

Course Syllabus

**Online Computer Applications - CMP3301**

**Fall 2023**

**Instructor:** Ms. Susie Cunningham

**Email:** [scunningham@bsu.edu](mailto:scunningham@bsu.edu)

**Office: Elliott 008-C**

**Classrooms: BU115**

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| Mondays: Noon – 1:00 p.m. (Elliott 008-C) **2:00 – 4:00 p.m. (Elliott 008C or BU115)**  **Tuesdays: 11:30 a.m. – 1:00 p.m. (Elliott 008-C)**  **3:30 – 4:00 p.m. (BU115)**    **Wednesdays: Noon – 1:00 p.m. (Elliott 008-C)**  **2:00 – 4:00 p.m. (Elliott 008-C or BU115)**  **Fridays: Noon – 1:00 p.m. (in Elliott 008-C)**  **2:00 – 3:00 p.m. (Elliott 008-C or BU115)**  **(Other appointment times may be made as needed.)** |

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. After office hours, I do check email.)*

Description:

The Computer Applications CMP3301 class is astudy 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 **a hybrid online course.** Students can go

through course at their own pace. However, syllabus dates must be met and class attendance is

mandatory.

**Student Evaluation:**

There will be **2 tests**, **4 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.

**Points**

2 tests (Total points) 100

Major PowerPoint Presentation (50 pts.) 50

Homework Assignments 50

**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://www.canvaslms.com/accessibility). <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](https://www.bsu.edu/-/media/www/departmentalcontent/emergencypreparedness/covid19/recovery%20plans/student%20return%20to%20campus%20plan_11-16-2020_full.pdf?la=en&hash=C46E28697410544B454D667609AA24BE6C7BAA9F) (see Section IV).

**Participation Policy:**

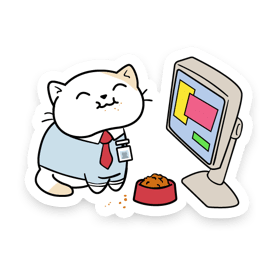
The student is expected to be an active participant in the course. This course is designed to be an online course. The student is welcomed to complete this course at your own pace and can complete it early. However, the student is expected to complete each module by the deadline dates. The deadlines 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.**

### *Digital 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!***

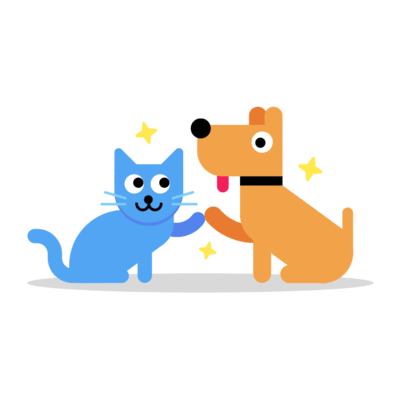
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***Computer Essentials:***

**Week of August 15, 2023:**

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 25, 2023 (by 11:59 a.m.).**

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***Word Processing:***

**Weeks of August 21, 2023:**

Students will be introduced to the basics of Computer Hardware and Microsoft 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 try out speech-to-text and text-to-speech features.

A computer topic will be assigned for Social Media Safety.

**HW #2 (10 pts.) – Write-up on Social Media Safety topic** (Word skills) will be due on **August 28, 2023 (by 11:59 p.m**.)

**Week of August 28, 2023:**

**HW #3 (10 pts.) – Party Invitations** (Mail merge feature, inserting pictures and special features) will be due on **September 8, 2023 (by 11:59 p.m.)**.

*If your software does not have the mail merge feature, you are welcomed to make arrangements*

*to come to BU115 and you can use one of the computers in this classroom to complete homework*

*assignment.*

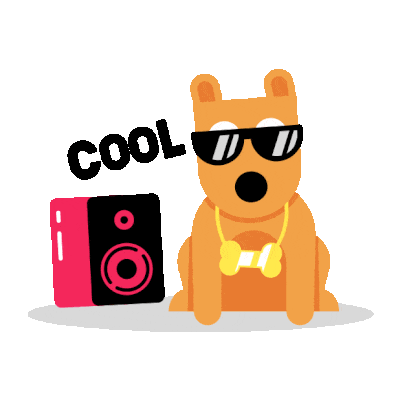
**Week of September 4, 2023:**

*(Extended weekend: September 4th & 5th*

**Review for Test #1**

**Test #1** – **Essentials of Computing and Word** – **By September 11th 11:59 p.m.)**

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

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***Excel and PowerPoint:***

**Week of September 11, 2023:**

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 (20 pts.) - Excel Spreadsheet will be due on September 18, 2023 (by 11:59 p.m.)**

**Week of September 18, 2023:**

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.**

**Week of September 25, 2023:**

**Review for Test #2**

**Test #2** – **Microsoft Excel, and PowerPoint – By October 2, 2023 (11:59 p.m.)**

Multiple choice and short answer/50 pts.

**Week of October 2, 2023:**

**The last day to turn in MAJOR PowerPoint Presentation** (50 pts.) **is October 2nd, 2023!**

**Students will make presentations during this week.**