

Syllabus<sup>1</sup>  
TECH 1010  
COMPUTER APPLICATIONS IN TECHNOLOGY  
Spring 2019  
Ver 1.0

## Class Information

### Instructor

**Instructor:** Daniel Kohn

**Email:** [dekohn@memphis.edu](mailto:dekohn@memphis.edu)

**Phone:** 678-4515

**Office:** ET 218

**Class Website:** <http://www.tech-uofm.info>

### Lecture Meetings and Location

Classroom: ET 216

Class Meeting Schedule: Tuesday, Thursday 9:40am to 11:05am

### Instructor Availability

I will be available during posted hours (see website) or by appointment for assistance, consultation and/or advisement

## Course Information

### Course Description and Purpose

Introduction to computer applications using PC's networked; file management; spreadsheets; presentation graphics; Internet application in technology. Three (3) credits. *Pre-requisite: NONE.*

### Course Objectives

Upon completion of the course, the student should be:

1. Familiar with the importance of computers in our society.
2. Familiar and competent with Windows, the Internet, word processing and spreadsheet software.
3. Be able to utilize these application programs in other areas.
4. Able to expand his/her knowledge of these application programs.

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<sup>1</sup> Made Accessible with the help of ETSU's [Accessible Syllabus Template](#)

## Course Outcomes

1. Demonstrate the ability to send and receive University email.
2. Demonstrate the ability to use SPREADSHEET to perform calculations.
3. Demonstrate the ability to use SPREADSHEET to generate xy scatter graphs.
4. Demonstrate the ability to use SPREADSHEET to sort data.
5. Demonstrate the ability to use PRESENTATION SOFTWARE to create a presentation.
6. Demonstrate the ability to draw a flow chart or process flow diagram using a computer application.

## Design of this Course

1. Microsoft Windows & University Intranet and Internet
2. Microsoft Word
3. Microsoft Spreadsheet
4. Microsoft PowerPoint
5. Large, Formal Documents

# Course Policies and Expectations

## Communication

All assignments, handouts etc. will be distributed in electronic form from the instructor's website at:

<http://tech-uofm.info/> (under the TECH1010 Link)

Additionally, e-mails will be sent to your University of Memphis e-mail account on occasion. [if you wish to use an e-mail account other than that provided to you by the University, you need to set up forwarding of your University e-mail to another preferred address]

## Emailing Instructor

If you need to email the instructor for any reason, please:

- Write professionally (no slang, text message shortcuts, etc)
- Put the Class Number in the subject (eg "TECHxxxx - Request a meeting")
- If you are referring to an assignment or lab, include the number (eg "I have a question on Word Assignment #3.")
- If you are requesting an appointment, please check the instructor's online schedule and include at least 3 possible meeting times/dates in your 1<sup>st</sup> email this will cut down on the number of emails to set up the appointment)

## Attendance and Participation

Class attendance is mandatory. Students are responsible for all materials presented in class whether they have attended or not. If a student misses a class, lecture notes should be obtained from a fellow classmate, not from the instructor.

## Extra Credit

From time to time, the instructor might offer extra credit opportunities. Extra credit will only apply once a student has proven proficiency in the class material by receiving a C- or above in the class.

## Cell Phones

Disruptions to class meetings are to be avoided. For this reason, all cellular telephones are to be turned off before entering the classroom unless your equipment has an inaudible alert feature (vibratory alert). First infractions of this policy will result in a verbal warning; each subsequent infraction will result in a two-(2) percentage point penalty against your final course grade. If required, further action will be taken as outlined in the Student Handbook under the heading "Classroom Misconduct."

## Disabilities

Any student who anticipates physical or academic barriers based on the impact of a disability is encouraged to speak with me privately. Students with disabilities should also contact Disability Resources for Students (DRS) at 110 Wilder Tower, 901.678.2880. DRS coordinates access and accommodations for students with disabilities.

## Missed Tests and Quizzes

Quizzes cannot be made up for any reason. Tests can only be made up if the student contacts the instructor BEFORE THE START OF CLASS (via email, voicemail or phone) and only if the student provides a reason with proof (i.e. doctor's excuse, police report etc). The final exam cannot be made up for any reason. Failure to take a test is NOT grounds for a retest, and an F in the class will result.

