CMPS 1013: Microcomputer Concepts & Applications
SYLLABUS

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Office Hours:	MWF 9-10 am & R 1-3 pm, or by appointment

Required Textbook and Materials:

The text and software for this course are included within D2L. It is extremely important to read the document "SAM Instructions."

CMPS 1013 X20 is included in the MSU Texas Access & Affordability Program (aka Follett Access) for the Spring semester. What does this mean?

- Your course material is in D2L on the first day of class, for everyone in your class. Your professor has opted to have this course in the program to save you time and money.
- The cost-efficient charge of $140.25 + tax has been added to your student account, which is below the publisher's website price.
- You have the choice to "opt out" of this special pricing and find your material on your own. If you prefer to "opt out", please see below. The last day to "opt out" of this content is 01/27/2026.
- **How Do I Opt Out?**
  - You will receive an email from noreply@follett.com t your my.msutexas.edu email. This email will provide you with directions and a link to the Opt-Out Portal.
  - Please check your junk or spam filters for this email.

If you "opt out", you lose your course material. If you "opt out" by mistake, please contact the bookstore at the email address below and you will be "re-instated" with your course materials.

For questions concerning the program or if you need assistance, please contact the Bookstore at jenny.denning@msutexas.edu.

Course Evaluation:

Assignments Email assignment and 8 projects	**35 pts**
SAM Trainings 3 trainings	**5 pts**
Exams 6 exams, 10 pts. each	**60 pts**

In order to help students keep track of their progress toward course objectives, the course instructor will provide grade updates using **D2L**. Please use the grade in D2L, not the grade in Cengage. Only final grades will be reported on the students' transcripts. Students earning below a C at midterm should discuss progress with the instructor.

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. 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.
- 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.
- 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. It is your responsibility to monitor this information.

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

Attendance Policy:

Attending class is a primary key to success. Although student attendance is not calculated in the grade, attendance will be taken. Attendance in an online class is counted based on D2L participation and turning in assignments. If a student is absent three consecutive classes without notifying the instructor, a report will be submitted to the Dean of Students and the student may be dropped from the class. *There is no distinction made between excused and unexcused absences.*

Technical difficulty will not be considered a valid reason for an extension on submitting online materials. Computers are available on campus in various areas, as well as the Academic Success Center. Contact your instructor immediately upon having computer trouble. There is also a student help desk available to you.

Academic Misconduct Policy and Procedures:

Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting and paraphrasing, or the submission for credit of work not the individual's to whom credit is given). The Department of Computer Science has adopted the following policy related to cheating (academic misconduct). The policy will be applied to all instances of cheating on assignments and exams as determined by the instructor of the course.

- 1st instance of cheating in a course: The student will be assigned a non-replaceable grade of zero for the assignment, project or exam. *In addition, the student will receive a one letter grade reduction in course, if the grade doesn't result in a grade reduction.*
- 2nd instance of cheating in a course: The student will receive a grade of F in course & immediately be removed from course.
- All instances of cheating will be reported to the Department Chair and, in the case of graduate students, to the Department Graduate Coordinator.

Note: Letting a student look at your work is collusion and is academic misconduct!

See the MSU Student Handbook for more information on the academic misconduct policy.

Students with Disabilities:

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make necessary arrangements. Students must present appropriate verification from the University's Disability Support Services (DSS) Office during the instructor's office hours. Please note that instructors are not allowed to provide classroom accommodation(s) to a student until appropriate verification from DSS has been provided. For additional information, contact the Disability Support Office in Clark Student Center 168. Phone: (940) 397-4140.