

## COURSE SYLLABUS

### CMPT 120: DIGITAL DOCUMENT PROCESSING

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#### Course Description:

This course is intended for students interested in how to effectively use modern computer software, and in learning how computers work. It provides an overview of: computer and software components; networking; computer security; basic and advanced document preparation; spreadsheets; and data presentation

**Prerequisite(s):** None.

**Class Time & Location:** Monday 12:30pm – 1:20pm ARTS 140  
Wednesday 12:30pm – 1:20pm ARTS 140  
Friday 12:30am – 1:20pm ARTS 140

#### Instructor Information

**Instructor:** Muhammad Asaduzzaman  
**Contact:** Email: parvez.usask@gmail.com  
Phone: 306-261-7105  
**Office Hours:** By Appointment

#### Course Objectives

The purpose of this course is to:

- Provide students with some basic computer knowledge;
- To teach them enough about office software that they will be able to perform most common tasks; and
- Make students sufficiently comfortable with office software that they will have little trouble exploring the software in greater detail on their own.

#### Student Evaluation

##### Grading Scheme

Assignment 1	10%
Assignment 2	10%
Assignment 3	10%
Course Project	30%
Final Exam	40%
<b>Total</b>	<b>100%</b>

## Assignments

### Assignments 1-3

These assignments will assess students' abilities to demonstrate the technical skills taught in this course. Each assignment will be worth 10% of their final mark. Students will be assessed on their ability to:

- Successfully complete all skills listed in the assignment
- Clearly describe/show their skills
- Demonstrate the usefulness of the demonstrated skills

Assignment 1 will assess students' ability to use Word in an academic setting. The skills will include, but are not limited to: the ability to cite sources using built-in word processing features, creating tables of contents, and creating cover pages.

Assignment 2 will assess students' ability to use Excel for real world applications. The skills will include, but are not limited to: summing columns, creating formulas, and using lookup.

Assignment 3 will assess students' ability to use collaboration tools and assess their knowledge of internet applications. Students will be expected to work in groups and research an internet application and create a document describing their findings using document collaboration tools.

Each assignment will include detailed instructions and a rubric for the assessment.

### Course Project

The course project is to be submitted at the end of the course and will require the students to work on the project throughout the term. Students are asked to design a project that demonstrates their understanding of technology and that will be personally beneficial. A detailed description of the project requirements will be handed out in the second week of classes.

### Final Exam Scheduling:

The Registrar schedules all final examinations, including deferred and supplemental examinations. Students are advised not to make travel arrangements for the exam period until the official exam schedule has been posted.

**Note: All students must be properly registered in order to attend lectures and receive credit for this course.**

## Textbook Information

### Required Text

- Alan Evans, Kendall Martin, MaryAnne Poatsy, Technology in Action Complete, 12th Ed, Pearson.
- Emergent Learning LLC, Suzanne Weixel, Faithe Wempen, Catherine Skintik, Learning Microsoft Office 2013 Deluxe Edition: Level 1

## Lecture Schedule

Week	Topics	Reading & Homework
<b>Week 1</b>	Computer Basics	Read Chapter 2: Looking at Computers: Understanding the Parts
<b>Week 2</b>	Overview of Word	Selected Readings from Chapter 1 (Microsoft Word 2013: Learning Microsoft Office) <b>Due:</b> Project Idea
<b>Week 3</b>	Document Editing and Working With Tables	Selected Readings from Chapter 2 (Microsoft Word 2013: Learning Microsoft Office)
<b>Week 4</b>	Word Processing for Research Papers, How to Format Citations/Bibliographies &	Selected Readings from Chapter 3 (Microsoft Word 2013: Learning

	Collaborative Research	Microsoft Office)
<b>Week 5</b>	Internet Basics	Read Chapter 3: Using the Internet: Making the Most of the Web's resources Read Chapter 13: Behind the Scenes: How the Internet Works <b>Due:</b> Assignment 1
<b>Week 6</b>	Internet Security & Privacy	Read Chapter 8: Digital Devices and Media: Managing a Digital Life Style Chapter 9: Securing Your System: Protecting Your Digital Data and Devices <b>Due:</b> Assignment 2
<b>Week 7</b>	Introduction to Excel	Selected Readings from Chapter 1 (Microsoft Excel 2013: Learning Microsoft Office)
<b>Week 8</b>	Formulas & Functions: The Fun Fundamentals of Excel	Selected Readings from Chapter 2 (Microsoft Excel 2013: Learning Microsoft Office) <b>Due:</b> Project Proposal
<b>Week 9</b>	Extra Excel: Miscellaneous Tools	Selected Readings from Chapter 3 (Microsoft Excel 2013: Learning Microsoft Office) <b>Due:</b> Assignment 2
<b>Week 10</b>	Using Application and System Software	Read Chapter 4: Application Software: Programs That Let You Work and Play Read Chapter 5: System Software: The Operating System, Utility Programs, and File Management
<b>Week 11</b>	PowerPoint Design & Document Sharing	Selected Readings from Microsoft PowerPoint 2013: Learning Microsoft Office (Chapter 1-3) <b>Due:</b> Assignment 3
<b>Week 12</b>	Looking at Hardware and Software Programming Reviewing PowerPoint	Read Chapter 6: Understanding and Assessing Hardware: Evaluating Your System Read Chapter 10: Behind the Scenes: Software Programming <b>Due:</b> Course Project