## Assignment Submission

Assignments are due at the end the class period unless otherwise announced. Please note the following:

- All assignments **require an electronic submission** via the online submission system (linked on the class webpage). **Failure to submit will result in a zero** for the assignment.
- If an assignment also requires a paper copy, there will be a 10% penalty if the printout is not submitted.
- If you need to resubmit an assignment, put a number after your name (eg Fred Smith 2) when resubmitting.
- If a technical issue occurs that prevents you from submitting an assignment via the web, please email it to me as an attachment and include in the message the reason (i.e. error message received) that prevented you from submitting it via the submission system.

## Late Assignments and Excused Absence

The instructor will work with student who need to turn in an assignment late or will not be able to attend the day of a test in cases of family emergencies, illness, work related activities, job interviews, etc (with some reasonable proof).

If you know you will be missing a class, inform the instructor via email (with the subject "Missing TECHxxxx on mm/dd/yy") before the class begins (and for scheduled absences, at least one week prior).

The instructor will not accept excuses such as “I work nights and overslept”, “My computer crashed” (that is what back up are for), did not have access to required software (we have computer labs with all the required software available for student use), etc.

Late assignments (if accepted by the instructor) or electronic submissions submitted under the WRONG assignment name or having the wrong file extension will incur penalty as deemed appropriate by the instructor.

## Grading

### Evaluation:

The course grade will be computed in accordance with the following weighting of each unit:

Windows, Internet/Intranet Unit	15%
Word Processing Unit	25%
Spreadsheets Unit	30%
PowerPoint Unit	15%
Final Project	15%

### Unit Grading

The unit grade will be computed in accordance with the following weighting of each element:

Professionalism	10%
In class work and quizzes	30%
Tests	60%

**Fail a Unit Test / Fail the Class:** Since the skills taught in this class are essential for success in the Engineering Technology Program, you are **REQUIRED** to pass the test for the first four units with a 70% or better or you will receive an **F** for the **class** regardless of your overall grade.

If you take and fail a unit test, you will be given opportunity to retake a similar test **within one week** of the time the test is handed back to the class (whether or not you are in attendance at the time it is handed back). If you pass the re-test with a 70% or better, the grade will be multiplied by 0.75 and posted as the grade for the test, but it will be considered as passing the unit test.

## Grading Scale

Final letter grades for the semester will be based on the standard plus/minus grading scale as follows:

Grade	Percentage	Quality Points
A+	90% - 98%	4.00
A	87% - 90%	4.00
B+	83% - 88%	3.33
B	80% - 83%	3.00
B-	77% - 80%	2.67
C+	73% - 78%	2.33
C	70% - 73%	2.00
C-	67% - 70%	1.67
D+	63% - 68%	1.33
D	60% - 63%	1.00
F	59% - 0%	0.00

Note: A- is NOT used for this course

## Academic Misconduct

### Academic Integrity

The Student Handbook of The University of Memphis states that students are expected to conduct themselves with personal and academic integrity. Regardless of these expectations, some students will still “cheat”.

### Academic Misconduct

The University of Memphis, Code of Student Rights and Responsibilities, defines academic misconduct as all acts of cheating and plagiarism. The full Code of Student Rights and Responsibilities may be found on the University web site by selecting Student Handbook. Academic misconduct will not be tolerated and such acts will result in the pursuit of the strictest possible sanctions against the student

The term “cheating” includes, but is not limited to:

- a. Using any unauthorized assistance in taking quizzes or tests
- b. Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- c. Acquiring tests or other academic material before such material is distributed by the instructor
- d. Misrepresenting papers, reports, assignments or other materials as the product of the student’s sole independent effort
- e. Failing to abide by the instructions of the proctor concerning test-taking procedures (examples include talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity)
- f. Influencing or attempting to influence any University employee in order to affect a student’s grade or evaluation

- g. Any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic scores, including late or retroactive “drop slips” and withdrawal application forms

The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

It is important for the student to understand that not only is the person who receives unauthorized help guilty of cheating and/or plagiarism so is the party who provides this help. For this reason it is important that you protect your own work so that you do not become an unintentional victim of cheating. DO NOT give others access to your computer files, printouts, lab reports or any other information. Computer printouts that you do not plan to use should be destroyed so that they can not be retrieved from trashcans. In addition, DO NOT save files on the hard drives of lab computers.

### Sanctions for Academic Misconduct

Several sanctions are available for cases of Academic Misconduct. These range from exercise of summary discipline in which the student may receive a grade of “F” for either the assignment or the entire course, up to and including expulsion from the University.

### Note

The instructor reserves the right to make changes in the above as needed. The instructor also reserves the right to refuse any sloppy, unorganized papers, homework, labs, programs, exams, etc. Take pride in your work and show me that you care. Strive for professionalism at all times.