



500 Wilcox Street
Joliet, IL 60435
www.stfrancis.edu

Course: COMP101B
Fall 2021
online

Prerequisite: None

Materials: **Understanding Computers in a Changing Society by Morley**
ISBN: 9781285767710
Office 2019 Exploring, Plus
ISBN: 978-1-323-98659-2

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USF Mission Statement:

As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charism, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing women and men to contribute to the world through service and leadership.

College Mission Statement:

Embracing excellence in its diverse disciplines of study, the College of Arts and Sciences serves as the home, shepherd, and guardian of Franciscan liberal arts values for the University. It serves to inspire in its students a love of learning through continual investigation, nurturing of curiosity, exploration, discovery, and sharing that leads to the passionate life as a servant leader. The College provides a rich environment of inspiration, learning, and service to prepare its students to build their future through programs and opportunities that represent the values of our Catholic/Franciscan University mission.

Course Description:

Revised & Approved by Ed Standards Effective 2/14/18

Housed in Ed Standards Portal Page

COMP 101 COMPUTER CONCEPTS AND APPLICATIONS (3) [offered every semester] - serves as an introductory course which includes the following topics: an overview of technology today, computer systems design and operation, organizational data flow, emerging technologies, security and ethics, and networks. Hands-on instruction is provided in email, Internet, and Windows. Students will study application software for mastery from the following categories: word processing, spreadsheet, database, desktop publishing, presentation graphics, web pages, etc. (IAI Course #: BUS 902, CS 910)

Course Objectives/Outcomes:

By the end of this course the student will be able to:

1. Use both elementary and advanced functions of the software studied
2. Integrate software products so that a cohesive project can be produced.
3. Understand and be able to articulate the issues surrounding modern day computing, including social and economic impacts.
4. Be conversant with, and where appropriate, able to employ the most current tools for interacting in online communities.
5. Use technology to manage extensive amounts of information in a logically.
6. Be able collaborate with others using online tools.
7. Understand how technology impacts their chosen career path.

Course Requirements:

Students will be expected to:

1. View online lectures and other training media.
2. Use the specifically assigned productivity software to accomplish specific tasks. (Available in on campus lab.)
3. Use an online media to retrieve and send assignments
4. Use a variety of online tools to demonstrate mastery of additional computer literacy skills
5. Perform research on a variety of topics as assigned.
6. Interact on the discussion board on the proposed topics in a clear and meaningful manner.

Course Schedule/Outline:

Refer to "MODULES" on the course menu for details including due dates.

Unit 1 – Microsoft Word 2019 Chapters 1-3 and Morley Chapters 1 & 2

Unit 2A – Microsoft Excel 2019 Chapters 4-6 and Morley Chapter 3

Unit 2B - Microsoft Excel 2019 Chapters 7-8 and Morley Chapter 4

Unit 3 – Microsoft Access 2019 Chapters 9-11 and Morley Chapter 5-7

Unit 4 – Microsoft PowerPoint 2019 Chapters 12-13 and Morley Chapter 8

Final Project

Your final project is a research project related to your major. You will create a PowerPoint presentation on Emerging Technologies related to your major and that must be your title page. For instance "Emerging Technologies in Nursing". The presentation must consist of a minimum of 12 slides. ***Your final slide must be a list of the sources that you used.***

Remember that you may not copy/paste from your sources without enclosing in quotes and footnoting the slide. Each slide should be a summary of information you are finding in your sources with details on the accompanying Notes Page.

1. Effective use of Powerpoint tools including transitions, backgrounds, animations, etc. **Note: choose wisely and remember that "less is best".** Transitions and animations can overwhelm the viewer and interfere with your message. (10 points)
2. *Good research and presentation of technologies in the slides (10 points).*
3. *Details on the Notes Pages (10 points).*
4. Correct spelling and grammar (5 points)
5. Good font choice and contrast for readability (5)
6. Correct footnoting on slides and citations on last slide (5 points)
7. Minimum of 12 slides (5 points)

The final project must be submitted as a *.pptx file and cannot be submitted late.

Methods of Evaluation:

: 10 % of the grade will be based on discussion board participation.
Please note that discussion board material must be posted in a timely manner. The Unit Discussion Board closes at the end of the unit. Putting several posts the last day of the grading period will not count since it does not allow for the give and take that is the intent of the discussion board.

30% of the grade will be based on the online quizzes.
Each quiz is assigned a point value. The maximum point total for the quizzes is: 490.

60% of the grade will be based on assignments.
Each assignment is assigned a point value. The maximum point total for the assignments is: 400. In addition your final project will be added to the assignment total and will be weighted as one of the assignments.

Grading Scale

90 – 100%	A
80 – 90%	B
70 – 80%	C
60 – 70%	D
Less than 60%	F

Course Evaluations/IDEA Surveys

USF has elected to participate in the AQIP Program which requires a focus on continuous quality improvement as part of our Higher Learning Commission accreditation. The information learned during the IDEA Course Evaluations is an important part of maintaining quality and continuous improvement in courses, and it is the University's expectation that students will thoughtfully participate in this evaluation process.

