

Midwestern State University
Department of Computer Science
Fall 2025

Course Information

Course syllabus: Computer Concepts and Applications
Course number: CMPS 1013
Course Section: X10.

Instructor Information

Instructor's Name: Doctor Eduardo Colmenares.
Instructor's office: Bolin Hall.
Instructor's email: eduardo.colmenares@msutexas.edu

Office Hours (by appointment)

Monday: 2:00 pm to 4:00 pm
Tuesday: 8:30 am to 9:30 am
Wednesday: 2:00 pm to 3:00 pm
Thursday: 8:30 am to 9:30 am
Friday: No Office hours

ZOOM information

[Zoom Link](#)

Required Textbook and Materials

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

Required Textbook and Materials

CMPS 1013 is included in the above program 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 charge for this content has been added to your student account, which pricing is below the publisher's website price.

Grading Policy

90 to 100 points is an A.
80 to 89.99 points is a B.
70 to 79.99 points is a C.
60 to 69.99 points is a D.
0 to 59.99 points is an F.

Evaluation Process Summary Table

Assignments Email assignment and 8 projects	35 pts
Sam Trainings 3 Trainings	5 pts
Exams 5 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. There are not extensions of any kind. To be enforced.
- 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
- Utilization of the Internet for research and reporting of information

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.

Departmental Academic Misconduct Policy & Procedures:

Cheating, collusion, and plagiarism (the act of using source material of other persons, devices, AI Generators, either published or unpublished, without following the accepted techniques of crediting, 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. (See below for link to MSU definitions.)

- 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!

Can I use AI to solve my homework and/or project: The answer is NO, that is also an academic misconduct!

See the [MSU Student Handbook](#) for more information on the academic misconduct policy.

Student 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 any necessary arrangements. Students should present appropriate verification from disability support office during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Disability Support Office has been provided. For additional information you may contact the Disability Support Office in Clark Student Center 168 - Phone: (940) 397-4140.

[Disability Support Services](#).

Helpful Information

[Student Resources](#)