



Course Syllabus
Online Computer Applications - CMP3301
Fall 2021

Instructor: Ms. Susie Cunningham

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Office: Elliott 007

Classrooms: BU215 & BU219

Office Hours

Mondays: Noon – 2:00 p.m. (in Elliott 007)
8:00 p.m. – 10:00 p.m. (Via Zoom)

Tuesdays: Noon – 1:00 p.m. (in Elliott 007)
3:00 – 4:00 p.m. (in BU215)

Wednesdays: Noon – 2:00 p.m. (in Elliott 007)

Fridays: Noon – 2:00 p.m. (in Elliott 007)

Other times for Office Hours may be arranged by appointment.
Can also email me at any time.

(Generally, I am available during late evening hours. Please email me at scunningham@bsu.edu. After office hours, I do check email.)

Description:

The Computer Applications CMP3301 class is a study of **popular and useful software applications** used with **word processing, spreadsheets, graphics, presentations, and multimedia**. **Microsoft Office (Word, Excel, and PowerPoint) and Google docs** (or similar online applications) will be used to master skills.

Course Content:

Overview of general Computer concepts:

Hardware

Software

Word Processing

Spreadsheets

Presentations

Multimedia

Course Methodology:

Course methodology will include **hands-on activities**. This will be **an online course**. Students can go through course at their own pace. However, syllabus dates must be met.

Student Evaluation:

There will be **2 tests, 5 homework assignments, and 1 major PowerPoint presentation.**
Topics will include the following:

Essential Computing Concepts

Microsoft Word,

Microsoft Excel,

Microsoft PowerPoint (For this module students will complete a major PowerPoint presentation.)

Method of Grading: Grades will be based on a point system.

	<u>Points</u>
2 tests (Total points)	100
Major PowerPoint Presentation (50 pts.)	50
Homework Assignments	<u>50</u>
Total Points	200

Accumulated totals are then distributed into letter grades as follows:

A	(93% - 100%)
A-	(90% - 92.9%)
B+	(88% - 89.9%)
B	(83% - 87.9%)
B-	(80% - 82.9%)
C+	(78% - 79.9%)
C	(73% - 77.9%)
C-	(70% - 72.9%)
D*	(69% and below)

Classroom Policies:

Homework Assignments: Homework assignments must be **turned in by the due date**. Assignments may be turned in earlier than the due date. **Any late homework will result in a reduced grade. 25% off for each day late will be assessed. Thus, after 4 days, the homework will be worth 0 points. Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday all count as days. A timeframe for a day constitutes from 12:01 a.m. – Midnight.**

Academic Dishonesty: (Refer to the Indiana Academy Handbook.)

In the event, a student turns in a homework assignment or test that was **not originally written by the student**, the homework or test will fall under the category of plagiarism. This will be considered a **serious offense**. Students will be allowed to ask for help from other students if they are working on a preannounce group project or the student needs assistance finding a syntax error or minor errors.

If a student does use a homework assignment or project that was obtained from the Internet, another programming source, or writing code that is similar in nature, the student **must put in a comment in the computer program with the source of where the code was obtained, otherwise this will be considered under the category of plagiarism.**

Furthermore, if a student submits a homework for another student, the student “knowingly permitting one’s work to be submitted by another person as if it were the submitter’s original work” will also be penalized.

Penalties will be assessed in accordance to the Indiana Academy Handbook.

Communication:

The best way to communicate with me is through email at **scunningham@bsu.edu**. My phone dings when I receive an email and I can answer back via email through my phone. Generally, I do answer back almost immediately during work hours (unless I am teaching a course or on my way to class). I will always respond back within 24 hours. (This does include the weekends.) Generally, I am more available late at night. Office hours will be posted

Diversity and Inclusion:

Ball State University aspires to be a university that attracts and retains a diverse faculty, staff, and student body. We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse as expressed in our Beneficence Pledge and through university resources found at <http://cms.bsu.edu/campuslife/multiculturalcenter>.

Accommodations:

If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Canvas Accessibility:

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT) .

