CS4000 Personal Computing

Instructor: Mr. Dan L. Bratten

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SIMnet: https://csustan.simnetonline.com/sp/

Web: http://www.cs.csustan.edu/~dbratten/CS4000/

Spring 2023

This is a fully online course. We will NOT meet in person. Not on the first day, not during lab hours, not in my office, unless, something really can't be explained or fixed online.

This course is NOT on Canvas or any other LMS.

I am available all term to take your questions and help you successfully complete the course. Contact me, after you have read this syllabus, with your questions. Don't put them off.

COURSE DESCRIPTION:

CS 4000 Personal Computing (3 units)

Gives the student the knowledge and experience needed to use a personal computer effectively. A range of computers and software will be available; as much as possible, the student will be able to learn about systems which are directly usable in his or her area of study. Topics include discussions of computer hardware, the range of capabilities of the personal computer, how to evaluate a piece of software, and how software is written.

Satisfies G.E. area UD-B. Students may not use both CS 2000 and CS 4000 to satisfy G.E. requirements. Upper Division G.E. courses are designed to be taken after upper-division status (completion of 60 semester units) is attained.

Prerequisites: Upper-division standing. (Credit may not be given for both CS 2000 and CS 4000.)

Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.

REQUIRED MATERIALS:

To complete the course, you MUST purchase the *SIMnet* access code for your grade to be visible to the instructor and recorded in your campus records. This applies even if you completed the course using the 14-day temporary access.

SIMnet Access:

The **SIMnet** access code and e-text (for Office 365/2021) may be purchased online (see *Getting Stated below*) or in the *Campus Bookstore* (see below).

Microsoft Office 365/2021

Microsoft Office 365/2021 programs (Word, Excel, PowerPoint), which run on Mac and Windows computers (not Chromebook – see below), are needed to complete the Projects and Capstone exams. Office 365/2021 is installed on all campus computers. As students, you may download the programs for free for home use.

To install the Office 365/2021 programs on your personal computer go to:

https://www.microsoft.com/en-us/education/products/office

and log in using your campus email address and its password.

From this screen (below) download the needed applications using the "Install Office" button, (left) and choose "Office 365 apps" (right) to install on your computer:
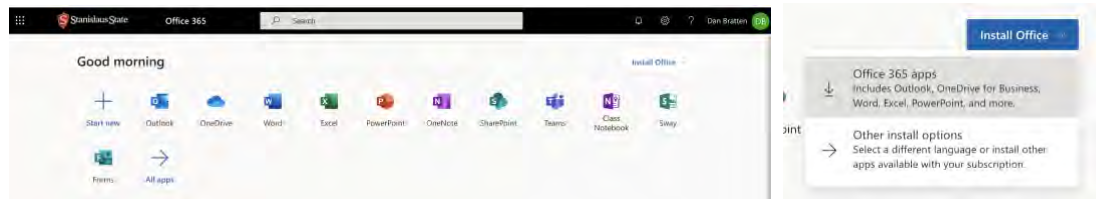
It may take some time for them to download so a fast connection or leaving it overnight may be necessary. **Do not use the online version** (clicking the app icons from the previous screenshot) as you will not be able to complete the exams for full points.

Chromebook Users:

The Office 365 programs necessary to complete the Project and Capstone exams will not install on the Chromebook. Using the online version of Office 365 has been tested and it is not possible to score well on those exams or pass the course. The SIMnet program was never designed for the online version of Office and the limitations it has.

A workaround, if a Chromebook is your only computer to use, is to follow this link:

https://virtuallabs.csustan.edu

Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.

Here are instructions to connect and install the Virtual Desktop:

https://www.csustan.edu/sites/default/files/groups/Office of Information Technology/documents/virtualcomputerlabs.pdf

Follow the steps and you will have a virtual Windows OS with Office 365/2021 installed to use for your coursework. You may not be able to score full points with this version as it is not tested on our assignments. We will know more as the semester progresses. Contact me if this will be your only option. I will work with you on doing as well as possible.

Campus Bookstore:

You may purchase the access code (with e-text) at the bookstore ($133.33) or online ($100.00). Go to "**Getting Started",** below, for link to online purchase.

