COURSE DATES, MODALITY, AND LOCATION

Mode of instruction and course access:
This is an online course. The course is an 8-week course that begins October 21, 2019 and ends December 13, 2019. It also uses the A&M Central Texas Canvas Learning Management System [https://tamuct.instructure.com] which will be our primary resource for class information. You will use your Canvas username and password to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, PowerPoint slides, learning modules, and other course related documents will be posted in Canvas. Each student is responsible for the posted material and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

Student-instructor interaction:
Students are encouraged to send all course-related correspondence to Canvas email messaging. Students will use TAMUCT email only when Canvas is not available. I check course messages and emails several times a day during the week and at least once during Saturdays and Sundays.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Crystal Bausley
Email: cbausley@tamuct.edu
Canvas Inbox (preferred): If the Canvas is unavailable, email me at cbausley@tamuct.edu
Office Hours: I do not have an office, but I will also be available for students on an appointment basis. Send me an email or Canvas message to schedule an appointment to meet online.

WARRIOR SHIELD
Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login]
to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION
Course Overview and description
This course explores computer technology with special attention to its impact on 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.

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.

Student Learning Outcomes
At the conclusion of the course, the student will be able to:
- 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 outputs: 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

Competency Goals Statements (certification or standards): None

Required Reading and Textbook(s):
Required Text:
- **Title**: Discovering Computers 2018
- **Authors**: Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg
Supplementary Material: The course textbook will be supplemented with other materials including research paper readings, handouts, oral presentations, industry articles, case studies, PowerPoint presentations, etc.

Attendance/Participation Policy: As this is an outline course, there is no class attendance requirement. Regular course progress is expected. It is each student’s responsibility to review Canvas and the course syllabus for the latest information.

COURSE REQUIREMENTS

Reading Assignments: All assigned chapters will be used as basis for class and/or Canvas discussions. Students are expected to study the assigned readings before each class session.

Discussion Assignment: There will be one (1) introduction discussion post assignment. The participation is worth 10 points.

Homework Assignments: There will be ten (10) homework assignments from the Office 2016 textbook. Each assignment will be worth 35 points.

Quizzes: There will be twelve (12) quizzes. Each quiz will be worth 20 points. The quizzes are timed. Once you start the quiz, you must submit your answers in a given time period.

Examinations: There will be three exams and one final exam (4 exams in total). Each of the three exams will be worth 100 points. The final comprehensive exam is worth 100 points. The exams are timed. Once you start the exams, you must submit your answers in a given time period.
Grading Criteria Rubric and Conversion

The distribution of points in different activities and the grading scheme are mentioned below:

<table>
<thead>
<tr>
<th>Student Activity</th>
<th>Quantity</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Homework (Office)</td>
<td>10</td>
<td>35</td>
<td>350</td>
</tr>
<tr>
<td>Quizzes</td>
<td>12</td>
<td>20</td>
<td>240</td>
</tr>
<tr>
<td>Exams</td>
<td>3</td>
<td>100</td>
<td>300</td>
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<tr>
<td>Final Exam – Comp</td>
<td>1</td>
<td>100</td>
<td>100</td>
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<table>
<thead>
<tr>
<th>Point Range</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>1000-900</td>
<td>A</td>
</tr>
<tr>
<td>899-800</td>
<td>B</td>
</tr>
<tr>
<td>799-700</td>
<td>C</td>
</tr>
<tr>
<td>699-600</td>
<td>D</td>
</tr>
<tr>
<td>599-0</td>
<td>F</td>
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Posting of Grades

All students’ grades will be posted on the Canvas Gradebook, and students can monitor their progress in this course using Canvas Portal. Students can expect to see their grades within one week of the closing of class tests, exams, and assignments. Students are expected to visit Canvas course webpage regularly to get any update regarding this online course. All updates regarding homework and tests will be posted in “Announcements” tab in Canvas course portal.

File Naming Convention:

Students are required to submit their assignments via Canvas using file names with the following format:

CIS3300[AssignmentID][LastName_FirstName].[file extension]

For example, for homework assignment 2, the file name will be:

