

Computer Technology and Impact
CIS 3300 – 125, 11063
Spring 2021
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: March 22, 2021 – May 14, 2021

Computer Technology and Impact is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>]. The course syllabus, schedule, supplemental readings, class announcements, presentations, learning modules, assignments, exams, and other course materials will be posted to Canvas.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Alex Burnett-Hayes

Phone: 737-444-7333 (Please use for emergencies only.)

Email: alex.burnett-hayes@tamuct.edu (Preferred method of communication.)

Office Hours

I am available to all students on an appointment basis. Please send an email to the above address to schedule an appointment. Meeting options are via WebEx or telephone. All appointments will be confirmed with an email sent from me to your Warrior email account. When sending an email to me, please utilize only your Warrior account. Emails sent from other providers will not be answered.

Student-instructor interaction

I will respond to all student emails within 24 hours of receipt.

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) [<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:

- 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.
- 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.
 - 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

Course Overview and Description

This course explores today's and tomorrow's technology with particular attention to the impact on real people at home, work, and school. Many topics are presented, including hardware and software fundamentals, essential applications, telecommunications, internet, artificial intelligence, programming, and these technologies' future. Students will work with word processing, spreadsheet, database, presentation software, other applications, and a programming language. The course is designed for those students with little or no experience with personal computers and/or the applications presented.

Course Objective or Goal

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

Student Learning Outcomes

Students will gain an understanding of the following:

- 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, a command, and a 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.

Required Reading and Textbook(s)

Students are expected to read and review all material presented in the assigned chapter(s) before class.

Title: Discovering Computers 2018: Digital Technology, Data, and Devices
Authors: Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg
Publisher: Cengage Learning
ISBN: 978-1-337-28510-0



Title: Microsoft Office 365: Office 2016
Authors: Steven M. Freund, Corrine L. Hoisington, Mary Z. Last, Philip J. Pratt, Susan L. Sebok, Misty E. Vermaat
Publisher: Cengage Learning
ISBN: 978-1-305-87001-7



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

COURSE INFORMATION

Students are required to complete a self-introduction, two discussion forums, 12 quizzes, eight assignments, and four exams.

Participation: Participation is worth 120 points. This will include an Introduction Task worth ten points. You will write a short biography (approximately two paragraphs) and explain what you hope to get from this class on the assigned discussion board (only share what you are comfortable with). Include a head and shoulder photo of yourself – professional style, not a selfie. Additionally, update your canvas profile and include a photo avatar (a selfie-style if you like). You will also have two discussion forums worth 55 points each. Discussion forums will initiate with an instructor-posed question. Students are required to make an initial post and a minimum of two reply posts to their classmates. The reply post requirement necessitates a response to 2 different members of the class. Continued conversations beyond the minimum reply posts required are encouraged. All posts should be substantive. A rubric for grading the discussion forums can be found in Canvas.

Quizzes: There will be 12 quizzes. Each quiz is worth 20 points. The quizzes will be available through Canvas and will be timed. The quizzes have five attempts, and each quiz's highest score will be entered in the grade book.

Assignments: There will be eight assignments. Each assignment is worth 30 points. Assignments with directions will be available through Canvas.

Exams: There will be three exams and one comprehensive final exam (4 in total). Each exam is worth 100 points. Exams will be available through Canvas and must be completed in one session. All exams will be timed.

Grading Criteria Rubric and Conversion

Required Activity	Quantity	Points	Total
Participation (12%)	-	-	-
Introduction Task	1	10	10
Discussion Forums	2	55	110
Quizzes (24%)	12	20	240
Assignments (24%)	8	30	240
Exams (40%)	4	100	400
Total			1000

Grading Policies

Late Work: Late work will not be accepted unless approved by your instructor before the due date of the assignment.

Grading Conversion

Point Range	Letter Grade
1000-900	A
899-800	B
799-700	C
699-600	D
599-0	F

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Wk.	Date	Readings	Tasks Due This Week
1	03/22 – 03/28	Read the Syllabus Confirm Microsoft Office Access Read DC* Modules 1 & 2 Read MO* Essential Concepts & Skills Read MO Word Modules 1 & 2	Introduction Task Quizzes 1 & 2 Assignment 1 - Word
2	03/29 – 04/04	Read DC Modules 3 & 4 Read MO Word Module 3	Quizzes 3 & 4 Assignment 2 – Word Exam 1 – Chapters 1 - 4
3	04/05 – 04/11	Read DC Modules 5 & 6 Read MO PowerPoint Modules 1 & 2	Quizzes 5 & 6 Assignment 3 – PowerPoint Discussion Forum 1
4	04/12 – 04/18	Read DC Modules 7 & 8 Read MO PowerPoint Module 3	Quizzes 7 & 8 Assignment 4 – PowerPoint Exam 2 – Chapters 5 - 8
5	04/19 – 04/25	Read DC Modules 9 & 10 Read MO Excel Modules 1 & 2	Quizzes 9 & 10 Assignment 5 - Excel
6	04/26 – 05/02	Read DC Modules 11 & 12 Read MO Excel Module 3	Quizzes 11 & 12 Assignment 6 – Excel Exam 3 – Chapters 9 - 12
7	05/03 – 05/09	Read MO Access Modules 1 & 2	Discussion Forum 2 Assignment 7 - Access
8*	05/10 – 05/14	Read MO Access Module 3	Assignment 8 – Access Exam 4 – Chapters 1 - 12

*DC = Discovering Computers 2018: Digital Technology, Data, and Devices

*MO = Microsoft Office 365: Office 2016

*Week 8 is short and completes on Friday. Plan accordingly.

Important University Dates

For important dates, please check <https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

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.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in my CT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

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

This course will use Microsoft Office 365 software. Please access this University link for download instructions: <https://tamuct.onecampus.com/task/all/office365-software>

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

Texas A&M University-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.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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.

Academic Integrity

Texas A&M University - Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. Texas A&M University -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>].

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](https://tamuct.instructure.com/courses/717) (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 U.S. 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 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. Texas A&M University - 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 Texas A&M University -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. 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 Texas A&M University -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.

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 Spring 2021 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 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 help students

develop 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/>]. Also, 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 Texas A&M University-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 Spring 2021, all reference services 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.

OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at Texas A&M University-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) [<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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) 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

1. The instructor reserves the right to modify the syllabus during the semester.
2. The instructor reserves the right to supplement the material presented in the text that may benefit the students by either providing additional information or a different perspective.
3. The instructor expects the students to act curiously and professionally in all interactions with other students and the instructor.
4. The instructor reserves the right to modify grading rubrics.
5. The 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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