



SYLLABUS

Course: CIS 3300 – Computer Technology & Impact
Meeting times: Online
Instructor: Donald M. Marshall
Telephone: 254-519-5437 (Office), 254-624-6048 (Cell)
Office location: FH 318
Office Hours:
By appointment.
Department: College of Business/CIS Department
Department Phone: 254-519-5437
Department Email: cobainfo@tamuct.edu
Department Fax: 254-501-5825

Term: Spring 2018
Meeting location: Online
Email: Use Canvas First
donmarshall@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. Urgent or complicated issues, feel free to call me. (Please text me, I will call back)

UNILERT

Emergency Warning System for Texas A&M University – Central Texas

UNILERT 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 UNILERT through their myCT email account. Connect at www.TAMUCT.edu/UNILERT to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, 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 |
|----------------------|----------|--------|-------|
| 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

January 2018

- **Tue, 16th** | Classes Begins
- **Thu, 18th** | ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)
- **Wed, 31st** | Last day to drop 16 week classes with no record

February 2018

- **Fri, 2nd** | Priority Deadline to Submit Graduation Application
- **Fri, 9th** | Last day to drop a 1st 8-week class with a Q or withdraw with a W

March 2018

- **Thu, 2nd** | Deadline to Submit Graduation Application for Ceremony Participation
- **Mon, 12th** | Spring Break Begins
- **Fri, 16th** | Spring Break Ends
- **Mon, 19th** | 2nd 8 week begins
- **Mon, 19th** | ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)
- **Wed, 21st** | ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)
- **Tue, 27th** | Last day to drop 2nd 8-week classes with no record
- **Fri, 30th** | Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

- **Fri, 13th** | Last day to drop a 2nd 8-week class with a Q or withdraw with a W*

May 2018

- **7th-11th** | Finals Week

Tentative Schedule

| Week | Week of: | Readings | Tasks Due |
|------|----------|---|---|
| 1 | 1/16 | 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 | 1/22 | Chapter 02 – Connecting and Communicating Online | Quiz Ch 02 |
| 3 | 1/29 | <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 | 2/5 | Chapter 04 – Programs and Apps | <i>Word 02</i> Quiz Ch 04 |
| 5 | 2/12 | Exam 1 Chapters 1-4 | Exam 1 Review Exam 1 <i>PowerPoint 01</i> |
| 6 | 2/19 | Chapter 05 – Digital Security, Ethics, and Privacy | Quiz Ch 05 <i>PowerPoint 02</i> |
| 7 | 2/26 | Chapter 06 – Computing Components | Quiz Ch 06 <i>Excel 01</i> |
| 8 | 3/5 | Chapter 07 – Input and Output | Quiz Ch 07 |
| 9 | 3/12 | Spring Break | |
| 10 | 3/19 | Chapter 08 – Digital Storage | Quiz Ch 08 <i>Excel 02</i> |
| 11 | 3/26 | Exam 2 Chapter 5-8 | Exam 2 Review Exam 2 <i>Excel 03</i> |

| | | | |
|----|------|---|---------------------------------------|
| 12 | 4/2 | Chapter 09 – Operating Systems | Quiz Ch 09 <i>Access 01</i> |
| 13 | 4/9 | Chapter 10 – Communicating Digital Content | Quiz Ch 10 <i>Access 02</i> |
| 14 | 4/16 | Chapter 11 – Building Solutions | Quiz Ch 11 <i>Access 03</i> |
| 15 | 4/23 | Chapter 12 – Working in the Enterprise Exam 3 Chapter 9-12 | Quiz Ch 12 Exam 3 Review Exam 3 |
| 16 | 4/30 | Final Exam (1-12) - Comprehensive (Due 5/10/18) | Final Exam Review Final Exam |
| 17 | 5/7 | End of Semester (5/11/18) | |

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

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

7.0 Drop Policy

If you discover that you need to drop this class, you must go to the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the student. The record's office will provide a deadline for which the form must be returned, completed and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Warrior Web and confirm that you are no longer enrolled. Should you still be enrolled, FOLLOW-UP with the records office immediately? You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.

8.0 Academic Integrity

Texas A&M University - Central Texas expects all students to maintain high standards of honor in personal and scholarly conduct. Any deviation from this expectation may result in a minimum of a failing grade for the assignment and potentially a failing grade for the course. All academic dishonesty concerns will be reported to the university's Office of Student Conduct. Academic dishonesty 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. When in doubt on collaboration, citation, or any issue, please contact me before taking a course of action. More information can be found at:

<http://www.tamuct.edu/departments/studentconduct/academicintegrity.php>

9.0 Disability Support Services

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 an education that is barrier-free. The Office of Disability Support and Access is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present

barriers to learning due to a disability. If you feel this is the case, please contact Disability Support and Access at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, please visit their website at www.tamuct.edu/departments/disabilitysupport. Any information you provide is private and confidential and will be treated as such.

10.0 Tutoring

Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Writing. Tutors are available at the Tutoring Center in Warrior Hall, Room 111. Visit www.ct.tamuct.edu/AcademicSupport and click "Tutoring Support" for tutor schedules and contact info. If you have questions, need to schedule a tutoring session, or if you're interested in becoming a tutor, contact Academic Support Programs at 254-501-5830 or by emailing tutoring@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 TAMU-CT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Writing, Career Writing, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, log into your Blackboard account and click "Online Tutoring." Read the introduction to each chapter ("Objectives"), read the summary, read the chapter, then answer the review questions, study the vocabulary words, go to the web site and take some of the quizzes, and ask questions in class.

11.0 Library Services

Library distance education services aims to make available quality assistance to A&M-Central Texas students seeking information sources remotely by providing digital reference, online information literacy tutorials, and digital research materials. Much of the A&M-CT collection is available instantly from home. This includes over half of the library's book collection, as well as approximately 25,000 electronic journals and 200 online databases. Library Distance Education Services are outlined and accessed at: <http://www.ct.tamus.edu/departments/library/deservices.php>

Information literacy focuses on research skills which prepare individuals to live and work in an information-centered society. Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, yet is not limited to: exploration of information resources such as library collections and services, identification of subject databases and scholarly journals, and execution of effective search strategies. Library Resources are outlined and accessed at. <http://www.tamuct.edu/library>

12.0 The University Writing Center

The University Writing Center at Texas A&M University-Central Texas is a free

workspace open to all TAMUCT students. The UWC is located in 416 Warrior Hall. The center is open 11am-6pm Monday-Thursday during the spring semester. Students may work independently in the UWC by checking out a laptop that runs Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Students may also arrange a one-on-one session with a trained and experienced writing tutor. Tutorials can be arranged by visiting the UWC. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. Sessions typically last between 20-30 minutes. While tutors will not write, edit, or grade papers, they will help students develop more effective invention and revision strategies.

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 addition 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.