CMPS 105
INTRODUCTION TO COMPUTER TECHNOLOGY
FALL 2019

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: MICROSOFT OFFICE 365 Office 2016 Introductory, Shelly Cashman Series
Credit Hours: 3

Instructor: **Ratana Warren**
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Required Course Materials: You will need to bring to class each day your **textbook** and your backup storage medium (**USB** drive). Your instructor will inform you how to store your laboratory assignments.

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. Introduction to Basic Computer Software and Hardware
2. Introduction to Microsoft Office 2016
3. Microsoft Word
4. Microsoft PowerPoint
5. Microsoft Excel
6. Microsoft Access

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

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.

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. 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.**

Attendance:
The University Catalog regulates class attendance. Three missed class sessions will be reported.
In Case You Are Late or Absent: It is your responsibility to get the course notes, handouts, and laboratory assignments.

Grading Distribution:
A student's grade at the end of the semester will be determined by the following percentages. ******
- 4 Exams (60%)
  All exams will be given in class only (face-to-face) and required a password for accessing the exam.
- 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

Electronic Devices:
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.

Moodle Access:
Southern University and A&M College at Baton Rouge will used 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. It the students have problems with the Moodle account, he/she should contact Ms. Chrisena Williams-Brown in the Division of Information Technology via email at chrisena_williams@subr.edu or via phone at (225) 771-5017

- **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.

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 a, b and f	ABET: a, b and f
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 a, b and f	ABET: a, b and f
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 a, b and f	ABET: a, b and f