

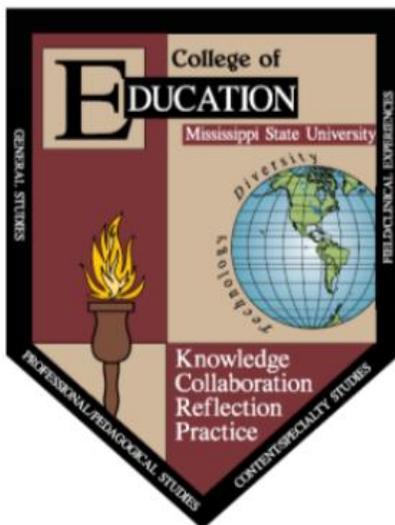
**MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION**  
DEPARTMENT of INSTRUCTIONAL SYSTEMS and WORKFORCE DEVELOPMENT  
Course Syllabus

**Course Prefix and Number:** TECH 1273  
**Course Title:** Computer Applications  
**Credit Hours:** 3 credit hours  
**Method of Instruction:** C = Lecture

**Catalogue Description**

Three hours lecture. The course introduces basic computer technology and software applications for educational, business, and personal use.

**College of Education Conceptual Framework**



The faculty in the College of Education at Mississippi State University are committed to assuring the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. The organizing theme for the conceptual framework for the College of Education at Mississippi State University is educational professionals - dedicated to continual improvement of all students' educational experiences. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educational professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, and the pedagogical content knowledge base. They must also know how to complement these knowledge bases with the appropriate use of technology.
2. **COLLABORATION** - Educational professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.
3. **REFLECTION** - Educational professionals must be willing to assess their own strengths and weaknesses through reflection. They must also possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.
4. **PRACTICE** - Educational professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies. They must be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.

## Course Objectives:

After completion of this course students will be able to...

1. Explain various computer terminology of the development of computers (INTASC #4; CFPO # 3)
2. Utilize computer software applications, system software, and operating systems. (7 INTASC #3; CFPO # 7, 12)
3. Identify the use of computer technology in education. (INTASC #7; 8, CFPO #6, 7, 8, 9, 10, 11)
4. Apply the skills and knowledge to use various educational software programs and telecommunications. (INTASC #3, 8; CFPO # 6, 7)
5. Access software and hardware needs when given a scenario. (INTASC #7; CFPO #1, 7)
6. Name the pros and cons that relate to computer ownership. INTASC #3; CFPO #1, 11)

## Detailed Course Outline:

### 1. Computing Concepts (15 hours)

- a) Introducing Today's Technologies: Computers, Devices, and the Web (3 hours)
- b) Connecting and Communicating Online: The Internet, Websites, and Media (3 hours)
- c) Computers and Mobile Devices: Evaluating Options for Home and Work (3 hours)
- d) Programs and Apps: Productivity, Graphics, Security, and Other Tools (3 hours)
- e) Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses (3 hours)

### 2. Getting Started (3 hours)

- a) Windows & Mac Essentials (1 hour)
- b) MindTap (1 hour)
- c) CANVAS (1 hour)

### 3. Productivity Apps (27 hours)

- a) MS Office 2016 (3 hours)
- b) MS Word (6 hours)
- c) MS Excel (6 hours)
- d) MS PowerPoint (6 hours)
- e) MS Access (6 hours)

## Text(s):

Freund, S.M., Last, M. Z., Pratt, P. J., Sebok, S. L., Vermatt, M. E., Campbell, J. T., Frydenberg, M. (2016). *Discovering computers and Microsoft Office 365 Office 2016*. Boston, MA: Cengage Learning.

You must purchase your textbook through our MSU Barnes & Noble Bookstore, because it is a special bundle that also includes the MindTap software you will have to use for class.