Microsoft Office 365: In Practice, 2021 Edition, 1st Edition

Randy Nordell ,
Kathleen Stewart,
Annette Easton,
Pat Graves, Inc.,
 Triad Interactive,
Amie Mayhall
© 2023

ISBN 13: 9781264952700

 CS4000 E-TEXT+ACCESS CODE ($133.33)

A paper textbook is an optional purchase. Note that this paper copy does not include the required access code. A paper copy may be purchased online, as an additional cost, if you wish. One link to purchase the paper text from several sources is here:

 https://www.campusbooks.com/books/9781265151676-ise-microsoft-office-365-in-practice-2021-edition

DESCRIPTION OF ONLINE ACTIVITIES AND ASSIGNMENTS:

Assignments in word processing, spreadsheet, and presentations are specifically designed to provide a working knowledge of each. Assigned simulations provide instruction that can be applied to these assignments and to future career activities.

Assigned chapters will provide instruction in using Office 365 programs. For each chapter you will be provided with online hands-on training using simulation software built into *SIMnet*.

Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**

- For each chapter you will need to complete four exams – One SIMbook exam & three Project exams.
- In addition, there will be one Capstone exam for each program. It will be a comprehensive Project that covers the individual chapter Project's content all into one file.

GE Learning Outcome	Assignments and Exams will be used to assess learning
1.4 - Apply quantitative reasoning concepts and skills to solve problems.	Excel Charter Projects and Capstone assignments: • Creating formulas to forecast possible situations. • Analyzing data sets and charting and graphing results.
3.4 - Demonstrate enhanced awareness of multicultural, community, and/or technological perspectives.	Each assignment and exam focuses on a different type technological.

DUE DATES, MAKE-UPS, AND LATE PENALTIES:

All assignments are due when specified. Use the due dates to keep on schedule to successfully complete the course. All assignments are shown for the term on the *Assignments* tab and can be completed on your schedule by working ahead. You may complete the course as quickly as you wish and are able to do the work. Do not procrastinate or put off exams to the last days.

Note: Many underestimate the time needed to complete the exams and fail the course because of it. Start early – finish early. Procrastination will hurt.

Late Work & Penalties:

Late exams will be accepted without penalty up through the last day of class – **Friday, May 26th at 11:59 pm PST** – after which, no work will be accepted. Your exams may be retaken as many times as you wish, time allowing, to improve your score on each one. Only the highest score will be counted toward your grade.

GRADING:

Grading Option #2: A.B.C.D.F. (using plus/minus grading) with option to receive Credit/No Credit grade. The last day to change your grading option is **Wednesday, May 17th**. You may make the change in your *myStanState* portal. Check the following link for more options:

https://www.csustan.edu/class-schedule/grading-option-or-withdrawal

Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.

Final Grade:

Go to *Grades* in *SIMnet*. Your grade will be based on the sum of your exam scores. You can keep track of your own grade on the *SIMnet* website:

Your **Final Grade/100** in *SIMnet* will display your points that correspond to the Grading Scale shown below. The points are out of 100 total and increase with each exam completed. Individual exam scores are shown as a percentage in the order assigned.

The percentage you score on an exam is multiplied times the exam's value to credit your Final Grade/100 with the points earned. For instance, scoring 80% on a Project, which is worth 3 points max, will credit your final grade with 2.4 points. (3.0 x .8 = 2.4) You may retake all exams to improve your score. **Only the highest score is saved.**

Chapter Exams: There are eleven chapters covered in this course from your text. Each chapter will contain four exams. The first exam, the SIMbook, is based on instructions that are demonstrated hands-on with the "Show Me", Guide Me", and "Let Me Try" instructions from your textbook. They are designed to give you the training needed to complete the Projects in each chapter and the application Capstone exams. The SIMbook will run as simulation software in your web browser. Scoring will be immediate, if submitted prior to the due date.

