SYLLABUS

Course: CIS 3300–110 Computer Technology & Impact   **Term**: Fall 2020
Meeting times: Online   **Meeting location**: Online
Instructor: Mr. William Gadson   **Email**: wgadson13@tamuct.edu
Telephone: *Cell* - 209-207-8527 – *Office* : 254 519-5459
Office location: 323 R Founders Hall

This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System located at https://tamuct.instructure.com

Department: College of Business/CIS Department
Department Phone: 254-519-5437
Department Email: cobainfo@tamuct.edu
Department Fax: 254-501-5825

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 at (209) 207-8527 (Please text me first, I will call back)

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.

COVID-19 SAFETY MEASURES

 To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others.   Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

1. Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not

participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

2. Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.

   o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.

- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.

- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

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

Discovering Computers & Microsoft Office 2016: Introductory, Enhanced Edition
Gary B. Shelly, Misty E. Vermaat
Cengage Learning
ISBN: 978-1-285-16602-5

Optional Note:
The textbook Discovering Computers & Microsoft Office 2016: Introductory, Enhanced Edition is optional. But it is optional only if you are fluent in Microsoft Office Word, PowerPoint, Excel, and Access. This book can be a valuable asset to you if you are not fluent in Microsoft Office because it provides tutorial like information on how to use the office products mentioned

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: This course contains 12 quizzes and 8 Microsoft Office applications. Students are required to complete each of the items listed above. In addition to the quiz and office application grades is a grade for " Quiz/Assignment Participation". A total of 80 point, 4 points per required assignment will be

added to a student's grade when the semester ends and any unfinished assignment will not receive the 4 points.

Quizzes: There will be 12 quizzes. Each quiz is worth 25 points. The quizzes will be available via Canvas and will be timed. Students have three attempts to answer all quiz question. The highest score for the three quiz attempts be entered into the gradebook. Late submissions will be penalized 5 % of the grade attained

Assignments (Microsoft Office): There will be 8 assignments. Each assignment will be worth 40 points. Assignments with directions are posted on Canvas. Late submissions will be penalized 5% of grade.

Exams: There will be three exams and given during the course. Each of the three exams is 100 points. Exams will be taken via Canvas and online and must be completed in one session, and will be timed. If accepted, late submissions will be penalized 5% of the grade.

Quiz / Assignments Participation: Completing class quizzes and Microsoft Office assignments are a requirement for the class. If a student does not complete an assignment, he/she will not be given the 4 points that are assigned to each student at the end of the semester for completion of the quizzes or Microsoft Office assignments . A total of 80 points (4 points for each quiz and Microsoft Office assignment completed) will be added at the end of the semester if the student completes all quizzes and assignments. For example if a student completes only 15 of the quizzes an assignments, he/she will only receive 60 of the possible 80 points for Quiz/Assignment Participation

5.0   Grading Criteria:

Required Activity	Quantity	Points	Total
Quizzes	12	25	300
Assignments (Office)	8	40	320
Exams	3	100	300
Quiz/Assignment Participation	20	4	80
Total			1000

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

Note:
All grades will be posted in Canvas Grade Book

COURSE OUTLINE AND CALENDAR

6.0   Complete Course Calendar:

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

Tentative Schedule

Week	Dates	Readings	Tasks Due
1	8/24 to 8/30	Read the Syllabus *Make Sure You Have Access to Microsoft Office Software* Module 01 – Introducing Today's Technologies	Intro-Discuss Quiz Mo 01
2	8/31 to 9/6	University Closed - Labor Day (Sept 7, 2020 Module 02 – Connecting and Communicating Online	Quiz Mo 02
3	9/7 to 9/13	*September 7, 2020 – Labor Day (Campus Closed)* Module 03 – Computers and Mobile Devices	Quiz Mo 03
4	9/14 to 9/20	Module 04 – Programs and Apps Work on Word 01	*Word 01* Quiz Mo 04
5	9/21 to 9/27	Exam 1 Modules 1-4 *(Wednesday, Sep. 23, 2020)* Work on Word 02	Exam 1 *Word 02*
6	9/28 to 10/4	Module 05 – Digital Security, Ethics, and Privacy Work on PPT 01	Quiz Mo 05 *PowerPoint 01*
7	10/5 to 10/11	Module 06 – Computing Components Work on PPT 02	Quiz Mo 06 *PowerPoint 02*
8	10/12 to 10/18	Module 07 – Input and Output	Quiz Mo 07
9	10/19 to 10/25	Module 08 – Digital Storage Exam 2 Modules 5-8 *(Wednesday Nov. 21, 2020)* Work on Excel 01	Quiz Mo 08 *Exam 2* *Excel 01*
10	10/26 to 11/1	Module 09 – Operating Systems	Quiz Mo 09
11	11/2 to 11/8	Work on Excel 02 Module 10 – Communicating Digital Content	*Excel 02* Quiz Mo 10
12	11/9 to 11/15	Veterans Day- University Closed Module 11- Building Solutions: Database	Quiz Mo 11
13	11/16 to 11/22	Work on Access 01 University Closed - Holiday Thanksgiving (Nov 28-29)	*Access 01*
14	11/23 to 11/29	Module12 – Working in the Enterprise	Quiz Mo 12
15	11/30 to 12/6	Work on Access 02 Exam 3 Modules 9-12 *(Wednesday 2, 2020)*	*Access 02* Exam 3
16	12/7 to 12/11	Final Exam Week – No Class Last Day of Class – All work must be submitted by 11:59pm	

7.0   Important University Dates

Date	Description
August 24, 2020	Class Begins for Fall Semester
August 26, 2020	Deadline to Add, Drop, and late Registration for 16 and first 8-week classes
August 31, 2020	Deadline to drop First 8-week classes
September 7, 2020	Labor Day (University closed)
September 9, 2020	Deadline to drop 16-week classes with No Record
November 11, 2020	Veteran's Day (University Closed)
November 26-27, 2020	Thanksgiving (University Closed)
December 11, 2020	Fall Term Ends

August 24, 2020 – Semester Begins
September 7, 2020 -Labor Day Holiday, University Closed
December 11, 2020 - Friday Fall Term Ends

TECHNOLOGY REQUIREMENTS AND SUPPORT

Link to obtain Microsoft Office

For students who do not have Microsoft Office software on their PC, the software can be downloaded from the following university site:
https://tamuct.onecampus.com/task/all/office365-software

Please be aware that some of the programs in Microsoft Office may not work on a MAC PC. If you live near the university, you can access all Microsoft Office apps on the PCs located in the computer lab on the first flour of Warrior Hall if you have a MAC PC and Office does not work on your PC.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer. In some cases Microsoft Edge may not function correctly

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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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.*

COURSE AND UNIVERSITY POCEDURES AND POLICIES

8.0   Drop Policy

If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.
[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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.

9.0   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, working with others in an unauthorized manner, 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 referred 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), [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), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

10.0   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](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

11. 0   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) [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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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.
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12.0   Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@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 except writing support. Access Tutor.com through Canvas.

13.0   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 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].

For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

14.0   The University Writing Center

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering 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. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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 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.

15.0 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.

16.0 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/compliance/titleix.html].

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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. 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.

OTHER POLICIES

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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