## All Sections:

DISCOVERING COMP...365+'16(LL)-W/LMS...  
REQUIRED | By FREUND  
EDITION: 17  
PUBLISHER: CENGAGE L  
ISBN: 9781337351317  
from \$183.55 - \$183.55

DISCOVERING COMP.+MS.OFF...-LMS MINDTA...  
PACKAGE COMPONENT | By FREUND  
EDITION: 17  
PUBLISHER: CENGAGE L  
ISBN: 9781305875913  
from \$126.45 - \$126.45

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MindTap + eBook Only

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**Don't buy both versions. Just purchase one.**

## Microsoft Office Software:

During class, you will be learning four Microsoft Office 2019/Office 365 software applications including Word, Excel, PowerPoint, and Access. You must have access to the correct version of these Microsoft software applications. Office 2019 is available in the IED Building labs when classes are not in session. However, if you are taking this class online or you would like to have a similar version of Word, Excel, and PowerPoint on your own laptop or desktop computer, you can sign up for Microsoft Office 365 for free at...

<https://products.office.com/en-us/student?ms.officeurl=getoffice365>

**Note:** The Mac software for MS Office does not include the MS Access program. During the time we are studying MS Access, you will have to make arrangements to use a PC computer with Office or MS Office 365.

## USB Drive:

You will need a USB drive to save and access your files used for class. They come in various styles. Make sure it holds at least 8GB. You might want to get an extra one as a spare for backups.



## Description of Instruction:

**(Campus 1) Lecture.** This course has a demonstration format, accompanied by class discussions, reading activities, and hands-on activities to practice computing concepts and MS Office skills.

**(Campus 5) Lecture.** This course is self-directed with reading activities, training simulations, and hands-on projects to practice computing concepts and MS Office skills.

**Honor Code:**

**(Campus 1 & 5)** Mississippi State University has an approved Honor Code that applies to all students. The honor code states: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the honor code, to accept responsibility for learning, and to follow the philosophy and rules of the honor code. Ignorance of the rules does not exclude any member of the MSU community from the requirements or consequences of the honor code.

For additional information please visit: <http://www.honorcode.msstate.edu>

**(Campus 5 specifically)** Online tests will be administered with random ordered questions. All written assignments must be submitted through Turnitin.

**Technology:**

**(Campus 1)** Students will be required to use Canvas to access course syllabus, class preparation guidelines and handouts, and supplemental course materials, as well as to check their grades. Students may also be required to submit assignments using Canvas.

**(Campus 5)** Students will be required to use Canvas to access course syllabus, recorded lectures, class preparation guidelines and handouts, and supplemental course materials, as well as to check their grades. Students will also be required to submit assignments using Canvas. In addition to these, students will engage in class discussions by creating or relying on threaded discussion topics on Canvas.

*Technical Support:* The MSU [Help Desk](#) is a service provided at no charge to all students, staff, and faculty at Mississippi State University. The consultants are there to help you with various computer-related information or problems. Check the Information Technology Services (ITS) Web site at <http://www.its.msstate.edu> for handouts and/or resolutions to common computer problems. If you cannot find an answer to your question on the Web or you do not have access to the Internet, please call ITS at 325-0631 or 888-398-6394 (7:30 a.m. to Midnight Monday through Thursday; 7:30 a.m. to 5:00 p.m. Friday; 1:00 p.m. to Midnight Sundays). You can also e-mail ITS directly for help with technical problems at [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu) or go by their office at 108 Allen Hall with walk-in hours from 8:00 a.m. to 10:00 p.m. Monday to Thursday; 8:00 a.m. to 5:00 p.m. Friday; 1:00 p.m.-10:00 p.m. Sunday.

**Diversity:**

This course will comply with the Mississippi State University diversity policies. Diversity is specifically addressed in Instructional Objectives # 4 and 6 and specifically in Topics # 3.

**Accommodations for Students with Disabilities:**

If accommodations (based on the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act) are needed, students should notify the Instructor within the first two (2) weeks of the semester. All reasonable accommodations will be provided to ensure

that special needs based on disabilities do not restrict a student's opportunity to learn and participate in the class. Written confirmation from the MSU Student Support Services office (SSS) is required for accommodations during the class session and during tests/exams. SSS office is located at: 01 Montgomery Hall, telephone: (662) 325-3335. For more information see: <http://www.sss.msstate.edu/disabilities/>

### **University Safety Statement:**

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your mystate portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case of emergency, call 911. For more information regarding safety and to view available training resources, including helpful videos, visit [ready.msstate.edu](http://ready.msstate.edu).