Each chapter also contains three Project exams (Guided, Independent, & Advanced). that you will complete by downloading starting files to your computer and then using Office 365/2021 software installed on your computer to complete the instructions. Once complete, the exam will be uploaded to *SIMnet* for grading. This exam will cover the material you have been trained on from previous SIMbook exams. Refer back to the SIMbook at any time to review steps to complete a project exam. Each of the three projects are worth progressively more and get harder. They should be taken in order shown in *Assignments*:

Capstone Exams: There are also three **Capstone Exams** with one for each program you will work with. Each is a Project-type exam that will give you instructions from all the chapters that you completed in the program. You can expect that these will take longer to complete than previous Projects. Refer back to the SIMbooks at any time to review steps to complete them.

Read This:

All exams in this course have a scheduled due date/time primarily to keep you on track to finish the course. Late exams will be accepted after their scheduled due date with no penalty. Submit late work just as you do your on-time work. **Absolutely no exams will be accepted after the final due date for the course which is Friday, May 26th at 11:59 pm PST**.
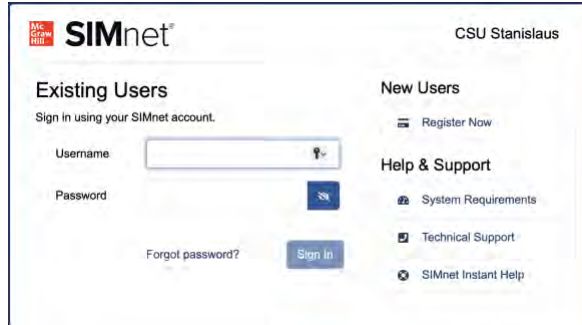
Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.

Grading Scale:

Minimum Final Grade Points	To result in Letter Grade
90	A
86.7	A-
83.3	B+
80	B
76.7	B-
73.3	C+
70	C
66.7	C-
63.3	D+
60	D
56.7	D-
0	F

To receive a Credit (CR) grade you must earn a C- (66.7) or better.

Repetition, Time Requirements and bugs in the *SIMnet* software:

Please note that the assignments/exams may require a considerable amount of time to complete depending on your existing knowledge of the software. Also note that the *SIMnet* software requires you to repeat certain activities multiple times. This is similar to "rehearsal" and will help you learn and remember the lessons provided. In addition, the *SIMnet* software is a complicated system, and problems known as "bugs" are virtually impossible to completely eliminate in such large systems. Learning how to work with software that is, at times, imperfect is a basic computer skill. Every effort is made to provide error free content.

All exams can be completed with a score of 100% but it may take several attempts. Read and follow the instructions carefully. Contact me for help, if needed.

Getting Started:

<u>FIRST WATCH THIS:</u> To register in *SIMnet* follow the instructions shown in this video:

https://www.mheducation.com/highered/support/simnet/first-day-of-class/standalone.html

Go to -- **https://csustan.simnetonline.com/sp/** -- the *SIMnet* homepage

Under **Help & Support**, "System Requirements" (below) check your settings:

https://csustan.simnetonline.com/sp/requirements

You will also find **Tech Support** and *SIMnet* **Instant Help** on the homepage.

Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.

Read the System Requirements page and follow the "Show Details" links and follow all steps shown. You want to pass all these checks on your configuration before attempting any work.

SIMnet **Student Registration Instructions:**

Beginning 01/23/2023 to register for Spring 2023 -- C4000-0xx -- Dan Bratten:

Go to -- **https://csustan.simnetonline.com/sp/**

Under New Users, click **Register Now** (if you already have a *SIMnet* account, just log in). Complete the Registration and when asked for your name, enter it spelled correctly as it appears in ***myStanState*** and use proper capitalization.
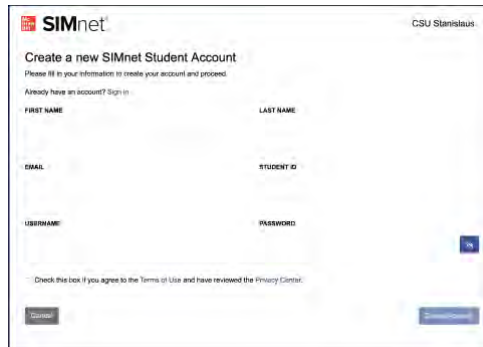
You will be taken to this page to purchase your access code ($100.00) online or to enter one purchased at the Bookstore:
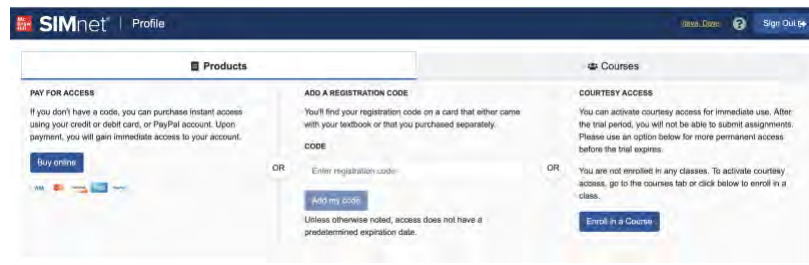
Complete the purchase or code entry and click **Enroll in a Course**. You will see a list of available courses. Select the CS4000 course you are registered in on campus.

Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**

Please note, enrolling in *SIMnet* does not get you credit for the course; you must also be enrolled on campus in the course in **[myStanState](#)** or you won't receive college credit for your work.

Working in *SIMnet*:

You need a fast connection to use *SIMnet*, and you need MS Office 365/2021 to complete the "Project" and "Capstone" projects.

This term you will have four exams due for each of the eleven chapters covered in the textbook. In *Assignments* for each chapter you will find:

- an SIMbook Exam,
- a Guided Project Exam,
- an Independent Project Exam,
- an Advanced Project Exam.

Your status for each assignment is shown. Your score will show in the Gradebook.

Course Materials

eText

The e-Text along with your access code is included in your purchase.

Access to exams through "*Assignments*" tab in *SIMnet*

Assignments are grouped into folders by week # in the course. In each week's folder you will find exams to select and open:

List View: Tile View:
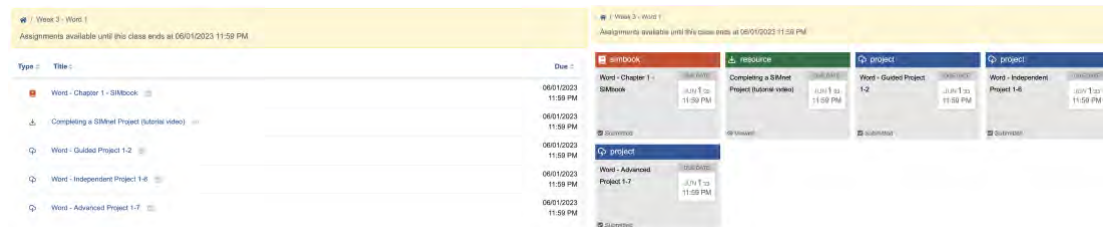
There is also a Calendar View – the icon to the left of *Assignments Library Grades* – where you will also find your schedule of exams to complete.

Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.

ASSIGNMENTS:

SIMnet SIMbook:

https://www.youtube.com/watch?v=OtRPTVAr1kI&list=PLsaNKAw7coGuyAo9HQESgGtkdFnyjtuEM&index=7

You will be scored on completing the "*Guide Me"* for each task listed in the *SIMbook.* Click a title to move into the exercise:

You may also use the "*Show Me*", to see the steps demonstrated in a video, and the "*Let Me Try*" to practice, without assistance, what you learn:
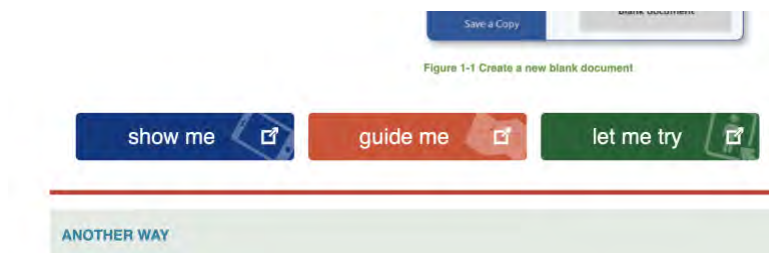
You will need to complete the *Guide Me* for each task listed as shown by the checkmark below:
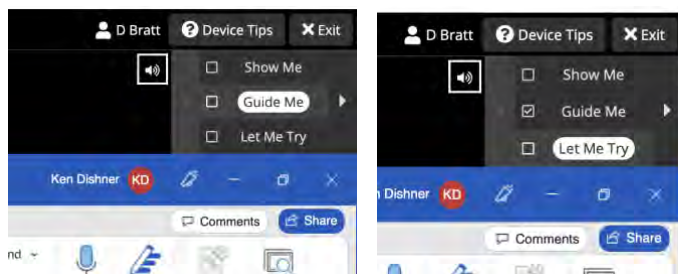
The program will then move to the *Let Me Try,* which you can complete, or you may click the arrow to the right of *Guide Me* to move to the next step of the task. Moving to the next step will begin with the *Show Me* ,which you can watch, or move to the *Guide Me* to view. You may move between the three methods as much as you wish to learn the steps presented.

Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**

Once the *Guide Me* is complete a checkmark will also be shown in the instructions:

As you complete the tasks they will show on the progress bar and with a checkmark as completed:

Please note that the "Tasks" indicating "None" do not need to be completed as they are not intended to count in the course. If you choose to open them, do not complete any that tell you to send your instructor a link or a file.

Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**

SIMnet Projects:

https://www.youtube.com/watch?v=xYsn9qZW2ic&list=PLsaNKAw7coGuyAo9HQESgGtkdFnyjtuEM&index=8

For this exam you will be asked to download files to complete on your computer using your MS Office 365/2019 software. Up to this point you have been working within the *SIMnet* program using a simulation of the software. Older versions of Office will not always work. Download and install MS Office 365 on your computer, if needed. It is free for students.

- Complete each Project Exam by the posted due date & time.

- You may submit each exam multiple times to achieve your desired score.

- The highest score from all submissions will be used for each exam.

- You are free to refer to the textbook, videos, or any notes you have taken and to even retake applicable *SIMbook* training to assist you in scoring well on these exams.

- You may save your work to a USB drive to move to another computer to continue your work at a later time. Your final work may be uploaded from any computer after you log into *SIMnet*.

- Check your work carefully against the instructions as you will not have the program alerting you when you are making a mistake.

Critical:

- Do not copy work between computers or work with any file(s) other than the one you personally downloaded as it is encrypted with data to identify you as the enrolled student. This encryption is verified in the uploaded file. The program will identify ***Integrity Violations*** and bring them to my attention. This applies even to using a blank file another student downloaded -- even if they didn't open it or work on it.

- Make sure that you have uploaded each of your files prior to the due date & time.

- Check that you have received a grade for each exam. Don't delete your completed Project files from your computer (or backup drive) until you have a grade for the term in myStanState.

- You can modify your completed Project files to improve your scores You do not have to start over from scratch. Make corrections and upload your file again.

Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**

Instructions to Download Files:
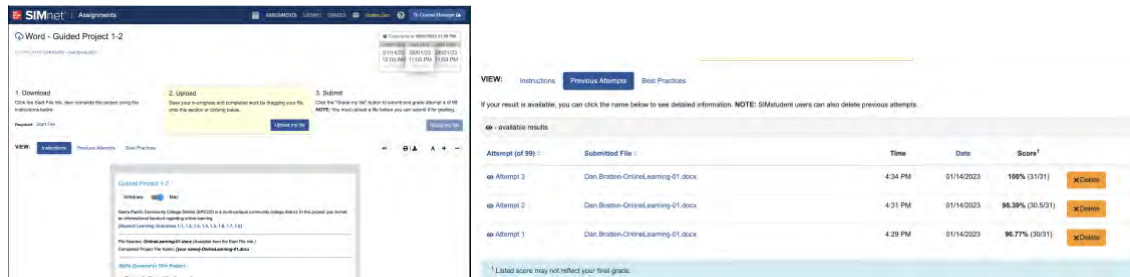
Open the files in MS Office 365. Every time you save them, make sure you save them into a folder that you can find to make it easier to locate when it is time to upload your finished work to *SIMnet* to turn it in. You may instead wish to create a folder for this class to keep your completed work separate. Whatever works for you to better organize your files.

