CMIS 108 Computer Concepts and Applications
Fall 2011

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Office Hours: Tues and Thurs 9:30-10:45 a.m.; Tues 2:30-4:00 p.m.; by appointment

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

Course Catalog Description: [SKCP] 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:

Computing Fundamentals

Computer Hardware:
o Identify types of computers, how they process information and how individual computers interact with other computing systems and devices
o Identify the function of computer hardware components
o Identify the factors that go into an individual or organizational decision on how to purchase computer equipment
o Identify how to maintain computer equipment and solve common problems relating to computer hardware

Computer Software:
o Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded
o Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited
o Identify fundamental concepts relating to database applications

Using an Operating System:
o Identify what an operating system is and how it works, and solve common problems related to operating systems
o Manipulate and control the Windows desktop, files and disks
o Identify how to change system settings, install and remove software

Living Online

Networks and the Internet:
o Identify network fundamentals and the benefits and risks of network computing
o Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

Electronic Mail:
o Identify how electronic mail works
o Identify how to use an electronic mail application
o Identify the appropriate use of e-mail and e-mail related "netiquette"

Using the Internet:
o Identify different types of information sources on the Internet
o Be able to use a Web browsing application
o Be able to search the Internet for information

The Impact of Computing and the Internet on Society:
o Identify how computers are used in different areas of work, school, and home
o Identify the risks of using computer hardware and software
o Identify how to use the Internet safely, legally, and responsibly

Course Objectives (continued):

Key Applications

Common Program Functions:
- o Be able to start and exit a Windows application and utilize sources of online help
- o Identify common on-screen elements of Windows applications, change application settings and manage files within an application
- o Perform common editing and formatting functions
- o Perform common printing functions

Word Processing Functions:
- o Be able to format text and documents including the ability to use automatic formatting tools
- o Be able to insert, edit and format tables in a document

Spreadsheet Functions:
- o Be able to modify worksheet data and structure and format data in a worksheet
- o Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

Presentation Software:
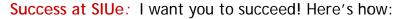- o Be able to create and format simple presentations

Proficiency Examination:

Information about the proficiency examination for this course is available on the Web at http://www.siue.edu/business/cmis/CMIS108Proficiency.shtml. Please contact Testing Services in the Office of Instructional Services (Student Success Center, Room 1246, 618/650-2295) to register for the exam. After obtaining the Registration Form from Instructional Services, students must also obtain a seat for the exam by submitting the completed form to the CMIS Department located in Founders Hall, Room 2310. *Students must register for and obtain a seat for the exam by Friday of Week 2 of the Fall or Spring semester.* The CMIS 108 Proficiency Exam is not offered during the Summer session.

You *cannot* take the proficiency examination if CMIS 108 of CS 108 have *ever* been recorded on your transcript. If you plan on taking the proficiency examination this semester, you must drop the course before the end of the second week of the semester.

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.siue.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 Tests	3 @ 100 pts each	300 points
Comprehensive Concepts Test	1 @ 100 pts	100 points
Skills Exams*	11 @ 10 pts each	100 points
Skills Projects*	10 @ 10 pts each	100 points
Team Discussion	5 @ 10 pts each	50 points
Total Possible Points		650 points

Grading Scale: 585-650 points = A
                        520-584 points = B
                        455-519 points = C
                        390-454 points = D
                        < 390 points   = F

* "Leveling-up" points possible

Course Activities:

Concepts Tests: Questions will be taken from lectures (which may cover material not in the text), assigned readings, and class discussions and will tend to be multiple choice, true/false, or matching. These tests will be administered in class through Blackboard on the dates listed on the course schedule.

Makeups will not be given unless there is a credible excuse and I am notified *prior* to when the test is given. I will ask to see proof.

StudyMate Class: This online study tool is available through Blackboard to help you review key terms from the online text. You can find it by choosing Concepts → Online Textbook and Lecture Slides → Concepts Test *x* → *Topic* → StudyMate: *Topic*. StudyMate Class allows you to choose from flash cards, crossword puzzles, fill-in-the-blank, "Challenge" (jeopardy-like game with one or two players/teams), and more activities to make studying even more fun!

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.

