>
A	Excellent	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
D	Below Average	60-69	1.0
F	Failure	Below 60	0.0
W	Withdrawal		0.0
AU	Audit		0.0
NC	Non-Credit		0.0
CR	Credit		0.0
P	Pass		0.0

To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade “F” carries zero quality points and will be included in the computation.

<b><u>Points Distribution</u></b>	
Attendance	Extra Credit
Assignments	40%
Exam1	20%
Exam2	20%
Exam3	20%
<b>Total</b>	<b>100%</b>

**NOTE:** All the grades on Moodle are not the final grades!