

CMIS 108 Computer Concepts and Applications
Online Delivery - Winter Session 2021
(last revision date: 10/22/2021)

Instructor: Professor Clay Williams, PhD
Office Hours: Tuesdays & Thursdays, 800a-900a (via Zoom), and by appointment
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SPECIAL NOTICE ABOUT WINTER SESSION

This 3-week course covers everything that is covered in the standard 16-week course. We do this in 18 days (excluding holidays). This means that you must be able to do the work typically covered in 1 week each and every day of winter term. You must be able to devote at least 40 hours per week for 3 weeks to complete all the assignments in this class.

If you cannot, or are not willing to, spend 40 hours/week and 120 hours total of your time between December 20 and January 9, DO NOT TAKE THIS COURSE or DROP IT IMMEDIATELY.

Due to the accelerated schedule and recognized holidays, assignment deadlines are FIXED and WILL NOT BE CHANGED. Any missed assignments will be assigned zero (0) points - NO EXCEPTIONS regardless of the excuse.

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.

Required Text (accessed through Blackboard):

Carey, Patrick, et al. *The New Perspectives Collection, Microsoft Office 365 & Office 2019, First Edition*. Boston: Cengage Learning, 2020. (MT ISBN: 9780357026199)

Required Materials:

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

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

- The Founders Hall lab (FH2311) has Office for Windows installed
- ***As a student at SIUe, you may download Microsoft Office for free!*** (See the Resources tab in Blackboard for details)

Optional Materials:

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

Communication: We will communicate often using technology, specifically via your SIUe email and Blackboard Announcements. That means you need to check your SIUe email and Blackboard announcements daily. If you need anything from me, you may send me an email at any time. If you compose and send your email through Blackboard, I will see your course and section information. If you do not send the email from Blackboard, put CMIS108 in the subject line of your email. Make sure to sign with your name so I know who the email is coming from!

I will check my course emails regularly every day and respond as quickly as I can. I **will do my best to respond to your email within 24 hours during weekdays. On weekends and holidays, IT WILL TAKE LONGER.** *That means if an assignment is due on Friday, Saturday or Sunday, you must plan ahead and email me by Thursday to ensure I can address your questions possibly prior to the weekend.*




If you require additional assistance or just prefer a face-to-face meeting, please feel free to drop by during office hours or we can set something up using Zoom.

Course Format: This is a **100% online** course, meaning that you will complete all activities online. The course schedule lists due dates for all activities.


Blackboard will be used extensively for accessing your e-book, completing the skills training and exams, viewing handouts, and submitting your completed assignments. Be sure to check Blackboard frequently to stay up-to-date!

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 aid in their understanding of data and information.

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:

-  Demonstrate proficiency with software applications.
-  Prepare to achieve your academic goals.
-  Practice effective study skills and habits.

Success in this course: I want you to succeed! Here is the most efficient path to success:

-  Set aside adequate time to complete your course work. How much is “adequate?” 40 hours per week and 120 hours total for Winter Session.

- 📖 Complete all reading assignments! Not only should you complete all reading assignments, but you need to do so **before** completing the assignments.
- 📖 Ask questions when you don't understand something! When you are confused, there are usually others experiencing the same confusion. Let me know - it's my job to help 😊
- 📖 Read instructions carefully. In your professional life (which includes your academic life), **what you produce is judged by how well it meets stated requirements.** Get in the habit of checking your work against the requirements before submitting it to your manager/client/instructor!
- 📖 Keep up! Complete and submit assignments on time.



Tutoring: If you would like additional help to succeed, online tutoring is available for CMIS 108 during the Winter Session through Instructional Services' Tutoring Resource Center, located in the Student Success Center 1252. Visit the Tutoring Resource Center site (www.siu.edu/lss/tutoring) for the times a tutor is available for this course. Additional information will be available on Blackboard.

Course Requirements and Grading: Your performance in this course will be evaluated in the following areas:

Skills - SAM Exams (12)	140 points
Skills - SAM Projects (8)	120 points
Skills - SAM Capstone Projects (3)	90 points
Skills - Post-test (1 MOS Certification simulations)	50 points
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Total Possible Points	400 points

Grading Scale:

360-400 points	= A
320-359 points	= B
280-319 points	= C
240-279 points	= D
< 240 points	= F

Grade Disputes: If you believe there is a discrepancy with any score, you must notify me within one week of the grade being assigned so we can resolve the issue.

Course Activities:

Skills Training: You may complete skills training in a simulation environment within any browser, and they may be completed as many times as you want. The training environment is accessed through the Blackboard weekly folders. There are no points earned for completing training; however, the training shows you how to complete tasks on the skills exams. I strongly recommend you at least cover the Observe portion of the Skills Training. If you feel you need an extra reinforcement of the topic, try the Apply session also.