## Policies

### Late Assignments

All assignments are due at the end of the week. They must be submitted online using Blackboard course tools. The project must be submitted by Sunday 11:59 pm. Late assignments will be docked 5% everyday that they are late. If any situation arises that interferes with your ability to submit your assignment by the due date, contact the instructor immediately. If you notify the instructor before the due date, the late penalty will be waived. If you notify the instructor after the due date has passed, the penalty will be at the discretion of the instructor.

### Missed Assignments

All assignments must be completed to receive a passing mark for this course.

### Missed Examinations

1. "Students who have missed an exam or assignment must contact their instructor as soon as possible. Arrangements to make up the exam may be arranged with the instructor. Missed exams throughout the year are left up to the discretion of the instructor if a student may make up the exam or write at a different time. If a student knows prior to the exam that she/he will not be able to attend, they should let the instructor know before the exam."
2. "Final exams - a student who is absent from a final examination through no fault of his or her own, for medical or other valid reasons, may apply to the College of Arts and Science Dean's office. The application must be made within three days of the missed examination along with supporting documentary evidence. For more information check the [Deferred and Supplemental Exams](#) section at <http://students.usask.ca/academics/exams.php>

### **Incomplete Course Work and Final Grades**

"When a student has not completed the required course work, which includes any assignment or examination including the final examination, by the time of submission of the final grades, they may be granted an extension to permit completion of an assignment, or granted a deferred examination in the case of absence from a final examination. Extensions for the completion of assignments must be approved by the Department Head, or Dean in non-departmentalized Colleges, and may exceed thirty days only in unusual circumstances. The student must apply to the instructor for such an extension and furnish satisfactory reasons for the deficiency. Deferred final examinations are granted as per College policy.

**In the interim, the instructor will submit a computed percentile grade for the course which factors in the incomplete course work as a zero, along with a grade comment of INF (Incomplete Failure) if a failing grade. In the case where the instructor has indicated in the course outline that failure to complete the required course work will result in failure in the course, and the student has a computed passing percentile grade, a final grade of 49% will be submitted along with a grade comment of INF (Incomplete Failure).**

If an extension is granted and the required assignment is submitted within the allotted time, or if a deferred examination is granted and written in the case of absence from the final examination, the instructor will submit a revised computed final percentage grade. The grade change will replace the previous grade and any grade comment of INF (Incomplete Failure) will be removed.

For provisions governing examinations and grading, students are referred to the University Council Regulations on Examinations section of the Calendar.

(2011 University of Saskatchewan Calendar/Academic Courses Policy)

### **Academic Honesty**

The University of Saskatchewan is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Student Conduct & Appeals section of the University Secretary Website and avoid any behavior that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

All students should read and be familiar with the Regulations on Academic Student Misconduct (<http://www.usask.ca/secretariat/student-conduct-appeals/StudentAcademicMisconduct.pdf>) as well as the Standard of Student Conduct in Non-Academic Matters and Procedures for Resolution of Complaints and Appeals (<http://www.usask.ca/secretariat/student-conduct-appeals/StudentNon-AcademicMisconduct.pdf>) Academic honesty is also defined and described in the Department of Computer Science Statement on Academic Honesty (<http://www.cs.usask.ca/students/academic-honesty/index.php>). For more information on

what academic integrity means for students see the Student Conduct & Appeals section of the University Secretary Website at: <http://www.usask.ca/secretariat/student-conduct-appeals/forms/IntegrityDefined.pdf>

### **Examinations with Disability Services for Students (DSS)**

Students who have disabilities (learning, medical, physical, or mental health) are strongly encouraged to register with Disability Services for Students (DSS) if they have not already done so. Students who suspect they may have disabilities should contact DSS for advice and referrals. In order to access DSS programs and supports, students must follow DSS policy and procedures. For more information, check <http://students.usask.ca/health/centres/disability-services-for-students.php>, or contact DSS at 306-966-7273 or [dss@usask.ca](mailto:dss@usask.ca).

Students registered with DSS may request alternative arrangements for mid-term and final examinations. Students must arrange such accommodations through DSS by the stated deadlines. Instructors shall provide the examinations for students who are being accommodated by the deadlines established by DSS.