

Course Syllabus

**Digital Applications - CMP3301**

**Fall 2025 - Quarter #1**

**Instructor:** Ms. Susie Cunningham

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

**Office: Elliott 008-C**

**Classrooms: BU219**

**Canvas Site: https://indianaacademy.instructure.com/**

**Office Hours:**

**Mondays: Noon – 1:00 p.m.**

**3:00 – 5:00 p.m.**

**Tuesdays: 10:00 – 11:00 a.m.**

**Wednesdays: Noon – 1:00 p.m.**

**3:00 – 4:00 p.m.**

**Thursdays: 10:00 a.m. – Noon (Via Zoom. Will need an appt for Zoom link.)**

**Fridays: Noon – 1:00 p.m.**

**3:00 – 4:00 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 or do your homework 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 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.) Office hours are posted

**Ball State University Beneficence Pledge:**

Ball State University aspires to be a university that attracts and retains outstanding faculty, staff, and students. Ball State is committed to ensuring that all members of the campus community are welcome through our practice of valuing the varied experiences and worldviews of the people whom we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge. As a reflection of Ball State’s commitment to respect, civil discourse, and the Beneficence Pledge, inclusiveness 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.

**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](mailto: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>

## 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:

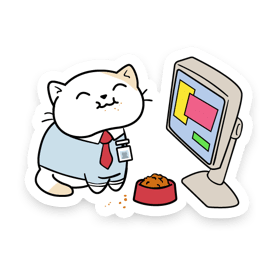
Pursuant to Indiana Code 20-26-5-40.7, The Indiana Academy for Science, Mathematics and Humanities prohibits student use of wireless communication devices for non-instructional purposes in the classroom. As such, any and all portable wireless devices, that have the capability to provide voice, messaging, 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:

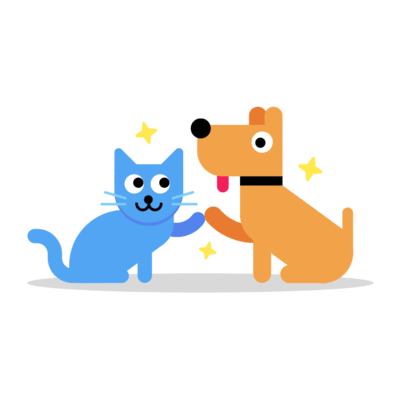
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***Computer Essentials:***

**Week of August 11, 2025:**

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 14, 2025 (by 11:59 a.m.).**

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***Word Processing:***

**Weeks of August 18, 2025:**

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 or ChatGPT** (Word skills) will be due on **August 21, 2025 (by 11:59 p.m**.)

**Week of August 25, 2025:**

**HW #3 (10 pts.) – Party Invitations** (Mail merge feature, inserting pictures and special features) will be due on **August 28, 2025 (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.*

You will learn about AI and how to generate a song using AI.

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

Due on **September 3, 2025 (by 11:59 a.m.).**

**Week of September 1, 2025:**

*Labor Day Weekend!*

**Review for Test #1**

**Test #1** – **Essentials of Computing and Word** – **September 5th 11:59 p.m.)**

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

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***Excel and PowerPoint:***

**Weeks of September 8th and 15th, 2025:**

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 18, 2025 (by 11:59 p.m.)**

Students will learn how to create a **professional PowerPoint presentation.** The Do’s and Don’ts.

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 22, 2025:**

**Review for Test #2**

**Test #2** – **Microsoft Excel, and PowerPoint – By September 24, 2025 (11:59 p.m.)**

Multiple choice and short answer/50 pts.

**Week of September 29, 2025:**

**The last day to turn in MAJOR PowerPoint Presentation** (50 pts.) **is October 1st, 2025!**

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