CIS3300Assignment2Smith_James.zip
## COURSE OUTLINE AND CALENDAR
### Complete Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Reading Chapter(s)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/21 – 10/27</td>
<td>Read Syllabus Thoroughly</td>
<td>Syllabus Acknowledgment – due 10/23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapters 1 – Introducing Today’s Technologies</td>
<td>Discussion Post: Introduction – due 10/27</td>
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<tr>
<td></td>
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<td>Chapter 2 – Connecting and Communicating Online</td>
<td>Quiz Chapter 1 – due 10/27</td>
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<td>Quiz Chapter 2 – due 10/27</td>
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<tr>
<td>2</td>
<td>10/28 - 11/3</td>
<td>Chapter 3 – Computers and Mobile Devices</td>
<td>Word Assignment 1 – due 11/3</td>
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<td>Chapter 4 – Programs and Apps</td>
<td>Quiz Chapter 3 – due 11/3</td>
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<td></td>
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<td></td>
<td>Word Assignment 2 – due 11/3</td>
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<td>Quiz Chapter 4 – due 11/3</td>
</tr>
<tr>
<td>3</td>
<td>11/4 - 11/10</td>
<td>Exam 1 Chapters 1-4</td>
<td>Exam 1 – due 11/10</td>
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<td></td>
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<td>Chapter 5 – Digital Security, Ethics, and Privacy</td>
<td>PowerPoint Assignment 1 – due 11/10</td>
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<td>Quiz Chapter 5 – due 11/10</td>
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<td>PowerPoint Assignment 2 – due 11/10</td>
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<tr>
<td>4</td>
<td>11/11 - 11/17</td>
<td>Chapter 6 – Computing Components</td>
<td>Quiz Chapter 6 – due 11/17</td>
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<td></td>
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<td>Chapter 7 – Input and Output</td>
<td>Excel Assignment 1 – due 11/17</td>
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<td></td>
<td>Quiz Chapter 7 – due 11/17</td>
</tr>
<tr>
<td>Week</td>
<td>Dates</td>
<td>Course Sections</td>
<td>Assignments</td>
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<td>Exam 2 Chapter 5-8</td>
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<tr>
<td>6</td>
<td>11/25 - 12/1</td>
<td>Chapter 9 Operating Systems</td>
<td>Quiz Chapter 9 - due 12/1 Access Assignment 1- due 12/1 Quiz Chapter 10 - due 12/1 Access Assignment 2 - due 12/1</td>
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<td></td>
<td>Chapter 10 – Communicating Digital Content</td>
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<td>7</td>
<td>12/2 – 12/8</td>
<td>Chapter 11 – Building Solutions</td>
<td>Quiz Chapter 11 - - due 12/8 Access Assignment 3- due 12/8 Quiz Chapter 12 - due 12/8 Exam 3 - due 12/8</td>
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<td></td>
<td></td>
<td>Chapter 12 – Working in the Enterprise</td>
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<td>Exam 3 Chapters 9-12</td>
<td></td>
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<tr>
<td>8</td>
<td>12/9 – 12/13</td>
<td>Final – Comprehensive (Chapters 1-12)</td>
<td>Final Exam – due 12/13</td>
</tr>
</tbody>
</table>

**Important University Dates**

- **August 12, 2019**: Classes Begin for Minimester
- **August 23, 2019**: Classes End for Minimester
- **August 26, 2019**: Classes Begin for Fall Semester
- **August 26, 2019**: Add, Drop, and Late Registration Begins for 16- and First 8-week Classes
  - $25 Fee assessed for late registrants
- **August 28, 2019**: Deadline for Add, Drop, and Late Registration for 16- and First 8-week
- **September 2, 2019**: Labor Day (University Closed)
- **September 3, 2019**: Deadline to Drop First 8-week Classes with No Record
September 11, 2019  Deadline to drop 16-week Classes with No Record
October 1, 2019  Deadline for Teacher Education and Professional Certification Applications
October 4, 2019  Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)
October 15, 2019  Deadline for Clinical Teaching/Practicum Applications
October 18, 2018  Classes End for First 8-week Session
October 18, 2019  Deadline to Withdraw from University for First 8-Week Classes (WF)
October 21, 2019  Add, Drop, and Late Registration Begins for Second 8-Week Classes $25 Fee assessed for late registrants
October 21, 2019  Classes Begin for Second 8-Week Session
October 21, 2019  Class Schedule Published for Spring Semester
October 22, 2019  Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 23, 2019  Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 25, 2019  Deadline for Graduation Application for Ceremony Participation
October 28, 2019  Deadline to Drop Second 8-Week Classes with No Record
November 4, 2019  Registration Opens for Spring Semester
November 8, 2019  Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 11, 2019  Veteran's Day (University Closed)
November 28-29, 2019  Thanksgiving (University Closed)
November 29, 2019  Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
December 13, 2019  Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 13, 2019  Deadline for Degree Conferral Applications to the Registrar’s Office $20 Late Application Fee
December 13, 2019  Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 13, 2019  Fall Semester Ends
December 13, 2019  Fall Commencement Ceremony
December 17, 2019  Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
December 23, 2019 - January 1, 2020  Winter Break (University Closed)

TECHNOLOGY REQUIREMENTS AND SUPPORT
This course uses Microsoft Office 2016 or higher. You must have access to a computer capable of running THIS VERSION in order to successfully complete all assignments.

MAC users beware – not all options described in the book are the same for MAC versions! It is recommended you set up a MS Windows environment on your MAC and run the Windows 2016 versions of Excel.
Technology Requirements
This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central 24 hours a day, 7 days a week
Email: helpdesk@tamu.edu
Phone: (254) 519-5466
Web Chat: [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic 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.

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.

For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students
Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more
Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

Tutoring
Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring will not offer writing support beginning August 1, 2019 but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center
Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

Students may arrange a one-to-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 WConline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library
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 85,000 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 24 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 [http://tamuct.libguides.com/index].
OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].

Behavioral Intervention
Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES

Policies related to grading
- All the assignments must be submitted before the posted deadline in Canvas Course website unless arrangements are made beforehand.
- Assignments more than 24 hours late are subject to 10% late penalty.
Instructor’s Personal Statement

- The instructor reserves the right to modify the course syllabus during the semester for the benefit of the students.
- The instructor reserves the right to supplement materials presented in the text with additional course material that may help the students to understand the topic better.
- The instructor reserves the right to modify grading policy rubrics. Any changes to grading rubrics will be applied to current and possible future assignments.

Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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