

CMPS 1013 Online
Microcomputer Concepts & Applications

Instructor Information

Instructor: Mika Morgan, Bolin 128C, (940) 397-4189, mika.morgan@msutexas.edu

Office Hours: MWF 9-10 am and 1-2 pm, or by appointment

Text: The text and software for this course is included within D2L. It is extremely important that you read over the document "SAM Instructions" included in the same folder as this document.

Course Requirements

- Students must have access to Windows-based MS Office 2019 or 365. Older versions of Office and MAC Office may not be compatible and as a result you may not obtain a grade of 100 due to incompatibility. MS Office is available in all MSU labs. You can purchase a subscription to Office 365 from the MSU bookstore at a student discount. *~~ Note: compatibility issues apply only to projects. Students may complete all other work on any computer with internet access.*
- Students have *inclusive* access to Cengage's MindTap/SAM 2019 course web site **through D2L**. On D2L you will find a link to the site which contains access to ALL assignments, exams, text book, & study materials. Links are provided in D2L to each individual exam, project, training and the online textbook on D2L for your **convenience**.

If a student prefers not to participate in the new Courseware Access and Affordability Program and would rather purchase the required courseware on his/her own at retail pricing, then they can opt out of the Program starting the first day of class through 12th day of classes. The opt-out instructions and weblink will be sent to students via their msutexas.edu email address when classes begin. (A student who opts-out may opt back in.) Pricing is cheaper for students when they do not opt-out and besides, you cannot complete the coursework without SAM 2019.

- Students signing up for online courses bear the burden of completing the course primarily on their own and this requires discipline and time-management. If you are not comfortable with computers or if this is your first online course, it is recommended you begin quickly to ensure a smooth transition to the online course environment. Contact the instructor immediately if you have questions or problems with the course.
- An email account is required for this course. If you do not have one, MSU provides email for all students. Consult the MSU web site for more information on student email.
- **D2L Announcements:** You MUST check D2L regularly while taking this course. I will send reminders, clarifications, and other information as necessary on the D2L course home page. Be sure to watch the News at the top of the D2L Course Home page when you log in. It is your responsibility to monitor this information.

To be SUCCESSFUL in this Online course

1. Print off the **Course Calendar** & keep it easily available. At least one assignment is due every Thursday by 11:00 p.m Central Time (including the week of Thanksgiving/Easter Break – just get those done *early*).
2. **Exams & Assignments:** It is recommended you complete the exams & assignments in the order listed on the course calendar posted on D2L, but all assignments are available NOW and can be completed in any order. Once the **Due Date** has passed, you no longer have access to the assignment or the exam. (Training remains available the entire semester, but the grade for training is recorded on the due date and subsequent work on training is for your own benefit, not for grading.) NO LATE ASSIGNMENTS ARE ACCEPTED! NOTE: All assignments & exams are accepted BEFORE the due date. You can complete the course as quickly as you like.
3. **Missed--Make-up Work:** A comprehensive exam covering the online textbook Technology for Success and a comprehensive exam covering Word-Excel-PowerPoint are available at the end of the semester to cover two missed or low grades. The Technology for Success comprehensive make-up can replace a missed or lower Technology for Success exam grade. The Office make-up exam can cover a missed or lower grade on Office exam or project. The make-up exams are not required but 8/3/2020 are highly recommended. *~~ No other*

make-up work is allowed. **A grade of zero will be recorded for work that is not submitted by the posted deadline.**

4. **Consult the instructor:** The course is designed to be completed with little or no interaction with the instructor. However, your instructor is available to provide assistance and answer questions at any time during the term. You can email or make a ZOOM appointment. PLEASE do not hesitate to contact me if you have any questions or problems with this course.

GRADING Information

3 TECHNOLOGY for Success Exams	30%	A	100-90
3 MS OFFICE Exams	30%	B	89-80
Assignments (Email, Projects, Essay)	35%	C	79-70
SAM Training (3 assignments)	5%	D	69-58

Gradebook in D2L and MindTap/SAM 2019

Grades for all assignments in SAM 2019 are provided upon completion of the assignment or exam. Once you complete an assignment, the grade is transferred from SAM to the D2L gradebook that is set-up to display your average-so-far for the course. The “official” grades for the course will be found in D2L. *~~ Notify me by email if you see any discrepancies in your posted grades on D2L but confirm your grades in SAM first.*

Contact Policy

- The best way to contact your instructor is by email. *~~ Office hours are posted above and also by appointment and can be by phone or Zoom.*
- **Always place CMPS 1013 in the subject line of your emails** and give your name and Mnumber.

Course Participation

Because there is no class to attend, attendance is defined as participation; that is, turning in an assignment or completing an exam, and logging in regularly to D2L and the course. Something is due almost every other week! Inactivity 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. If you drop the course, your official “last day of attendance” will be the last date on which you submitted an assignment or completed an exam.

Course Objectives

- Gain factual knowledge of computers and the associated terminology
- Learn the basic principles of the discipline of computing
- Obtain hands-on and in-depth experience with MS Office 2019/365
- 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

Academic Integrity

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, & plagiarism on written work. Punishment will result in a 0 on the assignment for the first offense and one lowered letter grade, additional offenses will result in an F in the course or expulsion from the university. (Refer to MSU Student Handbook & Activities Calendar, Code of Student Conduct, Standards of Conduct.) For more information related to plagiarism & the use of another person’s published or unpublished work see a Plagiarism web site.