Southern University
Department of Computer Science
CMPS–105–04
Introduction to Computer Technology
Fall 2019
SYLLABUS

INSTRUCTOR:	Sudhir Kumar Trivedi, Ph.D. Computer Science, Ph.D. Mathematics
CLASS TIME:	3:30 to 4:50 PM, MW
CLASS LOCATION:	207 Computer Science Building
OFFICE HOURS:	11 – 3:30 MW, or by appointment
OFFICE LOCATION:	E103, Computer Science Building
OFFICE PHONE:	225-771-4385
E-MAIL:	Sudhir_Trivedi@subr.edu

Credit Hours: ___3___   **Contact Hours:** ___3___   **Lecture and Lab**

REQUIRED COURSE TEXTBOOK
Microsoft Office 365 & Office 2016: Introductory --- by Misty E. Vermaat, Steven M. Freund, Corinne Hoisington, Eric Schmieder, and Mary Z. Last --- Shelly Cashman Series --- ISBN-13: 978-1305870048; ISBN-10: 1305870042

REQUIRED COURSE MATERIALS
A valid Southern University email account and a valid Moodle account are required. You will need to bring to class each day, your textbook, and your backup storage medium (a USB drive). Your instructor will inform you how to store your laboratory assignments. You can also store your assignments on OneDrive or other online storage.

CATALOG DESCRIPTION
This course provides knowledge of the capabilities, limitations, and implications of computer technology.

PREREQUISITES AND CO-REQUISITES
None.

COURSE GOALS/RATIONALE
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.

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.

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.

REQUIRED READINGS
As assigned by instructor.

TEACHING METHODOLOGY
Discussion, lecture, required labs, visual aids, oral reports, independent study, computer assisted instruction and other methods as determined by the instructor.

OTHER GENERAL COURSE REQUIREMENTS
Class participation, tests/quizzes, examinations, hands-on computer instruction, projects, reports, library assignments, research papers, attendance, and other requirements as determined by the instructor.

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. Each student is required to bring their own textbook, USB drive, and course materials to class to do their work in class.

MAKEUP TESTS/ASSIGNMENTS

Students are expected to take or submit assignments/tests on the date specified on the syllabus 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 test. No one may begin to take the exam after the first person leaves from taking the test.

PREPARING FOR EXAMINATIONS

Attend class, read the chapters, and do all assignments. Most of the questions are taken directly from the reading material which forms the basis for your competing various projects. Take advantage of the practice tests and practice as often as possible.

ATTENDANCE

The University Catalog regulates class attendance. All class assignments are to be done in class during the class time only!! In case you are late or absent, it is your responsibility to get the

course notes, handouts, and laboratory assignments. Attendance and class participation is an important part of this course. A students may be assigned a lesser than computed grade if he/she is absent from too many classes.

GRADING AND GRADING SCALE
Your final course grade will be determined by the following: there will be <u>five to six</u> exams and many assignments possibly including discussion questions on the Moodle. Assignments will carry 50% weight and exams will carry remaining 50% weight. Standard grading scale will be used: 90 – 100 (A), 80 – 89 (B), 70 - 79 (C), 60 – 69 (D), and 59 and below (F). The instructor reserves the right to curve the grading scale at the end of the semester.

LECTURE, LABORATORY, AND EXAMINATION SCHEDULE
You are expected to read each assigned project prior to the lecture. Lectures will be short, to the point, and will discuss the highlights of the Project for that week. Most of the class time will be spent working on your Laboratory assignments. Plan to spend approximately six to eight hours each week working on laboratory assignments. Make sure your name, student ID, and exercise number appear in the lower-left corner of work. All work is to be saved as instructed by your professor (must have a label with your name, teacher name and time of class). The student is responsible for doing his/her work in class.

TEXTBOOKS
Southern University provides bookstore services for the convenience of students, faculty, and staff. A list of required textbooks, study aids and supplies for all subjects are available.

CHILDREN IN CLASS POLICY
Children are not allowed in the classroom under any circumstances.

DISABILITIES POLICY
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Student must notify the instructor at the beginning of the semester (first 2 weeks) of any accommodations needed for the course.

ADDITIONAL NOTES
Assignments/tests on the Moodle are to be done by the students themselves without any collaboration or cooperation with anyone else. In case, there is significant discrepancy between the scores obtained in the Moodle assignments/tests and the classroom assignments/tests, the scores obtained in the classroom assignments/tests will prevail and the scores obtained in the Moodle assignments/tests will be disregarded. If you submit an assignment online and fail to replicate in the class (where you are being monitored by the instructor) what you submitted online will be disregarded.

SCHEDULE OF ACTIVITIES[1]

<u>Week of</u>	<u>Topics Covered and Assignments/Exams Due</u>
August 19	Introduction to Technology, Office 2016, and Windows
August 26	Introduction to Technology, Office 2016, and Windows General Assignment
September 2	Labor Day Holiday **Exam-1**
September 9	Word Project-1 based on MS Word Module-1 Word Project-2 based on MS Word Module-2
September 16	Word Project-3 based on MS Word Module-3 **Exam-2**
September 23	PowerPoint Project-1 based on MS PowerPoint Module-1 PowerPoint Project-2 based on MS PowerPoint Module-2
September 30	PowerPoint Project-3 based on MS PowerPoint Module-3 Fall Holiday, **Exam-3**
October 1	Excel Project-1 based on MS Excel Module-1 Excel Project-2 based on MS Excel Module-2
October 14	Excel Project-3 based on MS Excel Module-3 **Exam-4**
October 21	Make up time and Additional Assignments
October 28	Access Project-1 based on MS Access Module-1
November 4	Access Project-2 based on MS Access Module-2
November 11	Access Project-3 based on MS Access Module-3 **Exam-5**
November 18	Make up time and Additional Assignments Thanksgiving Holiday
November 25	Capstone Projects and presentation
December 2-6	**Exam-6** (Final Exam)

[1] These dates are tentative and subject to change depending on how fast we move in the class and other factors. For exact due dates, regularly check your Southern University email and Moodle accounts.