### **Field Component:**

There is no field component in this course.

### **Evaluation of Student Progress: (Campus 1 and Campus 5)**

Student progress will be measured as follows:

**Class Participation & Daily Assignments** – Class Participation will be evaluated in the face-to-face course through question/answer during class meetings. Class participation will be evaluated in the online course through question/answer during weekly online meetings. (Objectives 1 thru 6)

**Discover More** - Discover More Activities let you learn more about the parts of each chapter that interest you most. You are expected to learn to create a MS Word document, complete internet researches, save your MS Word document, and submit it via the assignment link in Canvas. (Objectives 1 thru 6)

**Concepts Chapter Test** – Students are expected to read assigned weekly chapter and learn fundamental computer application concepts. You are also required to take end of chapter test as a summative assessment. (Objectives 1 thru 6)

**App Projects** – Projects are periodic assignments on Microsoft Office software. They are intended as the reinforcement of textbook materials You will complete various live, end-of-unit projects, then submit them to the instructor for feedback. Integrate various software applications. (Objectives 2, 6, and 7)

**App Exams** – Upon the completion of each app training and project, students are required to take an app exam as a summative assessment. (Objectives 2, 4 and 5)

**App Capstones** – Real-world experience enables students to understand how software works. This class uses simulations so students will learn Microsoft Office software and computer concepts inside and out. Different from App projects, capstone projects are cumulative per-application ones to achieve mastery. (Objectives 2, 4 and 5)

**MegaTech Project** – You are expected to complete a computer system build project, including a low-budget and a high-budget computer systems. You will need to select and calculate the

cost of all the components for your computers. You will also need to write your spiel of approximately 300-500 words, providing your justifications of how and why you choose (or not choose) the parts for your systems. (Objective 5)

The following table shows the estimated allocation of points that will be used in calculating the final grade. Since MindTap records all assignments equally on a 100-point scale, assignments in the same category are averaged for that category. Then the different categories are weighted, according to their importance. For example, the four applications capstones show mastery of a number of modules so they are weighted 30%.

<b>Campus 1: Face-to-Face Sections</b>		<b>Campus 5: Online Sections</b>	
<b>Grading Category</b>	<b>Weight</b>	<b>Grading Category</b>	<b>Weight</b>
Class Participation & Daily Assignments	10.00%	Practice & Training Assignments	10.00%
Discover More Activities	5.00%	Discover More Activities	5.00%
Concepts Chapter Tests	20.00%	Concepts Chapter Tests	20.00%
App Exams	10.00%	App Exams	10.00%
App Projects	10.00%	App Projects	10.00%
App Capstones	30.00%	App Capstones	30.00%
MegaTech Project	15.00%	MegaTech Project	15.00%
<b>Total:</b>	<b>100.00%</b>	<b>Total:</b>	<b>100.0%</b>

<b>Total Percentage</b>	<b>Letter Grade</b>
90.00-100.00%	A
80.00-89.99%	B
70.00-79.99%	C
60.00-69.99%	D
Below 60.00%	F

### **Attendance Policy:**

The class is responsible to read the MSU Attendance Policy AOP 12.09.

<https://www.policies.msstate.edu/policy/1209>

In accordance with university policy (AOP 12.09), students should attend all classes. When an absence from class is essential, the student must inform the instructor via phone or Email, and provide appropriate documentation.

Attendance in the **online course** is evaluated on a weekly basis. Each student is expected to join the online environment at the scheduled time for a combination of lecture and discussion. Just as in the face-to-face environment, not being logged in for class constitutes a single absence.

## Title IX Policy:

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX/EEO Programs at 325-8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available at <http://www.msstate.edu/web/security/title9-12.pdf> or at <http://students.msstate.edu/sexualmisconduct/>.

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