Skills Exams: Twelve (12) skills exams will be given to assess your understanding of each of the Microsoft Office applications covered in this course: 2 in PowerPoint, 4 in Word, 4 in Excel, and 2 in Access. Skills exams are accessed through the Blackboard weekly folders and are completed in a simulation environment within any browser. Skills exams are due by 6:00 p.m. on the dates listed on the course schedule. ***Be sure to allow yourself ample time to complete these activities!***

You will get 3 attempts to answer each question per exam, and you will get 3 attempts to take each of the skills exams. Points for the exams will be assigned based on your highest score.

If you have trouble completing tasks in an exam, you should review the related skills training (see above).

Skills Projects: ***Skills projects require you to use a computer with a Windows operating system and Microsoft Office 365/2019 - NOT Microsoft Office Online! ***** You will retrieve detailed directions and formatting requirements, as well as a starting file, from Blackboard links in the weekly folders, and then complete the required work in a Microsoft Office 365/2019 application. Once completed, the projects must be submitted through the SAME LINKS in the Blackboard weekly folders in order to earn a grade; **no projects will be accepted through email**. These projects are designed for you to practice your computer skills and demonstrate your synthesis of knowledge gained! There will be eight (8) projects total - all covering the Excel application. Skills projects are due by 6:00 p.m. on the dates listed on the course schedule. ***Be sure to allow yourself ample time to complete these activities!***

You will have 3 attempts to complete each project. Be sure to look at your report to know what needs corrected before you resubmit. If you have trouble completing tasks on a project, you should review the related skills training (see above).

Course Activities (continued):

Skills Capstone Projects: Skills capstone projects require you to use a computer with a Windows operating system and Microsoft Office 365/2019 - NOT Microsoft Office Online! ** You will retrieve detailed directions and formatting requirements, as well as a starting file, from Blackboard links in the weekly folders, and then complete the required work in a Microsoft Office 365/2019 application. Once completed, the capstone projects must be submitted through the SAME LINKS in the Blackboard weekly folders in order to earn a grade; **no projects will be accepted through email.** These projects are designed for you to further demonstrate what you learned in the skills projects.

There will be three (3) capstone projects total: 1 for PowerPoint, 1 for Word, and 1 for Excel. Skills capstone projects are due by 6:00 p.m. on the dates listed on the course schedule. **Be sure to allow yourself ample time to complete these activities!**

You will have 3 attempts to complete each capstone project. Be sure to look at your report to know what needs corrected before you resubmit. If you have trouble completing tasks on a capstone project, you should review the related skills training (see above).

Microsoft Office 365/2019 for Windows is required for both the projects and the capstone projects. If you do not have a Windows computer with the necessary software installed, you may use a computer on campus. For a listing of all campus computer labs and their hours, go to http://www.siu.edu/its/labsclassrooms/computer_labs_new.shtml.

**** ATTENTION MAC USERS:** You will be able to do well using Microsoft Office 365/2019 for Mac on the Projects and Capstone Projects, but a 100% may not always be possible. Also, some of the tasks may require you to do some research on how to complete them in the Mac version of the software as they may vary from the Windows version. You can get some hints for the Mac version in the provided skills training (see above).

**** ATTENTION CHROMEBOOK USERS:** You will be unable to complete projects because you can't download and install Microsoft Office 365/2019. Your only option is to use Office Online which does not have the full functionality of the installed versions - *do not use Office Online.* You have a couple options - you may use any Windows computer on campus to complete the projects, or you may go to your local library to complete the projects provided they have the newest version of Office installed.

Course Activities (continued):

Skills Post-test (MOS Certification simulation): There will be one (1) post-tests administered to simulate the Microsoft Office Specialist (MOS) Certification Exam in Excel. This exam is performance-based where you will be given a scenario and then have to answer 5-7 questions per scenario. There are approximately 30 questions that must be completed within 50 minutes.

The post-test will be administered differently than the rest of the skills exams. As mentioned above, it will be timed (50 minutes), and you will get one attempt at the exam and one attempt per question. This is to simulate what it would be like to take the real MOS Certification Exams. In addition, it will look differently than the other skills exams. Again, this is to simulate the real certification exam environment.

There will be an optional practice test that won't be graded. This is available to you to see if you think you're ready. Again, this is optional, so there are no points associated with this practice test.

Grading: While the real MOS Certification Exam is pass/fail where 70% is passing, the post-test will be graded using the following sliding scale to make it less likely you fail:

<u>Actual Grade</u>	<u>Adjusted Grade</u>
> 90%	A = 50/50
80% - 89%	A = 48/50
70% - 79%	B = 43/50
55% - 69%	C = 38/50
40% - 54%	D = 33/50
< 40%	F = 28/50

If you fail to complete the post-test, you will earn 0/50 points.