## Moving Project Assignments, Copying Other's Work, and Cheating

Do not work with any files other than the files you personally downloaded while logged into your *SIMnet* account.

When you download a Project file it is encrypted with data to identify it as belonging to the student who owns the *SIMnet* account through which it was downloaded. This encryption is verified in the uploaded file. If you upload a file that was downloaded in somebody else's *SIMnet* account the program will identify **Integrity Violations** and not allow them to be uploaded. This applies even to using a blank file another student downloaded -- even if they didn't open or work on it.

Submitting Project Assignments

Once you have completed the Project you will return to the Chapter Project window by clicking on the Project Exam and then going to Step 3 to upload your work. Make sure the file you select for uploading is the same file you saved as your completed work.

- Open the project assignment as shown above.
- Click "**Upload my file**".
- Select your completed file from the location where it is saved.
- If you select the wrong project file you will get an error message (on left below):
- Submitting the correct file will give you the message on the right. Choose "Yes, submit this file" or "No, I'm not ready" to save your work to the cloud to retrieve/download later and continue your work.
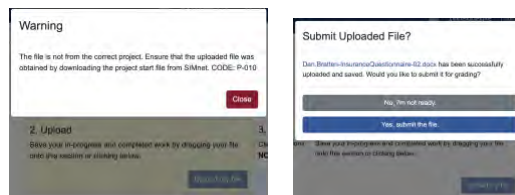
Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**

Viewing errors for Project Assignments to See Which Questions You Lost Points On

Once the submit your Project assignment is scored and you can see your errors. Correct any that are shown and resubmit your file. You may improve your score by resubmitting exams as many times as you like, as long as you do so before the last due date.
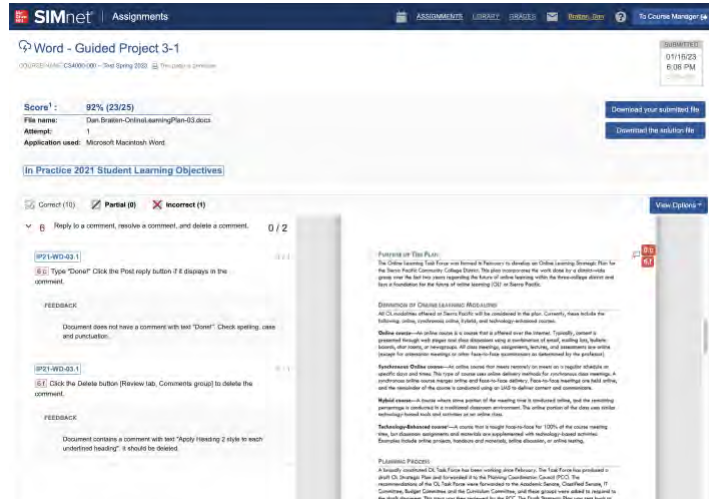
Exam Scoring

There is no minimum score required on any exam. Score enough points to earn the grade you want. The points shown in the Final Grade/100 of your gradebook correspond to the *Grading Scale* shown earlier in this syllabus.

Communications:

Even computer experts and expert MS Office users should take this class seriously. Complete the setup in the first week of class, meet all due dates, pay attention to the syllabus, and read instructions carefully. There are studies indicating that success in an online class is a function of engagement and readiness to work and learn rather than technical savvy.

As this is an online-only course, I will not be in the lab or my office. You may contact me via email, phone, or chat and we will resolve any problem you may be having:

Dan Bratten
Email: dbratten@csustan.edu
Phone: (209) 669-6419
Message: (209) 669-6419

Important:

To receive a email response from me, you must send email to: **dbratten@csustan.edu** only. Your email must have the course number and section number of the lab you are in (e.g. CS4000-024). Memorize the lab section number you are in now. When you send me an email, the more detailed, complete and exact your description of the problem you are having, the

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faster we will be able to solve the problem. Tell me the exact name of the assignment and the step or question number where you ran into the problem. Also describe the problem as completely as you can. Describe as exactly as possible what you did and how *SIMnet* responded. Writing and saying, "I am having a problem. Help me." will not allow me to help you beyond asking you to give me the information I have asked you to provide already.

Technical Questions:

This link is not for course content related questions. Please contact me with those.

