

CMPS 105-03 Fall 2017

COMPUTER LITERACY

Instructor	Osman Kandara (aka Dr. OK)
Office	142 T. T. Allain
Office Hours	TTh: 3:30pm - 5:00pm & 6:30pm - 7:30pm (as needed) MW: 2:00pm - 2:30pm Other time by appointment!
Contact	kandara@cmps.subr.edu Office: 771 - 3556 / Front Office: 771-2060 Cell: 200 - 4072 (NO CALLS AFTER 7:00PM PLEASE!)
Time/Location	12:30pm - 1:50pm, MW / Henry Thurman Jr. Hall, Room 206
Text Book	MICROSOFT OFFICE 2010 Introductory <i>by Gary B. Shelly, & Misty E. Vermaat.</i>

Course Topics

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.

Week	Topic (Tentative - Order may change)
1-	Introduction to Windows and Office 2010
2-	Microsoft Word 2010 Chapter 1
3	Microsoft Word 2010 Chapter 2
4-	Microsoft Word 2010 Chapter 2
5-	EXAM 1
6-	Microsoft Powerpoint 2010 Chapter 1
7-	Microsoft Powerpoint 2010 Chapter 2
8-	Mid-Exams
9-	EXAM 2
10-	Excel 2010 Chapter 1
11-	Excel 2010 Chapter 2
12-	EXAM 3
13-	Microsoft Access Chapter 1
14-	Microsoft Access Chapter 2

Prerequisites: None

Objectives/Student Learning Outcome

Goals/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.
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.

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.

Learning Outcome:

1. use the fundamental concepts of an integrated software package
2. demonstrate proficiency in the use of word processing, spreadsheet, database, and multimedia applications
3. identify ways in which the computer may be used to enhance their personal and professional lives
4. apply an exercise-oriented approach to learn by example
5. comfortably approach further independent study

Grading

Grading Scale	A – 90% to 100%
	B – 80% to 89%
	C – 70% to 79%
	D – 60% to 69%
	F – <60%
Assignments/projects	30%
Midterm	30%
Attendance, participation, quizzes, etc.	10%
Final	30%

There will be a take-home assignment given every other week. Any assignment can also be counted toward midterm and/or final.

All exams are comprehensive and/or they can be in a form of class presentation and/or take-home focusing junior level undergraduate research activities.

Guidelines

1. Due for an assignment is the next class day unless otherwise said.
2. NO due extension.
3. NO sharing (*Punished severely!*)
Copying is considered scholastic dishonesty and is covered in University policy. Cheating will be prosecuted both in terms of grading and University sanctions.
4. NO late submission (*A late submission is worth ZERO!*)
5. NO curving.
6. NO Phones of any kind during class time.

7. NO makeup exam. At the instructor's discretion, the student may be allowed to use the final exam or the other one to cover the missed one at a certain percentage.
8. Reading the relevant chapters in the text book and reviving the class notes for the current topic being discussed before and after the class is expected.
9. *At any time without any advance notice, a short pop-up quiz should be expected. Those quizzes may also be considered as assignments or bonus points to the exams.*
10. At any given time without any advance notice, a new homework/programming assignment/project might be given in the class or through e-mails. Even if you have to miss the class, you are still responsible for it. *Instructor may choose certain assignments or certain questions in a particular assignment to grade instead of all.*
11. For any given assignment/project, it is your responsibility to clarify ambiguous parts. Sometimes, certain things might be left questionable by intention to challenge you to think and to ask questions about them.
12. **IT IS YOUR RESPONSIBILITY TO KEEP ALL THE GRADED MATERIALS GIVEN BACK TO YOU IN THEIR ORIGINAL FORMS UNTIL THE SEMESTER IS OVER AND TO PROVIDE WHEN ASKED.**
13. All the graded materials will be discarded if they are not picked up within 3 days.
14. For all the questions regarding a particular assignment grade you got, you should contact to the instructor. It has to be resolved within 5 business days.
15. Graduate students might get more assignments and/or different ones
16. Any failure of the any equipment that you use to do/submit/print the assignment within the last 48 hours is NOT an acceptable excuse. You had better expect such a bad luck all the time and you should start right away.
17. The programming/assignment/project guidelines that will be given to you should be observed very seriously. Even if your work produces the right output, you will lose 30 to 50 percent of the total grade if the guidelines are not followed.
18. Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Services Coordinator in the Office of Disability Services, 246 A.C. Blanks Hall, [225-771-3546](tel:225-771-3546) (Voice), [225-771-3949](tel:225-771-3949) (Fax), as soon as possible to ensure that such accommodations are implemented in a timely fashion. Students who need accommodations must be registered with the Office of Disability Services. Students are responsible for informing the instructor of any instructional accommodations and/or special learning needs at the beginning of the semester. All discussions will remain confidential.