**** You should not attempt the post-test until you have completed all assignments corresponding to the application.**

If you pass the Excel post-test with a 70% or higher, I highly recommend you take the real MOS Certification Exam - it will look great on your resume!

More information on the official MOS Certification Exam can be found on Microsoft's website (<https://www.microsoft.com/en-us/learning/exam-77-727.aspx>).

Course Activities (continued):

Late Assignments: I do not accept late assignments. All assignments are available early and for multiple days, so plan accordingly to allow plenty of time to ask questions, to complete the assignments, and to get the assignments submitted on time. After the deadline, submission links are no longer available.

Even if you run into a technical issue during submission, I cannot extend the deadline and will not accept late work. You should be submitting more than one attempt anyway (you are allowed 3 attempts for all assignments including exams) which means you shouldn't be waiting until Friday to even begin these assignments.

The time to submit an assignment depends on many factors - the type of assignment, weather (power outages), each individual's access to the necessary applications, each individual's Internet connection, each individual's health or personal situations, and other unforeseen problems. Leaving assignments until the last minute to complete and/or submit does not warrant an extension to the deadline. Procrastination, forgetfulness, a change in work schedule, storms, etc. do not warrant an extension.

Also, **I do not personally grade your assignments. The SAM system does your grading.** If you do not make any submission before the assignment due date, SAM will assign a score of zero (0) for that assignment.

Course Policies:

Academic ethics: Academic misconduct, including plagiarism and cheating, is described on page 1 of the SIUe Student Academic Code (<http://www.siu.edu/policies/3c2.shtml>). Sanctions for academic misconduct are outlined in Section M 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 a first time - project or exam: both students will **fail the assignment**, i.e., receive a zero on the assignment. In addition, you will be reported to the Office of the Provost for possible additional disciplinary action.

Note: *Sharing of files is considered cheating.* Do not share your files for any reason, not even for another student to just "view" your work. Exchanging ideas and providing guidance/support to a struggling classmate are good things; giving your work away is not!

- Cheating or copying another student's assignment a second time - project or exam: both students will **FAIL the course** and will be reported to the Department Chairperson and the Associate Dean for Academic Affairs in the School of Business. In addition, you will be reported to the Office of the Provost for possible additional disciplinary action as well as to the Service

Center specifying you may not re-enroll in any other section of this course for this term nor drop the course or change your registration to audit.

Reminder: *Sharing of files is considered cheating.* Do not share your files for any reason, not even for another student to just “view” your work.

- Cheating on a capstone project: you **FAIL the course** and will be reported to the Department Chairperson and the Associate Dean for Academic Affairs in the School of Business. In addition, you will be reported to the Office of the Provost for possible additional disciplinary action as well as to the Service Center specifying you may not re-enroll in any other section of this course for this term nor drop the course or change your registration to audit.

Reminder: *Sharing of files is considered cheating.* Do not share your files for any reason, not even for another student to just “view” your work.

** Skills Projects and Capstone Projects have built-in cheating detection. You must start your project with the start file provided, and it must be YOUR start file. The use of another person’s start file AND the attempt to copy/paste from another source are both considered cheating. You are welcome to ask me - or anyone else - to explain how to do something, so please do not be tempted to cheat!

Civility in the classroom: Classrooms, both face-to-face and virtual, 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.siu.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.siu.edu/policies/1q2.shtml>).

Email: Email etiquette is expected on all emails sent to me. Please provide a detailed subject line, a detailed message, and let me know who you are with your full name, e-ID, and course/section number (e.g., Clay Williams - cwillaa - CMIS108-504).

Feedback: Scores for all skills assignments are available immediately in MindTap. If you are in Blackboard, you may view your scores by clicking on the same link in the weekly folder that initiated your assignment.

These grades automatically sync to Blackboard. The timing of this should be relatively quick, but the grades should be in Blackboard within a day of completing your assignment in MindTap. BE SURE LOOK AT YOUR SCORE IN MINDTAP - if there is no grade in MINDTAP, there will be a 0 in Blackboard. (To get to the MindTap window, choose Resources on the left of your Blackboard window, and then choose the New Perspectives link at the top.)

Course Policies (continued):

If you have any questions about your score, please ask! I am happy to discuss with you, but time is crucial here. Any questions about a grade need to be resolved within three (3) days after the grade is assigned.

Incident Weather: Whether SIU's campus is open or closed, you have commitments to complete work for this course. To cover the necessary material, there are no "freebie" days. Since all assessments are completed online, there will be ***no extension to due dates due to weather issues.***

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.

Participation: Poor or failing grades are directly correlated to your participation habits. You are expected to be punctual in meeting deadlines and frequently check your email and announcements for notifications about changes or reminders of due dates. It is your responsibility to contact me if events beyond your control do not allow you to meet a deadline - and I will ask for documentation!