There is a McGraw Hill 24/7 Technical Support website available at -- https://www.mheducation.com/highered/contact.html

This link is found on the SIMnet login page in the lower right corner:
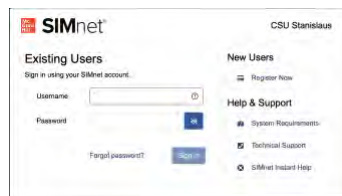
While they can help with questions about your computer configuration for *SIMnet* they cannot assist you with general problems like viruses or Internet connectivity. These are issues that you need to attend to on your own. For this reason, among others, I urge you to not wait until the last minute to start the course or complete your exams.

### Courtesy Access

Temporary SIMnet Access for 14 Days

You can join the course with a courtesy access code. This code will allow you to work in the course for 14 days, which can help until your finances allow you to purchase the required code.

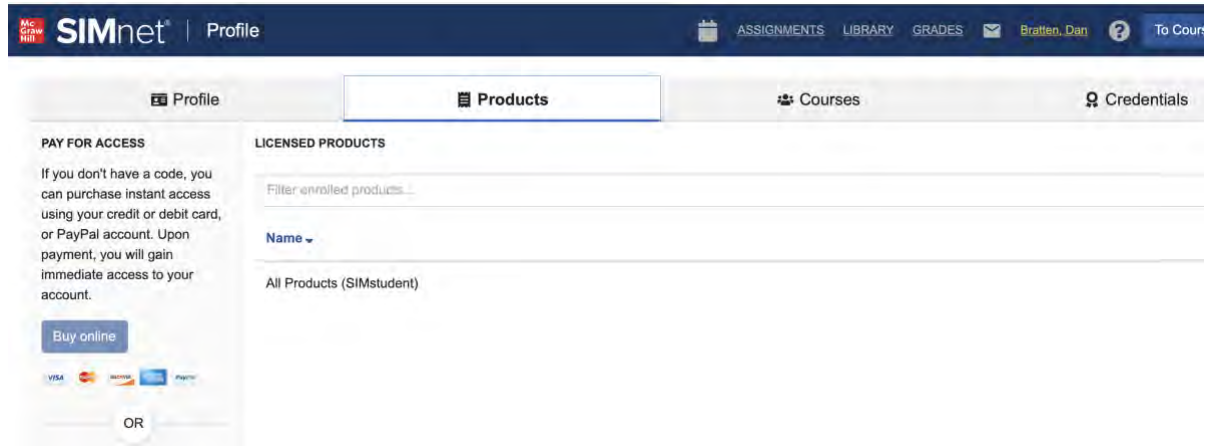Courtesy Access is automatic if you do not buy the code when enrolling.

To complete the course, you MUST purchase the *SIMnet* access code for your grade to be visible to the instructor and be recorded in your campus records.

You will see a Courtesy Access countdown in the upper left corner of the *Assignments* page (shown below). Keep track of your time remaining.:

Note: You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.
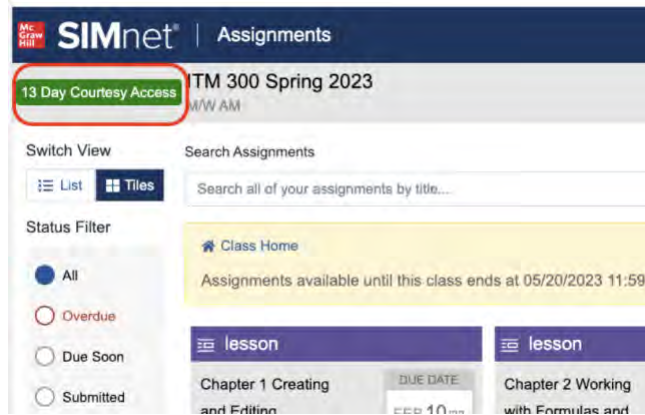
To purchase the code click on your name on the top right to display Profile/Products/Courses/Credentials and click Products:

Note: **You may retake any exam as many times as you wish up until the final due date for all exams – Friday, May 26th at 11:59 pm PST. This includes SIMbooks, Projects, and Capstone exams.**