

Course Syllabus

**Digital Applications - CMP3301**

**Fall 2024**

**Instructor:** Ms. Susie Cunningham

**Email:** scunningham@bsu.edu

**Office: Elliott 008-C**

**Classrooms: BU115**

 **Office Hours:**

**Mondays: 10:00 – 11:00 a.m.**

 **Noon – 2:00 p.m.**

**Tuesdays: 2:00 – 3:00 p.m.**

**Wednesdays: 10:00 – 11:00 a.m.**

 **Noon – 2:00 p.m.**

**Fridays: 10:00 – 11:00 a.m.**

 **Noon – 2:00 p.m.**

**Other times for offices hours may be made by appointment. Also, can email me at scunningham@bsu.edu.**

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**, **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.

 **Points**

 2 tests (Total points) 100

 Major PowerPoint Presentation (50 pts.) 50

 Homework Assignments 60

 **Total Points 210**

 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.) Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday all count as days. A timeframe for a day constitutes from 12:01 a.m. – Midnight.**

**Absence prior to due Date:** Missing class (excused or not) prior to a test, or other due dates for homework assignments does not exempt the student from preparing and taking the test and/or submitting the required homework assignment on the due date. Exceptions may be granted in advance of class time and must be discussed with the instructor.

**Tardiness:** If you arrive more than 5 minutes late to class, you will be marked tardy. After arriving 20+ minutes late, you will be marked absent. **A student sleeping in class will be counted as an absence.**

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

In the event, a student turns in a computer program for 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**. You will be allowed to ask for help from other students if they are

working on a preannounced group project or the student needs assistance finding a syntax error or minor errors.

If a student does use code in a programming 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 writes a computer program 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.

You cannot use **AI** to write your programs for you! You can use **AI** to help debug your programs.

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

**Communication- Come See Me:**

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 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. As a reflection of Ball State’s commitment to respect, civil discourse, and the Beneficence Pledge, Inclusive Excellence at the Indiana Academy emerges as one of the priorities of our living and learning community. We strive to exist together respectfully and compassionately, creating an environment where every member can thrive. Unfortunately, there might be occasions when something occurs that disrupts our progress toward meeting these objectives. In this case, we encourage any member of the Academy community to file a Campus Climate Report (CCR) https://bsu.qualtrics.com/jfe/form/SV\_6mbRbL5acAntUTI. All reports will be taken seriously, and appropriate responses will be carried out by the Academy administration.

**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 accommodation 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). This may change throughout the year.

## Class Participation:

## Unless instructed otherwise, you will need to be working on items relating to the classroom homework/topic during the class time.

## Indiana Academy Wireless Device Policy:

Pursuant to Indiana Code 20-26-5-40.7, The Indiana Academy for Science, Mathematics and Humanities prohibits student use of wireless communication devices for non-instructional purposes in the classroom. As such, any and all portable wireless devices, that have the capability to provide voice, messaging, or other data communication between two or more parties, must only be used for academic purposes directly tied to the classroom activity or related educational task. Exceptions to this wireless device policy are eligible through academic accommodations, individualized education programs, or with instructor approval permitting the use of a wireless device for justification related to health, safety, and/or well-being. The improper use of a wireless device in an active classroom setting is subject to disciplinary action including but not limited to; a verbal warning, temporary seizure of said device by a school official, an unexcused absence for the class in question, written communication to parent/guardian, among other elevated consequences for repeated improper use.

**No game-playing, movie-watching, e-mail, or IM’ing will be allowed in class -- doing so will result in a recorded absence for that day.**

### *Digital Applications Course*

### Tentative Class Activity and Assignments:

******

***Computer Essentials:***

**Week of August 12, 2024:**

You will learn about the history of computers, the basics of computer hardware, and working with binary numbers.

**HW #1 (10 pts.) – Ascii/Binary Worksheet** will be due on **August 16, 2024 (by 11:59 a.m.).**

******

***Word Processing:***

**Weeks of August 19, 2024:**

You will be introduced to the basics of Microsoft Office and Google docs. You will learn about 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 AI.

**HW #2 (10 pts.) – Write-up on Social Media Safety topic** (Word skills) will be due on **August 23, 2024 (by 11:59 p.m**.)

**Week of August 26, 2024:**

**HW #3 (10 pts.) – Party Invitations** (Mail merge feature, inserting pictures and special features) will be due on **August 30, 2024 (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.*

**Review for Test #1**

**Week of September 2, 2024:**

*(Extended weekend: September 2nd & 3rd) – No class Students will need to watch videos for any review.*

**HW #4 (10 pts.) – Song generated by AI** – Students will generate a song using AI software.

**Test #1** – **Essentials of Computing and Word** – **By September 6th 11:59 p.m.)**

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

******

***Excel and PowerPoint:***

**Weeks of September 9th and 16th, 2024:**

You 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 #5 (20 pts.) - Excel Spreadsheet will be due on September 20, 2024 (by 11:59 p.m.)**

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 23, 2024:**

**Review for Test #2**

**Test #2** – **Microsoft Excel, and PowerPoint – By September 27, 2024 (11:59 p.m.)**

Multiple choice and short answer/50 pts.

**Week of September 30, 2024:**

**The last day to turn in MAJOR PowerPoint Presentation** (50 pts.) **is October 2nd, 2024!**

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