<https://community.canvaslms.com/t5/Accessibility/Accessibility-within-Canvas/ba-p/261501>

Indiana Academy Mask Policy:

The Indiana Academy will follow [Ball State University's mask policy](#) (see Section IV). Based on current CDC guidance recommending the wearing of face masks for all people—regardless of vaccination status—in public indoor settings in communities where the rate of coronavirus transmission is high or substantial, all employees, students, and campus visitors are required to wear a mask while inside any University building. This requirement is effective on August 9, 2021. Fully vaccinated people are not required to wear masks outdoors.

Individuals who are not fully vaccinated for COVID-19 are required to wear face masks while inside campus buildings and outside when physical distancing cannot be maintained.

If a student declines to wear a face mask as required, the student will be referred to the Director of Academic Affairs or the Director of Residential Affairs. If the situation occurs in a classroom or other academic setting, it is considered a classroom management issue, and the teacher will remind the student of the requirement and give the student a chance to comply with it prior to referring the matter to the Director of Academic Affairs or the Director of Residential Affairs. Wearing masks is crucial to preventing the spread of COVID-19 to others.

Participation Policy:

The student is expected to be an active participant in the course. This course is designed to be an online course. The student is welcomed to complete this course at your own pace and can complete it early. However, the student is expected to complete each module by the deadline dates. The deadlines are to keep the student on pace for the course and not procrastinate turning in assignments until the end of the semester.

The student is expected to complete all assignments, tests, and major project by the due dates.

Online Computer Applications Course

Tentative Class Activity and Assignments:

*This is a suggested time schedule to keep a student on pace with the course. This is a recommended guideline. You may work ahead! **You must complete the homework by the due dates!***



Computer Essentials:

Week of August 16, 2021:

A general introduction to the class will be provided. Next, information-based systems, the history of computers, and the basics of computer hardware will be presented. Work will begin with data on a binary level and will convert data to an ASCII format.

HW #1 (10 pts.) – Ascii/Binary Worksheet will be **due on August 30, 2021 (by 11:59 a.m.)**.



Word Processing:

Week of August 24, 2021:

Students will be introduced to Word. Topics will include “what’s new in Office and Google docs”. Shortcut keys used for typing a world language, header and footer, insert items and adding new features to pictures, hyperlinks, bullets, numbering, borders, and shading, tabs, drop cap, autocorrect, mail merge and how to automate how to enter and create a Works Cited page.

Students will be introduced to online Word applications and how to create and save to Google docs (or similar online applications).

A computer topic will be assigned for the Tech Gadget.

HW #2 (10 pts.) – Write-up on Tech Gadget/new computer topic (Word skills) will be **due on September 6, 2021 (by 11:59 p.m.)**

HW #3 (10 pts.) – Party Invitations (Mail merge feature, inserting pictures and special features) will be **due on September 15, 2021 (by 11:59 p.m.)**.

If your software does not have the mail merge feature, you are welcomed to make arrangements to come to BU215 and you can use one of the computers in this classroom to complete homework assignment.

Review for Test #1 – Week of September 13, 2021.

Test #1 – Essentials of Computing and Word – By September 22nd (11:59 p.m.)

Multiple choice and short answer/50 pts. Test will be online on Canvas.



Excel and PowerPoint:

Week of September 20, 2021:

Students will be introduced to Microsoft Excel and Google Excel/online applications. Topics will include shortcuts, formatting, performing calculations, graphing and using functions such as PV, FV, and PMT.

HW #4 (10 pts.) - Excel Spreadsheet for Buying a Car, Investments and Budget will be due on September 27, 2021 (by 11:59 p.m.)

HW #5 (10 pts.) - Working with Scientific Data will be due on October 6, 2021 (by 11:59 a.m.).

Week of October 11, 2021:

Students will be introduced to advanced multi-media PowerPoint features and will begin work on their major PowerPoint Presentations.

Students will be given a specific computer person that was inspirational in the contributions of computing/innovations.

Review for Test #2 – October 18, 2019.

Test #2 – Microsoft Excel, and PowerPoint – By October 27, 2021 (11:59 p.m.)

Multiple choice and short answer/50 pts.

The last day to turn in MAJOR PowerPoint Presentation (50 pts.) is November 5, 2021!