Course Activities (continued):

Skills Projects: **Skills projects require you to use a computer with a Windows operating system and Microsoft Office 2010!** You will retrieve directions and a starting file from SAM 2010 and then complete the required work in a Microsoft Office 2010 application. These projects require significant work on your part to complete, so don't wait until the last minute! Skills projects are due by 11:55 p.m. on the dates listed on the course schedule. To successfully complete a skills project, you <u>*must*</u> 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).

You may also "level-up" here:
- You will have 5 attempts to complete each project. Be sure to look at your report in SAM 2010 to know what needs corrected before you resubmit.

If you do not have Windows and Microsoft Office 2010 on your computer, you may use a computer on campus. All computers in the open lab in Founders Hall 2301, plus other locations on campus, have what you need. For a listing of computer labs and their hours, go to http://www.siue.edu/its/labsclassrooms/index.shtml.

Team Discussions: During class, each student will work in a team on discussion questions. Teams will be assigned questions, allowed ten minutes for Internet research, and permitted five minutes to present their results. 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: <u>I do not accept late assignments.</u> After the deadline, submission links are no longer available.

Course Policies:

Academic ethics: Academic misconduct, including plagiarism and cheating, is described on page 1 of the SIUE Student Academic Code (http://www.siue.edu/policies/3c2.shtml). Sanctions for academic misconduct are outlined in Section L of the Code. The University's policies will be enforced to the fullest extent.

Don't let this happen to you:
- Cheating or copying another student's assignment: both students receive a zero on the assignment.
- Cheating or copying another student's assignment a second time: both students receive a zero on the assignment. In addition, you lose 55 points (a letter grade) and will be reported to the Department Chairperson, Associate Dean for Academic Affairs in the School of Business, and Provost and Vice Chancellor for Academic Affairs for possible disciplinary action.
- Cheating on an exam or test: you **FAIL** the course and will be reported to the Department Chairperson, Associate Dean for Academic Affairs in the School of Business, and Provost and Vice Chancellor for Academic Affairs for possible disciplinary action.

Attendance: Poor or failing grades are directly correlated to your attendance habits. You are expected to be punctual, be attentive, and attend the entire class period. It is your responsibility to get the materials covered from another student should you be absent or late.

Students who are absent from class due to official University Business will be excused for up to 10 percent of the scheduled contact hours of the class (see the Student Academic Standards and Performance policy (http://www.siue.edu/policies/1i8.shtml)). However, the student and the sponsoring unit are required to inform me in writing at least one week in advance of the anticipated absence, and the student is not excused from fulfilling the academic requirements of the course.

Electronic Device Usage: Use of electronic devices during class is not authorized. Please turn off/silence your devices and put them away during class. Use of laptop computers for note taking is okay, but any other activity is not. Check with me if you wish to record lectures.

E-mail: E-mail etiquette is expected on all e-mails sent to me. Because I have students in multiple courses, you must include a detailed subject line and sign the e-mail with your full name plus course name or number. E-mails that omit this information will be considered "junk."

Course Policies (continued):

Feedback: Feedback for skills exams, training, and projects is provided in SAM 2010; scores for skills will be posted in Blackboard within one week. Scores on concepts tests will be posted immediately in Blackboard. If you want to discuss your results further, please see me during scheduled office hours or by appointment.

Inclement Weather: If the campus is open, there will be classes at the regularly scheduled time. However, please exercise discretion and sound judgment with regard to travel. Please view the University's Operating Policy in the Event of Inclement Weather and Other Special Conditions (http://www.siue.edu/policies/2c1.shtml).

The best way to learn about a campus closer (for inclement weather or any other reason) is to sign up for SIUE e-Lerts (http://www.siue.edu/e-lert).

Incomplete Grades: Grades of Incomplete will not be given unless some act beyond your control takes place that materially affects your ability to complete the course (e.g., severe illness, emotional trauma due to a death in the family, accident). You must contact me to receive an Incomplete and finish the course requirements.

Integrity in the classroom: Classrooms must be a place where students and teachers feel safe to learn and exchange ideas. Students are therefore expected to maintain themselves in a professional and civil manner and to act in a manner that is in compliance with the Student Conduct Code (http://www.siue.edu/policies/3c1.shtml). Instructors are expected to uphold the Student Conduct Code in their classroom and maintain the highest professional standards as outlined in the Ethics of Instruction (http://www.siue.edu/policies/1q2.shtml).