



Texas A&M University-Central Texas
CIS 3300-110, CRN 80246 Computer Technology and Impact
Fall 2022

COURSE DATES, MODALITY, AND LOCATION

- **Mode of instruction and course access:**

This is an 100% **ONLINE** course – there will be NO “official” face-to-face classroom time. This class meets online during the 16-week semester that **begins Aug 22, 2022, and ends Dec 9, 2022.**

The A&M-Central Texas Canvas Learning Management System (Canvas) [\[https://tamuct.instructure.com\]](https://tamuct.instructure.com) will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on 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:**

Please send all course related correspondence through Canvas “Inbox”. Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to contact me via Canvas Inbox or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Crystal Bausley

Office: Online (no physical office)

Email: For course related information communications, please use Canvas messaging feature. If Canvas unavailable, please email the instructor using your TAMUCT student email address.

COBA Department Phone Number: (254)519-5437, **Email:** cobainfo@tamuct.edu, **Fax#:** (254)501-5825

Office Hours: I do not have an office on campus, but I will be available for students on an appointment basis to meet online. Send me Canvas message to schedule an appointment to meet online.

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

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.



Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
 - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

For updates on COVID information, please monitor the University [website](https://www.tamuct.edu/covid19/)
[https://www.tamuct.edu/covid19/]

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. No prior computer experience necessary.

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

College of Business Administration

Competency Goals Statements (certification or standards): None

Required Reading and Textbook(s)

Title: Discovering Computers 2018

Authors: Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg

Edition: 1st

Publisher: Cengage

ISBN: 9781337285100



Title: Microsoft Office 365: Office 2016, Introductory

Authors: Misty E. Vermaat; Steven M. Freund; Corinne Hoisington; Eric Schmieder; Mary Z. Last; Philip J. Pratt; Susan L. Sebok; Joy L. Starks

Edition: 1st

Publisher: Cengage

ISBN: 9781305870017



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.

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 the time allotted.

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 time allotted.



Grading Criteria Rubric and Conversion

Student Activity	Quantity	Points	Total
Introduction	1	10	10
Homework (Office)	10	35	350
Quizzes	12	20	240
Exams	3	100	300
Final Exam – Comp	1	100	100
			1000

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

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.

Grading Policies

All the assignments must be submitted before the posted deadline in Canvas Course website unless arrangements are made beforehand.

Late Policy. Assignments more than 24 hours late are subject to 10% late penalty. Late quizzes will NOT be accepted!

NOTE: NO work will be accepted after 12/9/2022.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Dates	Learning Materials	Deliverables
1	8/22-8/28	Syllabus	Due 8/25 Syllabus Acknowledgment Due 8/28 Discussion Post: Introduction
2	8/29-9/4	Chapters 1 – Introducing Today’s Technologies	Quiz Chapter 1
3	9/5-9/11	Chapter 2 – Connecting and Communicating Online	Quiz Chapter 2
4	9/12-9/18	Chapter 3 – Computers and Mobile Devices	Word Assignment 1 Quiz Chapter 3
5	9/19-9/25	Chapter 4 – Programs and Apps	Word Assignment 2 Quiz Chapter 4
6	9/26-10/2	Review Chapters 1-4	Exam 1
7	10/3-10/9	Chapter 5 – Digital Security, Ethics, and Privacy	PowerPoint Assignment 1 Quiz Chapter 5
8	10/10-10/16	Chapter 6 – Computing Components	PowerPoint Assignment 2 Quiz Chapter 6
9	10/17-10/23	Chapter 7 – Input and Output	Excel Assignment 1 Quiz Chapter 7
10	10/24-10/30	Chapter 8 – Digital Storage	Excel Assignment 2 Quiz Chapter 8
11	10/31-11/6	Review Chapters 5-8	Excel Assignment 3 Exam 2
12	11/7-11/13	Chapter 9 - Operating Systems	Access Assignment 1 Quiz Chapter 9
13	11/14-11/20	Chapter 10 - Communicating Digital Content	Access Assignment 2 Quiz Chapter 10



14	11/21-11/27	Chapter 11 - Building Solutions	Access Assignment 3 Quiz Chapter 11
15	11/28-12/4	Chapter 12 – Working in the Enterprise Review Chapters 9-11	Quiz Chapter 12 Exam 3
16	12/5-12/9	Review Chapters (1-12)	Final Comprehensive Exam due Dec 10.

Important University Dates

Important university dates from the current Academic Calendar can be found here:
[<https://www.tamuct.edu/registrar/academic-calendar.html>]

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course uses Microsoft Office 2016 or higher. You must have access to a computer capable of running THIS VERSION 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 (for example [Parallels](#)) on your MAC and run the Windows 2016 versions of Access or other MS Office apps.

Please access this University link for download instructions:
<https://tamuct.onecampus.com/task/all/office365-software>

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 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): [<http://hdc.tamu.edu>]

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

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 Warrior Center for Student Success, Equity 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>]

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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 referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=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://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%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.

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, 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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.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 virtually and in-person. Student success coaching is available online upon request.



If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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) [http://tamuct.libguides.com/index]

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite



hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 making an appointment via [WOnline](https://tamuct.mywconline.com/) [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 Wellness and 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](#) 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/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

OTHER POLICIES

1. The instructor reserves the right to modify the course syllabus during the semester for the benefit of the students.
2. The instructor reserves the right to supplement materials presented in the text with additional course material that may help the students better understand a topic(s).
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/or future assignments.
5. Any changes made will be announced on Canvas.

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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