COURSE POLICIES

Attendance Policy:

Students are expected to complete the course assignments at each designated due date and time, using the online resources and participate in an online discussion. Since this is an online course, specific times for participation and online access are at the student's discretion. Part of your attendance is watching the lectures and completing walk-throughs of demonstrations.

Quizzes have due dates and can be submitted up to one week late. After one week they will NOT be accepted. Missed quizzes will NOT be reopened.

Assignments can be submitted up to 1 week late. Late assignments will be assessed a 20% deduction. After one week they will **NOT** be accepted and the student will receive a zero.

There will be a Discussion Topic in each unit – due at the end of the unit. Discussions will close on the due date and late posts are not allowed.

If you will be out of town for whatever reason, please plan on completing your assignments ahead of time.

The instructor reserves the right to adjust the syllabus and class schedule as circumstances may warrant during the semester.

Students are expected to follow all policies in the USF Catalog and Student Handbook, both of which can be found in the student portal.

Policies not covered in this document will be handled in accordance with the USF Catalog and/or Student Handbook.

INSTITUTIONAL POLICIES

The student should use the USF portal as the first resource for guidance and support on items such as student complaints, safety, security and transportation questions, contact information for various USF departments, student support services such as counseling and academic resources. Information on these resources can be found in the “For Students” section of the USF portal.

A complete listing of university policies and procedures can be found in the University of St. Francis Course Catalog and Student Handbook. For the most current version of the catalog, please visit <http://stfrancis.edu/academics/university-catalog>

Academic Integrity:

Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Collaboration is only acceptable when it is explicitly acknowledged. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses. Since a lack of integrity hinders the student’s academic development, it cannot be tolerated under any circumstances. Violations include but are not limited to: cheating, fabrication, facilitating academic dishonesty, plagiarism, and denying others access to information or material. See the USF Catalog for further clarification and information on grievance procedures.

Services and Accommodations for Students with Disabilities (Americans with Disabilities Act):

The University strives to be in compliance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA). A student who requires special accommodations or arrangements due to a disability should contact the Office of Disability Services. This contact preferably should occur no later than the first week of classes. Early contact before the semester starts is encouraged to allow sufficient time to provide accommodations. Extra time is needed for some types of accommodations such as sign language interpreters or special text formatting. Should a need arrive after the start of a semester; the student is encouraged to contact the Office of Disability Services as soon as possible. Note that accommodations are not retroactive. Each case will be reviewed on an individual basis to determine reasonable and appropriate accommodations.

USF is committed to ensuring the full participation of all students in its programs, regardless of the course format. If you have a documented disability and need a reasonable accommodation to participate in a course, complete course requirements, or benefit from the University’s programs or services, please contact the Office of Disability Services at [815-740-3631](tel:815-740-3631) or ODS@stfrancis.edu. The Office of Disability Services is in the Academic Resource Center (ARC) and is located on the second floor of the LaVerne and Dorothy Brown Library in room L214. Consultations are welcome, please contact the Office of Disability Services for an appointment.

Academic Support Services:

The Academic Resource Center (ARC) located in Room L214 in the Library (815-740-5060) offers various types of academic services. Online and distance learning students can contact ARC for appropriate resources. ARC serves students who need tutoring in many areas of study including writing and math. Library services include a number of online services and full text databases. Call the Library at 815-740-5041 for additional information. If you need academic-related resources or assistance, please contact the Academic Resource Center.

Notice of Copyright

This course may contain copyrighted materials that are intended to support the learning experiences of students currently enrolled in the course. No student may retain or further disseminate any copyrighted materials, in their entirety or any portion thereof, under penalty of law.

Technology Support

1. The Department of Academic Technology (DAT) administers the learning management system Canvas. If you are experiencing any difficulty using Canvas or need technical assistance, you have several options to receive support, including:
 - a. 24x7 Live Canvas Support. If you experience technical difficulties or have a question about Canvas, you can receive support 24 hours a day 7 days a week through the Canvas help menu. From the help menu, select **Chat with Canvas Support** for a “live” text-based click-to-chat session,
 - b. select **Report a Problem** to send an email support request, or speak to someone directly by using the toll-free number listed under the Canvas Support Hotline.

NOTE: Responses to Canvas’ email-based Report a Problem request system will go to your USF stfrancis.edu email account, NOT your personal email.

2. Online Self-Service Help Resources. A student user guide and other resources for solving issues related to Canvas can be found at <http://learnitnow.stfrancis.edu>
3. Telephone Support from DAT. You can also phone the Department of Academic Technology for personal help at (815) 740-5080 or (866) 337-1497 (toll-free) between 8 a.m. and 4 p.m. Central Standard Time, Monday through Friday.

For any technical support issues that are not related to Canvas, please contact the USF Technology Support Center (TSC). You can reach them via:

- Phone: 1-815-768-TECH (8324)
- Email: techsupport@stfrancis.edu
- Web: <http://techsupport.stfrancis.edu>
- Or visit them on the first floor of Marian Hall