



SYLLABUS

Course: CIS 3300 – Computer Technology & Impact
Meeting times: Online
Instructor: Marco A. Villarreal
Telephone: 254-519-5475 (Office), 210-446-7171 (Cell)
Office location: FH 323H
Office Hours:
Monday & Wednesday 4:30 - 5:30
Tuesday & Thursday 3:00 - 4:00 p.m.
Department: College of Business/CIS Department, FH 3.323
Department Phone: 254-519-5437
Department Email: cobainfo@tamuct.edu
Department Fax: 254-501-5825

Term: Fall 2017
Meeting location: Online
Email: Use Canvas First
drmvillarreal@tamuct.edu

Class Website: Canvas: <https://tamuct.instructure.com> For questions and technical support on using Canvas, please contact the Canvas help desk at: (254)519-5466 or (979)845-8300.

Student-instructor interaction:

My preference is to have contact with students via Canvas first, then e-mail. Urgent or complicated issues, feel free to call me or come by my office. (Try to avoid texting, if possible)

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

1.0 Course Overview and Description:

This course explores today and tomorrow's technology with special attention to the impact on real people at home, work, and school. Many topics are presented: hardware and software fundamentals, essential applications, telecommunications, internet, artificial intelligence, programming, and the future of these technologies. Students work with word processing, spreadsheet, database, and presentation software, other applications, and a

programming language. The course is designed those students with little or no experience with personal computers and/or the applications presented.

2.0 Course Objective:

The objectives of this course offering are to: present the most-up-to-date technology in an ever-changing discipline; give students an in-depth understanding of why computers are essential components in business and society; teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software, and the Web; and assist students in planning a career.

2.1 Student Learning Outcomes:

- Explain why computer literacy is vital to success in today's world
- Discuss the evolution of the Internet
- Identify the four categories of application software
- Differentiate among various styles of system units on desktop computers, notebook computers, and mobile devices
- Define input and differentiate among a program, command, and user response
- Describe the types of output: text, graphics, audio, and video
- Differentiate between storage devices and storage media
- Define system software and identify the two types of system software
- Demonstrate a basic skill level in word processing, spreadsheets, databases, and presentation software.

3.0 Required Reading and Textbook(s):

Discovering Computers 2016, Tools, Apps, Devices, and Impact of Technology
Vermaat, Sebok, Freund, Campbell, Frydenberg
Cengage Learning
ISBN: 978-1-305-39185-7

Optional:

Microsoft Office 2013: Introductory, 1st Edition
Gary B. Shelly, Misty E. Vermaat
Cengage Learning
ISBN: 978-1-285-16602-5

Note: An electronic version of this book is available in Canvas for download.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Supplemental Material: The course textbook will be supplemented with other materials

including handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

Required Reading: The student is expected to read and review all material presented in the assigned chapter prior to class.

COURSE REQUIREMENTS

4.0 Course Requirements:

Participation: You will be graded on the content of your ‘Introduction’ and additional tasks required in the Discussion Forums. Participation is worth 10 points. Late submissions will be penalized 10% of grade per day late.

Quizzes: There will be 12 quizzes. Each quiz is worth 20 points. The quizzes will be available via blackboard and be will timed. The quizzes have unlimited attempts and the highest score for each quiz will be entered into the gradebook. Late submissions will be penalized 10% of grade per day late.

Assignments: There will be 10 assignments. Each assignment will be worth 35 points. Assignments with directions are posted on blackboard. Late submissions will be penalized 10% of grade per day late.

Examinations: There will be three exams and one final exam (4 in total). Each of the three exams is 100 points. The final comprehensive exam is 100 points. Exams will be taken via Canvas, must be completed in one session, and will be timed. If accepted, late submissions will be penalized 10% of grade per day late.

5.0 Grading Criteria:

Required Activity	Quantity	Points	Total
Participation (Introduction)	1	10	10
Quizzes	12	20	240
Assignments (Office)	10	35	350
Exams	3	100	300
Final - Comp.	1	100	100
Total			1000

Point Range	Letter Grade
1,000-900	A
899-800	B
799-700	C
699-600	D
599-0	F

COURSE OUTLINE AND CALENDAR

6.0 Complete Course Calendar:

Important Dates

August 28, 2017 Monday First day of fall semester classes
 August 28, 2017 Monday Add/Drop/Late Registration Begins
 August 30, 2017 Wednesday Add/Drop/Late Registration Ends
 September 4, 2017 Monday Labor Day - Holiday
 September 13, 2017 Wednesday Last day to drop courses with no record (16-week classes)
 October 6, 2017 Friday Deadline to submit graduation application for participation in the commencement ceremony
 October 20, 2017 Friday Welcome Back Picnic
 November 3, 2017 Friday Last day to drop a course with a “Q” or withdraw with a “W” (16-week classes)
 November 10, 2017 Friday Veterans Day
 November 23-24 November 23-24 Thanksgiving
 December 6, 2017 Wednesday Last day to file for Degree Conferral (Registrar’s Office)
 December 8, 2017 Friday Restricted Student Activities period
 December 15, 2017 Friday Last day to withdraw from the university
 December 15, 2017 Friday Fall Term Ends

Tentative Schedule

Week	Week of:	Readings	Tasks Due
1	8/28	Read the Syllabus <i>Make Sure You Have Access to Microsoft Office Software</i> Chapter 01 – Introducing Today’s Technologies	Intro-Discuss Quiz Ch 01
2	9/4	Chapter 02 – Connecting and Communicating Online	Quiz Ch 02
3	9/11	<i>Make Sure You Have Access to Microsoft Office Software</i> Chapter 03 – Computers and Mobile Devices	<i>Word 01</i> Quiz Ch 03
4	9/18	Chapter 04 – Programs and Apps	<i>Word 02</i> Quiz Ch 04
5	9/25	Exam 1 Chapters 1-4	Exam 1 Review Exam 1 <i>PowerPoint 01</i>
6	10/2	Chapter 05 – Digital Security, Ethics, and Privacy	Quiz Ch 05 <i>PowerPoint 02</i>
7	10/9	Chapter 06 – Computing Components	Quiz Ch 06 <i>Excel 01</i>
8	10/16	Chapter 07 – Input and Output	Quiz Ch 07
9	10/23	Chapter 08 – Digital Storage	Quiz Ch 08 <i>Excel 02</i>
10	10/30	Exam 2 Chapter 5-8	Exam 2 Review Exam 2 <i>Excel 03</i>
11	11/6	Chapter 09 – Operating Systems	Quiz Ch 09 <i>Access 01</i>
12	11/13	Chapter 10 – Communicating Digital Content	Quiz Ch 10 <i>Access 02</i>
13	11/20	Chapter 11 – Building Solutions	Quiz Ch 11 <i>Access 03</i>
14	11/27	Chapter 12 – Working in the Enterprise Exam 3 Chapter 9-12	Quiz Ch 12 Exam 3 Review

			Exam 3
15	12/4	Final Exam (1-12) - Comprehensive (Due 12/15/17)	Final Exam Review Final Exam
16	12/11	End of Semester (12/15/17)	

Note: All assignments are typically due at 11:59 PM (midnight) on the end of the week (Sunday).

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

7.0 Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

8.0 Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

9.0 Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that

students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

10.0 Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at lmDavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

11.0 The University Writing Center

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas

and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

12.0 Library Services

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

13.0 Any Instructor Policies Related to Absence, Grading, ETC

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with additional material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.

4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and possibly future assignments.
5. Instructor will not accept assignments after the last day of classes.