CMPS 1013
Microcomputer Applications

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CONTACT POLICY
 Please contact me using my MSU email: tina.johnson@mwsu.edu
 I will NOT use the WebCT/Blackboard email system
 I will contact you via the email you use for your first homework assignment. Use the one you will check most often. If you wish to change email addresses, please notify me.
 Always place CMPS 1013X in the subject line of your emails to me.
 You are welcome to contact me by phone, email or in my office (during office hours or by appointment) any time during the semester.

Note: All students have an MSU email account. To access the account, go to the MSU home page at http://mwsu.edu and follow the links (WebMail & Email Accounts) for information and instructions. You are not required to use this address for this course, but it is recommended. You are responsible for any email problems if you use another email service for this course. I do NOT utilize the WebCT/Blackboard email!

REQUIRED MATERIALS
 MS Office 2010 - this is installed on MSU labs. You will be at a disadvantage if you do not have this version of MS Office.
 Emerge V 3.0 and SAM 2010 - Purchase the access codes for these web sites at the MSU Bookstore. It is REQUIRED. Without it you will NOT be able to access the course. However, this is all you need. All materials, including the textbook, are available electronically via these sites. (Once opened, you cannot return the access code. Once you register at the web site, it cannot be used by another student. If you drop the course, the access code will be available for use for the next semester only.)
 Blackboard - The MSU Blackboard site (from which you obtained this document).
 Your email account - An email account is REQUIRED and it is recommended that you check it often for additional information.

COURSE OBJECTIVES
 Gain factual knowledge of computers and the associated terminology
 Learn the basic principles of the discipline of computing
 Obtain hands-on experience with MS Office 2010
 Demonstrate the ability to use computers in both a business and personal setting
 Awareness of current events and social impacts of computing
 Utilization of the Internet for research and reporting of information
COURSE PARTICIPATION

Because there is no class to attend, attendance is defined as participation; that is, turning in an assignment or taking a test. Since something is due each week, I will expect that you access the web sites each week. Inactivity for 2 weeks, at any time during the semester, will constitute non-participation and can lead to an instructor initiated drop. If you foresee an extended period of non-participation, please notify me. Part of your participation is completing assignments on time. If you drop the course your official “last day of attendance” will be the last date on which you submitted an assignment or took a test.

Concepts Portion of the Course

- Chapters 1 through 7 and Chapter 9 in the Emerge online text will be covered on exams
- Emerge Exam 1 - Chapters 1, 2, 3
- Emerge Exam 2 - Chapters 4, 5, 6
- Emerge Exam 3 - Chapters 7, 9, Giant Brains Video (found in Additional Assignments folder in Emerge)
- Emerge Optional Final Exam - All chapters (Will replace a missed exam)
- Multiple choice and true-false
- You have 50 minutes to complete each exam

To Prepare for the Literacy Exams

- Read the chapters in the online Emerge textbook
- Use the study guides for each chapter
- Review the Power Point Slides for each chapter (These DO NOT replace reading the chapter as they are an overview and do not cover all testable chapter concepts.)
- TAKE THE EXAM BEFORE THE DEADLINE.

SAM (Applications) PORTION - Office 2010

- The lab portion of the course consists of the MS Office applications of Word, Excel, and Power Point.
  - MS Word: 2 training exercises & 2 Projects
  - MS Excel: 2 training exercises & 3 Projects
  - MS Power Point: 2 training exercises & 2 Projects
- Training: Each of the 6 training exercises consists of 40 tasks on which you will be tested. You are required to complete 20 of the 40 tasks on each exercise. You are encouraged to do as many as necessary to prepare for the exam but can skip those tasks for which you are already proficient. It is recommended that you complete the training prior to starting the Projects, but you have until the day of the corresponding exam to complete the training as far as your grade calculation is concerned.
- Exams: The SAM (application) exams will be activities LIKE the training. You will be allowed 8 attempts per question. ANY incorrect ‘click’ is considered an attempt. You will be allowed 50 minutes for each exam. If you are not prepared, you will run out of time.
- Projects: You will complete 7 required projects; 2 in Word, 3 in Excel and 2 in Power Point. First download the project instructions. Then download the project file. Complete the project and submit for grading. Within 24 hours (probably much less) you will receive
feedback and a grade through the Reports tab in SAM. You may correct the project and resubmit it to improve your grade. You are allowed to submit each project 3 times, but you may not resubmit after the due date. Since it may take up to 24 hours to receive feedback, you are strongly encouraged to begin the projects at least 2 days prior to the due date to allow time for resubmissions. You are NOT required to submit more than once; the second & third submissions are optional.

CHEATING

Each student is expected to complete ALL of his/her own work. To submit another person’s work (even partially) as your own is called plagiarism and is subject to severe action as stated in the MSU Student Handbook. Two students working closely together to complete an assignment is also considered cheating. Cheating in any form will not be tolerated. This includes, but is not limited to, cheating on exams, turning in another’s work as your own, and plagiarism on written work. Punishment may include an F in the course or expulsion from the university. (Refer to the MSU Student Handbook and Activities Calendar, Code of Student Conduct, Standards of Conduct.) For more information related to plagiarism and the use of another person’s published or unpublished work see http://plagiarism.org/

GENERAL COMMENTS FOR SUCCESS IN AN ONLINE COURSE

- Read all material assigned. Because this course does not include face-to-face instruction, the books that accompany the course will be your primary source of information.
- Do not wait until the last minute to submit assignments or to take exams. The deadlines are firm. It is not uncommon for problems to occur that may prohibit your from completing your assignment on time. (e.g. power failure, get sick, mom calls, have to work late, etc.) It happens every semester. There will be no exceptions made in the deadlines for such “problems.”
- Missed Exams or Projects: There will be two optional make-up exams available at the end of the semester; one on concepts and one on Office 2010. The concepts make-up will be allowed to cover a missed or low score on a concepts exam. The Office exam will be allowed to replace a missed or low lab exam. You cannot replace the project grades, training grades or the plagiarism essay grade.

GRADING

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<tr>
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<th>Grading Scale</th>
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<tbody>
<tr>
<td>3 Concept Exams</td>
<td>30%</td>
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<tr>
<td>3 Lab Exams</td>
<td>30%</td>
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<tr>
<td>Assignments</td>
<td>40%</td>
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<td><strong>A</strong></td>
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<td><strong>B</strong></td>
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<td><strong>C</strong></td>
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<td><strong>D</strong></td>
<td>69-58</td>
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