

CIS 3300-120, 10075, Computer Technology and Impact
Spring 2019
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This is a 100% online course.

This course uses the A&M-Central Texas Canvas Learning Management System [<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.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Shehryar Iqbal

Office: N/A

Phone: 828-582-7857

Email shehryar.iqbal@tamuct.edu (Preferred email – Canvas “Inbox”)

Student-instructor interaction:

My preference is to have contact with students via Canvas first, then e-mail. For urgent or complicated issues, feel free to call me. (Please text me first, and I will definitely call back)

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 911Cellular through their myCT email account.

In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. [Warrior Shield](https://www.tamuct.edu/police/911cellular.html) [<https://www.tamuct.edu/police/911cellular.html>] can be downloaded and installed on your mobile device from Google Play or Apple Store.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<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

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.

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:

- 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.

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 and Textbook(s):

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

Discovering Computers 2016
Author: Misty E. Vermaat
Publisher: Cengage Learning
ISBN: 9781305391857

MS. OFFICE 2016: INTRODUCTORY
Author: Misty E. Vermaat
Publisher: Cengage Learning
ISBN: 9781305870031

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.

COURSE REQUIREMENTS

Participation: Participation is worth 120 points. This will include an ‘Introduction Task’ in which you will write a short biography and explain what you hope to get from this class in the discussion board. Include a head and shoulder photo of yourself – professional style, not a selfie. Additionally, update your canvas profile and include a photo avatar (could be a selfie style if you like). (10 points). You will also have 2 discussion questions worth 55 points each.

Quizzes: There will be 12 quizzes. Each quiz is worth 20 points. The quizzes will be available via Canvas and be will timed. The quizzes have five 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 8 assignments. Each assignment will be worth 30 points. Assignments with directions are posted on canvas. 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. The fourth exam is a comprehensive exam covering all 12 chapters of the textbook.

Grading Criteria Rubric and Conversion

Required Activity	Quantity	Points	Total
Participation	1	120	120
Quizzes	12	20	240
Assignments (Office)	8	30	240
Exams	3	100	300
Final - Comp.	1	100	100
Total			1000

Posting of Grades

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

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Date	Reading	Tasks Due
1	01/14/2019	Read the Syllabus Make Sure You Have Access to Microsoft Office Software Chapter 01 – Introducing Today’s Technologies	Intro-Discuss Quiz Ch 01
2	01/21/2019	Chapter 02 – Connecting and Communicating Online Make Sure You Have Access to Microsoft Office Software	Quiz Ch 02
3	01/28/2019	Chapter 03 – Computers and Mobile Devices	Quiz Ch 03 Word 01
4	02/04/2019	Chapter 04 – Programs and Apps	Quiz Ch 04
5	02/11/2019	Exam 1 Chapters 1-4 (Lab)	Exam 1 Word 02
6	02/18/2019	Chapter 05 – Digital Security, Ethics, and Privacy	Quiz Ch 05 PowerPoint 01
7	02/25/2019	Chapter 06 – Computing Components	Quiz Ch 06 PowerPoint 02
8	03/04/2019	Chapter 07 – Input and Output	Quiz Ch 07
9	03/11/2019	Spring Break – No Class	
9	03/18/2019	Chapter 08 – Digital Storage	Quiz Ch 08 Excel 01
10	03/25/2019	Exam 2 Chapter 5-8 (Lab)	Exam 2 Excel 02
11	04/01/2019	Chapter 09 – Operating Systems	Quiz Ch 09
12	04/08/2019	Chapter 10 – Communicating Digital Content	Quiz Ch 10 Discussion Question 01
13	04/15/2019	Chapter 11 – Building Solutions	Quiz Ch 11 Discussion Question 02
14	04/22/2019	Chapter 12 – Working in the Enterprise	Quiz Ch 12 Access 01
15	04/29/2019	Exam 3 Chapter 9-12 (Lab)	Exam 3 Access 02
16	05/06/2019	Final Exam (1-12) – Comprehensive – Due May 8th	Final Exam
	05/10/2019	End of Semester (May 10 th , 2019)	

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

Important University Dates:

January 2, 2019 Priority Deadline for Spring Admissions applications
January 10, 2019 Convocation
January 11, 2019 Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
January 14, 2019 Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.
January 14, 2019 Classes Begin for Spring Semester
January 16, 2019 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 21, 2019 Martin L. King Jr. Day (University Closed)
January 22, 2019 Deadline to Drop First 8-Week Classes with No Record
January 30, 2019 Deadline to Drop 16-Week Classes with No Record
February 22, 2019 Student End of Course Survey Opens (First 8-Week Classes)
February 22, 2019 Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2019 Deadline for Graduation Application for Spring Ceremony Participation
March 1, 2019 Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
March 8, 2019 Classes End for First 8-Week Session
March 8, 2019 Deadline for Spring Admissions Applications
March 10, 2019 Student End of Course Survey Closes (First 8-Week Classes)
March 11, 2019 Spring Break – No Class (University Open)
March 11, 2019 Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 13, 2019 Spring Break – No Class (University Open)
March 14, 2019 Spring Break – No Class (University Open)
March 15, 2019 Deadline for Tuition and Fee Payments (Second 8-Week Classes)
March 15, 2019 Deadline for Clinical Teaching Applications
March 15, 2019 Spring Break – No Class (University Open)
March 18, 2019 Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants.
March 18, 2019 Classes Begin for Second 8-Week Session
March 20, 2019 Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2019 Deadline to Drop Second 8-Week Classes with No Record
April 1, 2019 Deadline for GRE/GMAT Scores to Office of Graduate Studies
April 5, 2019 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 12, 2019 Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring Semester
April 26, 2019 Student End of Course Survey Opens (16- and Second 8-Week Classes)
April 26, 2019 Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 10, 2019 Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5pm)
May 10, 2019 Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
May 10, 2019 Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 10, 2019 Spring Semester Ends

May 11, 2019 Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 12, 2019 Student End of Course Survey Closes (16- and Second 8-Week Classes)
May 14, 2019 Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
May 14, 2019 Deadline for Thesis to Clear Thesis Office for Spring Semester

TECHNOLOGY REQUIREMENTS AND SUPPORT

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): [<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) [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://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel),
[https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel].
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),
[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 at (254) 519-5797. 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) web page
[https://www.tamuct.edu/student-affairs/access-inclusion.html].

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 the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [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 about these [requirements and guidelines online](#), please visit the

website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

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.

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 FREE online tutoring and writing support. 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-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 [WCOOnline](#). 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>].

INSTRUCTOR POLICIES.

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.

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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