



CMIS 108 Computer Concepts: Online
Summer 2012

Instructor: xxxxx
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Required Text:

Emerge with Computers, Version 3.0. Baldauf. Cengage Learning (2010).
ISBN 13:978-1-111-95838-1.

Required Materials:

SIUe e-ID for access to Blackboard and e-mail
SAM 2010 online training and assessment tool (institution key T2023692)

Optional Materials:

Print companion for *Emerge with Computers*. Order information posted in Blackboard (as available).

Storage media (flash drive, cloud storage, etc.)

iPhone apps for:

- StudyMate <http://itunes.apple.com/us/app/studymate-lms-edition/id365544608?mt=8>
 - Blackboard <http://itunes.apple.com/us/app/blackboard-mobile-learn-for/id376413870?mt=8>
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Course Catalog Description: Computer technology's impact on individuals and our world. Finding and accessing worldwide sources of information; presenting ideas orally, graphically, and in writing.

Course Goals: This course examines the interaction between information and methods of communication technology. It explores the impact that technology has on individuals and organizations and the effects of current technology infrastructure plus use, duplication, and transmission of information in our world. The course links technology with communication to provide consumers with access to a wealth of data and information, both locally and globally. Students will exhibit proficiency with software applications and demonstrate knowledge of computer technology and components to aide in their understanding of data and information.

Course Objectives:

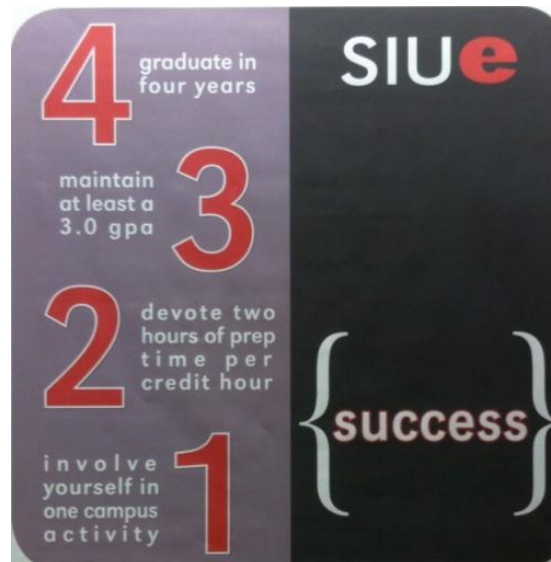
Introduce students to computing fundamentals (hardware, software, the Internet, information security, digital media, e-commerce, artificial intelligence) and computer-related social issues (intellectual property rights, digital life, freedom of speech, privacy, ethics, and globalization).

Prepare students to achieve their academic goals.

Suggest and practice effective study skills and habits.

Introduce students to University academic support services and to the many non-academic social and cultural resources.

Success at SIUE: I want you to succeed! Here's how:



Students with disabilities: Please notify me no later than the end of the first week of class concerning any academic accommodations you will need. You must have a documented disability and an ID CARD from Disability Support Services (<http://www.siu.edu/dss/>). If you need accommodations not indicated on the Disability Support Services ID CARD, please contact me or the Disability Support Services office as soon as possible so arrangements can be made for any additional equipment or accommodations.

Grading:

Concepts & Issues Tests	3 @ 100 pts each	300 points
Portfolio		50 points
Skills Exams*	11 @ 10 pts each	100 points
Activity Summaries	4 @ 25 pts each	100 points
Team Discussions		50 points
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Total Possible Points		600 points

Grading Scale:

540-600 points = A
480-539 points = B
420-479 points = C
360-419 points = D
< 360 points = F

* “Leveling-up” points possible

Course Activities:

Concepts & Issues Tests: Questions will be taken from lectures/lecture slides (which may cover material not in the text), assigned readings, and Discussion Board postings and will tend to be multiple choice, true/false, or matching. These exams will be administered through Blackboard on the dates listed on the course schedule.

Self-Quizzes: These are features of the online text. Completing these quizzes can help you determine if you understand the topics. You may see some of the questions again on the concepts & issues tests!

StudyMate Class: This study tool is available through Blackboard to help you review key terms from the online text. StudyMate Class allows you to choose from flash cards, crossword puzzles, fill-in-the-blank, and more to make studying even more fun!

Portfolio: The portfolio will consist of a weekly assignment taken from an exercise that we discuss online. This is an opportunity for you to practice your computer skills and demonstrate your synthesis of knowledge gained! This portfolio will be reviewed during the mid-term evaluation period and will be submitted prior to final exam week for final grading.

Course Activities (continued):

Skills Exams: You will log into SAM 2010 simulation environment for skills exams in four areas - Microsoft Windows 7, PowerPoint, Word, and Excel. Skills exams are due by 11:55 p.m. on the dates listed on the course schedule. To successfully complete a skills exam, you **must** score at least 70%.

Points will be assigned based on your highest score (i.e., less than 70% = 0 points, 70% = 7 points, 75% = 7.5 points, 80% = 8 points, ..., 100% = 10 points).

There are two ways to “level-up”:

- Complete all 11 skills exams for extra points.
- You will have 5 attempts to improve your score on each skills exam. If you have trouble with completing tasks in an exam, you should complete the related skills training (below).

Skills Training: You will log into SAM 2010 simulation environment for skills training, which can be completed as many times as you want. There are no points earned for completing skills training; however, the training shows you how to complete tasks on the skills exams.

Activity Summaries: You will choose four activities from a list provided and updated throughout the semester. You will submit a written summary following each activity. Grades will be based on both the mechanics of the document (form) and meaningful reflection (content).

Team Discussions: Each student will work in a team on discussion questions. Teams will be assigned questions, allowed time for Internet research, and post their findings on the Discussion Board. Points are earned by active participation with your team.

Grade Dispute: There are times when SAM 2010 may grade something incorrectly. If you believe this to be the case, you must send me an email with what you think was graded incorrectly, along with the file generated from your report, so I can see how your assignment was graded. If there is a discrepancy found, your grade will be updated in Blackboard only ... not in SAM 2010.

Late Assignments: **I do not accept late assignments.** After the deadline, submission links are no longer available.

Week-by-Week Schedule:

Week	Topic	Area	Assignment
1	Introduction to course Getting to know you Time management ITS Services & Policies Overview		People museum
2	Digital Technology Digital Media Study & Note Taking Skills	Concepts Concepts	Team Discussion
3	Intellectual Property Rights Digital Life	Issues Issues	Team Discussion
4	Concepts & Issues Test 1		
5	Hardware Software	Concepts Concepts	Portfolio - review only
6	The Internet Freedom of Speech Privacy	Concepts Issues Issues	Team Discussion
7	E-commerce Globalization	Concepts Issues	Team Discussion
8	Concepts & Issues Test 2		
9	Information Security Artificial Intelligence	Concepts Concepts	Team Discussion
10	Ethics Summarize & Reflect	Issues	Portfolio due
Final Exam Week	Concepts & Issues Exam 3		