



Course Syllabus: Computer Concepts and Applications

McCoy College of Math, Science and Engineering

CMPS 1013 Section X10

Fall 2026

Contact Information:

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Course Description:

This course provides an introduction to computers and the discipline of computing, including fundamental concepts, terminology, and current issues affecting society. Students gain hands-on experience with Microsoft Office 2019/365 and develop practical skills for using computers and the Internet in academic, business, and personal settings, including research and information reporting.

Required Textbook and Materials:

- 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.

Study Hours and Tutoring Assistance:

Tutoring is available in Bolin 115 Tutor Lab and the Office of Tutoring and Academic Support Programs (TASP) in Moffett Library. A tutor may assist with projects and homework for computer science classes. The tutor cannot do your work.

Course Evaluation:

Table 1: Weight per Assignment

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

Table 2: Final Grade Scale

Grade	Percentage
A	89.5 - 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	< 59.4

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 and Department Policies:

Lecture Attendance:

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.

Make-Up Assignments:

- Students can take a make-up exam at the end of the course to replace one missed Office exam and one Technology for Success exam.
- Missed projects and trainings may not be made up.

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.

Academic Misconduct Policy & 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, or the submission for credit of work not the individual to whom credit is given).

Additional guidelines on procedures in these matters may be found in the [Office of Student Conduct](#).

The Department of Computer Science has adopted the following policy related to academic misconduct. The policy will be applied to all submission of work for credit as determined by the instructor of the course, e.g., assignments, quizzes and exams. (See below for link to MSU definitions.)

- *1st instance* of cheating within the program: The student will be assigned a non-replaceable grade of zero for the assignment, project or exam. If the final grade in the course, does not result in a one letter grade reduction, the student will receive a one letter grade reduction in course.
- *Further instances* of cheating in any course within the program: The student will receive a grade of F in the course & be removed from the course.
- All instances of cheating will be reported to the Department Chair, the MCOSME Dean, the Dean of Graduate Students, if a graduate student, and the Office of Rights and Responsibilities, who may decide at their own discretion to impose a stiffer sanction based on knowledge of other instances of cheating at MSU Texas.

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

See Also: [MSU Student Handbook](#): Appendix E: Academic Misconduct Policy & Procedures

https://msutexas.edu/student-life/_assets/files/handbook.pdf.

University Policies:

Student Handbook:

Refer to: [Student Handbook](#)

Change of Schedule:

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy:

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities:

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be

required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Campus Carry Rules/Policies:

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy:

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

Alcohol and Drug Policy:

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry:

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter:

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch a video that may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process:

Grade appeals are made to the Dean of the College in writing. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#).

Important Dates:

- See [Academic Calendar](#).
- Last Day to drop with a grade of "W:" **November 23, 2026**
- Refer to: [Drops, Withdrawals & Void](#)