

CMIS 108 Computer Concepts

Winter Break 2019-2020 - Dec 16, 2019 - Jan 05, 2020

Instructor: Don Leone

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Office Hours: By Appointment

Required Text:

THE NEW PERSPECTIVES COLLECTION, MICROSOFT OFFICE 365 AND OFFICE 2019, 1E Mindtap

Required Materials:

SIUE e-ID for access to Blackboard and e-mail

Microsoft Office 2019/Office 365- There are two ways accomplish this:

- All labs across campus have Office 2016 for windows installed
- As a student at SIUE, you may download Microsoft Office for free! (See Blackboard for details under the Resources tab on the left)

Optional Materials:

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

Mobile Apps:

Android: [SIUE](#) iOS: [SIUE](#) Everything else: [SIUE Mobile \(web version\)](#)

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. Class Meets on Tuesdays of each week.

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. This New Freshman Seminar is designed to assist in the transition to college-level work and academic expectations, orient new students to the services and culture of the University, and engage them in SIUE's intellectual community of students and faculty.

Learning Objectives: Technology is fun - and frustrating! Is your electronic persona safe? Are you effectively utilizing technology resources on- and off-campus? Do you use technology in new and interesting ways? Share and learn new cool stuff! In this course, you will:

- 📖 Expand your awareness of computing fundamentals
- 📖 Demonstrate proficiency with software applications.
- 📖 Prepare to achieve your academic goals.
- 📖 Practice effective study skills and habits.

SIUE Policies:

Students needing accommodations because of medical diagnosis or major life impairment will need to register with **Accessible Campus Community & Equitable Student Support (ACCESS)** and complete an intake process before accommodations will be given. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at myaccess@siue.edu or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at www.siue.edu/access.

Absence due to Official University Business: Students who are absent from class due to official University Business (e.g., athletic events, music, theater, dance productions, academic field trips, Student Senate) will be excused for up to 10 percent of the scheduled contact hours of the class. 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. For complete details, see the Student Academic Standards and Performance policy at <http://www.siue.edu/policies/1i8.shtml>.

Other requirements of attendance can be found under the policy page in Bb. Please read those requirements.

Civility in the classroom: Classrooms must be a place where both students and teachers feel safe to learn and exchange ideas. Students are therefore expected to maintain themselves in a professional and civil manner, 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 Conduct Code in their classroom and maintain the highest professional standards as outlined in the Faculty Handbook

Academic ethics: Academic misconduct, including plagiarism and cheating, is described on p. 1 of the SIUE Student Academic Code (<http://www.siue.edu/policies/3c2.shtml>). Please also familiarize yourself with the sanctions outlined in the Code (Section L). Academic Misconduct on an assignment, paper, test or exam may result in an F in the course. I will enforce the University policy on plagiarism to the fullest extent and reserve the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism.

Additional Policies for this course: Please see Bb.

Grading:

<i>Graded Material</i>	
SAM Exam Assessments (12 @ 10 pts)	120
SAM Excel Projects (12 @ 15 pts each)	180
Total Points	300 total possible

Grade Level	Points
A	270-300
B	240-299
C	210-241
D	180-209
F	Below 180

Grade Disputes: If you believe there is a discrepancy with any score, you must notify me within one week of grade assignment so we can resolve the issue and after that the grade is final. I do NOT round final grades. You will notice a column called Rounding points and everyone ends the semester with 2 points. This is equivalent to 0.5% so if you were to end the semester with an 89.5% these 2 points gives you the rounded grade. Take away these points and your grade would be 89%.

Late Assignments: I do not accept late assignments. After the deadline, submission links are no longer available. **All projects and exam are available week 1. You do not have to wait until the week they are due to begin the work. Work ahead as much as you can in this class!! This is a three week class during the holiday break so don't get behind.**

Course Activities:

Exams will be administered through Blackboard and due by the dates listed on the course schedule. Each exam will consist of 100 questions, with a 60 minute time limit. Exams will cover Excel content in the course. These exams are individual efforts and require strict adherence to the SIUe Student Academic Code (see Academic Ethics Course Policy below).

Skills Training: You will access a simulated environment for skills training through provided links in Blackboard, 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 and projects.

Skills Exams: You will log into Blackboard and take skills exams in a simulation environment in four areas: PowerPoint (2 exams), Word (4 exams), and Excel (8 exams). Skills exams are due by Saturday 11:00 p.m. on the dates listed on the course schedule. Be sure to allow yourself ample time to complete these activities and work ahead!

- You will have 3 attempts to improve your score on each skills exam. If you have trouble with completing tasks in an exam, you should review the related skills training (above).

Skills Projects: Skills projects require you to use a computer with Microsoft Office 2019/Office 365! You will retrieve detailed directions and formatting requirements, as well as a starting file, from Blackboard links and then complete the required work in a Microsoft Office 2016 application. These projects are designed for you to practice your computer skills and demonstrate your synthesis of knowledge gained! There will be 8 Excel projects total. Projects are due by Saturday 11:00 p.m. on the dates listed on the course schedule. Be sure to allow yourself ample time to complete these activities and work ahead!

You will have 3 attempts to improve your score on each project. If you have trouble with completing tasks on the project, you should review the related skills training (above). Every SAM project you are assigned to complete in this course will have a starting file to download. You must use this starting file to complete the work. If you fail to turn in this SAM generated file but rather you create a new one, then a zero will be assigned.

If you do not have Microsoft Office 2019 on your computer, you may use a computer on campus. For a listing of computer labs: <http://www.siu.edu/its/labsclassrooms/index.shtml>.

Week	Topic	Assignment	Due Date
1	Introduction to course: Syllabus, Bb, MindTap, and e-book Getting Started with MindTap Video PowerPoint Presentation Concepts PowerPoint Module 1: Creating a Presentation PowerPoint Module 2: Adding Media and Special Effects PowerPoint Module 3: Applying Advanced Formatting to Objects PowerPoint Module 4: Advanced Animations and Distributing Presentations	Extra Credit Quiz Skills - PowerPoint Module 1 Exam Skills - PowerPoint Module 1 Project Skills - PowerPoint Module 2 Exam Skills - PowerPoint Module 2 Project Skills - PowerPoint Module 3 Exam Skills - PowerPoint Module 3 Project Skills - PowerPoint Module 4 Exam Skills - PowerPoint Module 4 Project	December 21
2	Word Module 1: Creating and Editing a Document Word Module 2: Navigating and Formatting a Document Word Module 3: Creating Tables and a Multipage Report Word Module 4: Enhancing Page Layout and Design	Skills - Word Module 1 Exam Skills - Word Module 1 Project Skills - Word Module 2 Exam Skills - Word Module 2 Project Skills - Word Module 3 Exam Skills - Word Module 3 Project Skills - Word Module 4 Exam Skills - Word Module 4 Project	December 28
3	Excel Module 1: Getting Started with Excel Excel Module 2: Formatting Workbook Text and Data Excel Module 3: Performing Calculations with Formulas and Functions Excel Module 4: Analyzing and Charting Financial Data	Skills - Excel Module 1 Exam Skills - Excel Module 1 Project Skills - Excel Module 2 Exam Skills - Excel Module 2 Project Skills - Excel Module 3 Exam Skills - Excel Module 3 Project Skills - Excel Module 4 Exam Skills - Excel Module 4 Project	January 4

All assignments are due Saturday of each week at 11pm Central time