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 15 percent of the scheduled contact hours of the class. However, 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.siu.edu/policies/1i8.shtml>.

Since all course content is delivered online, all assessments are completed online, and this course is being completed at a time when the University is "closed", it is extremely unlikely there will be a need to extend a deadline for this reason. 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 should you need to request a deadline extension due to official University Business.

School of Business Code of Professionalism (What we expect of each other): Faculty, staff, and students in the School of Business at Southern Illinois University Edwardsville are expected to contribute to a culture of integrity and professionalism. Our School's culture encourages behaviors associated with educated and self-disciplined individuals.

Those behaviors include:

- being honest;
- being reliable and prepared;

- being responsible for one's own actions and decisions; and
- being respectful of all individuals.

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 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.

Timeliness: Your commitment and ability to meet deadlines is important for your professional (and academic) success! All assignments will be accessed through a Blackboard link where deadlines will be clearly communicated.

- Information provided by me for the current week will be available through Blackboard no later than Monday of that week. For this Winter Session, these are Monday, December 20, December 27 and January 3, 2022. For example, Week 2 begins on December 27. To meet my commitment to you and to this course, I will make certain that all materials are available to you no later than Monday, December 27, by 8:00 a.m.
- **All assignments are due at 6:00pm Central Standard Time (CST) on Sundays,** and all due dates are listed on the schedule below in addition to be communicated through your weekly folders in Blackboard. In order to receive credit for your work, you must submit your work using the links provided in Blackboard by the specified time on the specified due date - based on the server clock. For example, to meet your commitment for Week 1, you must complete your PowerPoint Module 1 Exam no later than Sunday, December 26, by 6:00 pm CST.

Late work will not be accepted for exams, projects, or capstone projects.

Extensions to a deadline will only be granted for truly extraordinary circumstances since assignments are posted well in advance of the deadlines. If you expect to miss a deadline, you must discuss this with me **well in advance** of the deadline. An unexpected accident or family emergency may occur which consumes a large, extended amount of your time. In that situation, it is even more important that you contact me as soon as possible! **Bottom line: Regardless of the reason or situation, I require supporting documentation of the extraordinary circumstances before an extension is granted.**

Oh... one last thing. Did I mention I do not accept late submissions?



COVID-19 Pandemic Policies Related to Classroom Instruction (Winter 2021)

Health and Safety

The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*.

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

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. 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 covering 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. More information on reporting procedures is available [here](#).
- Frequent washing or disinfecting of hands.
- Physical distancing.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical 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.
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

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 or quarantine. 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.

Week-by-Week Schedule: (last revision date: 10/21/2021)

NOTE: Students should work on exams and projects every day. It is impossible to complete all the assignments due the date the assignments are due.

Week	Dates	Topics for the Week	Assignment
1	12/20 - 12/26 (Monday to Sunday)	Introduction to course: Syllabus, Bb, MindTap, and e-book Familiarize yourself with the technology Skills - PowerPoint Module 1: Creating a Presentation Skills - PowerPoint Module 2: Adding Media and Special Effects Skills - Word Module 1: Creating and Editing a Document Skills - Word Module 2: Navigating and Formatting a Document Skills - Word Module 3: Creating Tables and a Multipage Report Skills - Word Module 4: Enhancing Page Layout and Design Skills - Word Capstone Project	Extra Credit Quiz Skills - PowerPoint Module 1 Exam Skills - PowerPoint Module 2 Exam Skills - PowerPoint Modules 1-2 Capstone Project Skills - Word Module 1 Exam Skills - Word Module 2 Exam Skills - Word Module 3 Exam Skills - Word Module 4 Exam Skills - Word Modules 1-4 Capstone Project
2	12/27 - 01/02 (Monday to Sunday)	Skills - Excel Module 1: Getting Started with Excel Skills - Excel Module 2: Formatting Workbook Text and Data Skills - Word Module 3: Creating Tables and a Multipage Report Skills - Word Module 4: Enhancing Page Layout and Design	Skills - Excel Module 1 Exam Skills - Excel Module 1 Project A Skills - Excel Module 1 Project B Skills - Excel Module 2 Exam Skills - Excel Module 2 Project A Skills - Excel Module 2 Project B Skills - Excel Module 3 Exam Skills - Excel Module 3 Project A Skills - Excel Module 3 Project B Skills - Excel Module 4 Exam Skills - Excel Module 4 Project A Skills - Excel Module 4 Project B
3	01/03 - 01/09 (Monday to Sunday)	Skills - Excel Capstone Project Skills - Excel MOS Certification Simulation Skills - Access Module 1: Creating a Database Skills - Access Module 2: Building a Database and Defining Table Relationships	Skills - Excel Modules 1-4 Capstone Project Skills - Excel Post-test (MOS Certification simulation) Skills - Access Module 1 Exam Skills - Access Module 2 Exam