Montclair State University  
Department Of Computer Science

Course: CMPT 109 Section 33 – Introduction To Computer Applications

Meeting Times:  
[Lecture] - Wednesday 8:15 pm – 9:30 pm  -  RI 118  
[Lab]       - Wednesday 9:30 pm – 10:45 AM    -  RI 108

Course Objective: With computers becoming evident in every aspect of society, represented in everything from fast food production to medical research, it is now more important than ever to become computer literate. This class will teach you the basics of a computer, as well as some of the social and economic impact this machine has created.

Course Description: Lectures will consist of topics ranging from general computer knowledge, to topics on the internet and current events involving computers.

Lab instruction will pertain to general computer operation as well as practice using the Microsoft Office Suite.

Skills developed in both parts will be used in a semester long project, designed to help you in your chosen (or intended) major.

Instructor: ‘Hakeem Sanni    -    sannih1@mail.montclair.edu  
Office: 321 Richardson Hall  
(973) 655 – 6896  
Office Hours:  
Wednesday 1:15 pm – 2:15 pm  -  RI 321  
Wednesday 2:30 pm – 3:30 pm  -  RI 321  
Web Site: http://www.csam.montclair.edu/~sannih/cmpt109-33.html

Books:  


Lab Outline  
Computer Basics  
Internet Basics  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Access

Lecture Outline:  
Chapters 1 – 6  
Chapter 12  
Chapters 16 – 17  
Chapters 7 – 11

Grading:  
15% Midterm 1 (October 8)  
15% Midterm 2 (November 19)  
20% Final Exam (December 17, 8:30 AM – 10:30 AM)  
25% Project (Various Dates)  
15% Lab Work (Every Week)  
10% Quizzes (A Mix of Announced & Unannounced)
Attendance: Attendance is mandatory. Only three (3) unexcused absences are allowed, and in this case it is your responsibility to obtain information on any classroom activity that you may have missed. A fourth (4th) absence will result in the lowering of your grade (ex. A- to B+). A fifth (5th) absence will further lower your grade (ex. A- is now a B). If you have more than five (5) unexcused absences you will fail the course. Excused absences include illness (a doctor's note is required) or a serious personal crisis (a letter from the Dean of students is required).

Commuting time, sporting events, concerts, and vacations are NOT considered excused absences.

A missed test is an unexcused absence.

Requirements: Bring the Book each day, the lab book for labs and the lecture book for lectures. The instructor does his own thing, but does like both books; he will base lectures, quizzes, and tests on some information from both of them. But class discussions and information are also very important for lectures, quizzes, and tests.

Check the web site often, lecture notes as well as class information will be posted regularly.

Come to class, if you don’t come bring an excuse the next time and get the notes from other class members.

Bring a disk if you want to save your lab work, it’s not mandatory but it may be nice to hang on to.

Everyone should have e-mail, It can be the free Montclair account, or it could be AOL, Hotmail, Yahoo, etc. I will send announcements and such with this tool.

Lecture Notes: Paying attention in class is a must, so to facilitate this need the instructor will prepare lecture notes as a loose outline. You should still mark your own notes on the handouts or in the books.

Notes (Points) will be available on the class web site; you should ALWAYS bring the notes to class.

Project: Learning to write and research properly, much like using a computer, is an invaluable tool in today’s workplace. Being as though most of you will be searching for jobs in your respective fields soon, it would be a great experience to learn a little more about your career choice.

The paper MUST be about something in your major.
You can work alone, or in groups of two (2) and ONLY two.
The paper has several parts:

5% Topic & Author Declaration (Sept. 16)
10% Outline (Oct. 10)
10% Source List (Nov 4)
50% Paper (Nov 25)
25% Presentation (Nov 28, Dec 5, Dec 12)

Examples will be provided of what to turn in. Late assignments will
only be accepted during the next class period, at a penalty of 50%. After this, late assignments will not be accepted.

For regular updates, please check 
http://www.csam.montclair.edu/~sannih/cmpt109-33projectinfo.htm

Tests:
There will be 2 midterms as well as a final. The First midterm will cover everything from Sept. 3 to October 1. The second midterm will cover everything from October 15 to November 12. The final is cumulative.

Lab and lecture material are fair game for the tests. Outlines will be given to indicate what to study for the tests. Pay close attention to what we go over in class, the instructor is more inclined to test on his material.

As stated previously, missing a test is an unexcused absence unless one of the conditions in the attendance policy is met.

Quizzes:
Quizzes will consist of a mixture of announced and unannounced. Quizzes are designed to help your grade, as long as you attend class and pay attention.

There will be 10 quizzes, but only 8 will be used for grading. This allows a student to get a possible 100/80 points, creating a built in curve.

Quizzes cannot be made up.

Labs:
Lab will be held every week, and there will be lab assignments every week as well. The assignments are designed to be completed in 75 minutes; most will finish, some may not.

In the event that you cannot complete a lab assignment, it must be turned in at the beginning of class on Tuesday of the next week.

After this date late assignments will not be accepted unless a portion of the attendance policy has been met.

Office Hours:
Students can come see the instructor during office hours (Wednesday 1:15 pm – 2:15 pm; 2:30 pm – 3:30 pm - RI 321), or by appointment.