CS 108 Computer Concepts and Applications
Winter Session 2022

Instructor: Steve Klein   **Email:** steklei@siue.edu

How to reach the instructor: The best way to reach me is via email. I will do my best to respond to your email within 24 hours during weekdays. On weekends and holidays, it may take a little longer.

I do not have set office hours but will happily set up and run Zoom meetings if you need help.

Course catalog Description: Computer skills course which assumes no prior experience with computers. Introduces computer concepts and word processing; spreadsheets and database software; and examines societal issues. Graduation credit may be earned for CS 108 or CMIS 108; but not for both. Prerequisite: Two years of college preparatory mathematics in high school.

How to get to the course:
- Log into Blackboard (bb.siue.edu) using your SIUE e-ID.
- Find the course in the "My Courses" list. Look for "CS-108-WS1-202315: Applied Computer Concept"
- The link to the textbook is in the "Coursework" link under the "Course Content" section.
- From there you can link to the course textbook "The New Perspectives Collection, Microsoft Office 365 and Office 2019, 1e".

Things you must have:
SIU**e** e-ID for access to Blackboard and e-mail
Microsoft Office 365 for Windows – There are two ways get this:
- The computers in the Lovejoy Library have Office 365 for Windows installed
- As a student at SIUe, you may download Microsoft Office for free at https://www.siue.edu/its/software/productivity_suites.shtml

Course goals: This course has two primary goals:
- To introduce students to fundamental computing concepts like computer hardware, software, networks, databases, and information technology.
- To develop student skills in fundamental computer applications like word processors, spreadsheets, and presentation software.

Learning objectives: In this course, you will:
- Expand your awareness of 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).
- Demonstrate proficiency with office productivity software applications.

How to do well in this course:
- Start fast and don't stop. It's a short course. You have deadlines every single day.
- Make time to complete your work.

- Complete all reading assignments before taking quizzes.
- Ask questions when you don't understand something.
- Read instructions carefully.
- Complete and submit assignments on time.

Assignment schedule:
Each graded assignment has its own due date that is listed on the schedule in the course textbook.

Week 1: Computer Concepts
>First, complete the Pre-Assessment assignment (Graded and worth 10 points)
>Then complete the 11 Concepts Modules

Week 2: PowerPoint and Word
>First, complete the 2 PowerPoint Modules
>Then complete the 4 Word Modules

Week 3: Word and Excel
>First, finish the last Word assignments
>Then complete the 4 Excel Modules

The Concepts Modules each contain:
- An "Introduction and Lesson Objectives" reading
- Several "Readings" that prepare you for the Concept Exam
- A "Review" section with practice activities and practice questions
- 1 or 2 Concepts Videos (Graded and worth 5 points each)
- 1 Critical Thinking Challenge (Graded and worth 5 points)
- 1 Concepts Skills Training (Graded and worth 10 points)
- 1 Concepts Exam (Graded and worth 25 points)

So each Concept Module is worth 45 points if it has 1 video or 50 points if it has 2 videos

The PowerPoint section contains:
>Module 1:
- "Creating a Presentation" activity
- "Training" practice for the exam
- Exam (Graded and worth 30 points)

>Module 2:
- Capstone Project (Graded and worth 20 points)
- MOS Practice Exam to practice for the exam
- Post-test MOS (Graded and worth 20 points)

The Word section contains:
>4 Modules. Each one has:
>- A top section that teaches you items for that module
>- A Training section to practice for the exam
>- 1 Exam (Graded and worth 30 points)

>1 Capstone Project (Graded and worth 20 points)
>1 Post-test MOS (Graded and worth 20 points)

The Excel section contains:

4 Modules. Each one has:

- A top section that teaches you items for that module
- A Training section to practice for the exam
- 1 Exam (Graded and worth 30 points)
- Project A (Graded and worth 10 points)
- Project B (Graded and worth 10 points)

1 Capstone Project (Graded and worth 20 points)

1 Post-test MOS (Graded and worth 20 points)

Grading Scale:

There are 1000 points possible in the course and there is no extra credit available.

1000-900 points = A

899-800 points = B

799-700 points = C

699-600 points = D

Below 600 points = F

Course Policies:

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

Services for Students Needing Accommodations

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. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726.

COVID-19 Pandemic Policies

Health and Safety

The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: https://www.siue.edu/policies/Covid.shtml.

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students shall practice social distancing measures by maintaining a distance of at least six feet from others in the classroom and wearing a face covering. Extra care should be taken upon entering and leaving the classroom spaces. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face mask or face shield will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures
At all times, students should engage in recommended health and safety measures, which include:
- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842.
- Frequent washing or disinfecting of hands.
- Social distancing by maintaining a distance of at least six feet from others.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain social distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- Adhere to directional signs and traffic flow patterns in buildings and offices. Doors for entering and exiting buildings will be designated. Where multiple doors exist, in and out doors will be marked with "Entrance" and "Exit" signs.
Plans that consider traffic flow in and out of buildings, and within buildings (i.e. stairs, hallways, etc. where possible) will be marked.

Academic Integrity
Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: https://www.siue.edu/policies/3c2.shtml.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: https://www.siue.edu/policies/3c1.shtml.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.