CIS 3300-115 (#60165) – Computer Technology and Impact

COURSE DATES, MODALITY, AND LOCATION

The class starts on June 6th, 2022 and ends on the weeks of July 29th, 2022. This is an 8-weeks class, in which every week contains almost twice workload of a regular 15-weeks course. Please make sure that you invest enough hours in the course.

This is fully online and uses the A&M-Central Texas Canvas Learning Management System [http://tamuct.instructure.com].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Mahdi Najafabadi
Office: N/A
Phone (Text): (929) 276-2434
Email: m.najafabadi@tamuct.edu (Preferred: Canvas Inbox)

Student-instructor interaction

Contact me via Canvas first.
If you didn't hear back from me by 24 hours, then feel free to email me.
For urgent or complicated issues, feel free to text me.

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas
SAFEZONE. 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 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:
   o iPhone/iPad: [http://apps.apple.com/app/safezone/id533054756]
   o Android Phone / Tablet
     [http://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

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. Several 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, and other applications. The course is designed for students with little or no experience with personal computers and/or the applications presented.

Course Objectives and Goal

This course aims to give the students an in-depth understanding of why computers are essential components in business and society; introduce the fundamentals of computers and computer terminology, particularly with respect to personal computer hardware and software, and the Worldwide Web; to assist students in planning their career.
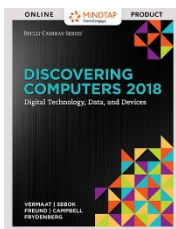
Student Learning Outcomes

- Explain why computer literacy is vital to success in today's world
- Discuss the evolution of the Internet
- Define *input* and differentiate among a program, command, and user response
- Describe how different types of *output* (text, graphics, audio, and video) are generated
- Differentiate between different types of storage devices and storage media
- Identify the four categories of application software
- Define system software and identify types of system software
- Demonstrate skills in word processing, spreadsheets, databases, and presentation software

Competency Goals Statements (certification or standards)

By passing this class, the students develop a foundation for the CompTIA A+ certification.

Required Reading and Textbook

The student is expected to read and review the assigned chapter(s) prior to class.

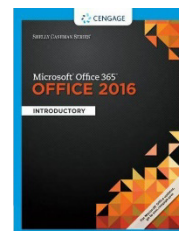Title: *Discovering Computers ©2018: Digital Technology, Data, and Devices*
Authors: Misty E. Vermaat et al.
Publisher: Cengage Learning, 2017 – ISBN: 9781337285100

Title: *Microsoft Office 365: Office 2016*
Author: Misty E. Vermaat
Publisher: Cengage Learning – ISBN: 9781305870017

COURSE REQUIREMENTS

Participation: 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). 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: 12 quizzes, each worth 20 points
The quizzes will be available via Canvas and will be timed. The quizzes have five attempts and the highest score for each quiz will be entered into the gradebook.

Assignments: 8 assignments, each worth 30 points
Assignments with directions are posted on canvas. Late submissions will be penalized 10% of grade per day late.

Examinations: Three mini exams and one final exam (4 in total), each worth 100 points
The final exam is comprehensive. 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	N/A	120	120
Quizzes	12	20	240
Microsoft Office Assignments	8	30	240
Exams	3	100	300
Final - Comp.	1	100	100

Total: 1,000

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

Posting of Grades

All grades will be posted on the Canvas Grade Book and students should monitor their grading status through this tool.

Grading Policies

Late assignments are penalized by 10% for each day delay, up to three days only.
Delayed assignments will not receive a grade after three days of delay.
If you missed the original assignment deadline, send it to me via email.

If you become seriously ill during the semester or become derailed by unforeseen life circumstances, I will attempt to schedule a meeting with you to make arrangements for you to withdraw from the course with documentation.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Assigned Readings	Tasks Due
Week 1 (6/6 – 6/12)	Course Syllabus Chapter 01 – Introducing Today's Technologies Chapter 02 – Connecting and Communicating Online *Assure that you have access to Microsoft Office Software*	Introductions Quiz Ch. 01 Quiz Ch. 02 HW Word #1
Week 2 (6/13 – 6/19)	Chapter 03 – Computers and Mobile Devices Chapter 04 – Programs and Apps	Quiz Ch. 03 Quiz Ch. 04 HW Word #2
Week 3 (6/20 – 6/26)	**Exam 1 Preparation: Review chapters 1 to 4** Chapter 05 – Digital Security, Ethics, and Privacy	**Exam 1** Quiz Ch. 05 HW PowerPoint #1
Week 4 (6/27 – 7/3)	Chapter 06 – Computing Components Chapter 07 – Input and Output	Quiz Ch. 06 Quiz Ch. 07 HW PowerPoint #2
Week 5 (7/4 – 7/10)	Chapter 08 – Digital Storage **Exam 2 Preparation: Review chapters 5 to 8**	Quiz Ch. 08 **Exam 2** HW Excel #1
Week 6 (7/11 – 7/17)	Chapter 09 – Operating Systems Chapter 10 – Communicating Digital Content	Quiz Ch. 09 Quiz Ch. 10 HW Excel #2
Week 7 (7/18 – 7/24)	Chapter 11 – Building Solutions Chapter 12 – Working in the Enterprise	Quiz Ch. 11 Quiz Ch. 12 HW Access #1
Week 8 (7/25 – 7/29)	**Exam 3 Preparation: Review chapters 9 to 12** **Comprehensive Final Exam Preparation: Review ALL chapters**	**Exam 3** HW Access #2 **Final Exam** Course Evaluation

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

You will need access to Microsoft Office for this course, for which the license is provided to you through your TAMUCT account.

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 [http://tamuct.instructure.com] or access Canvas through the TAMUCT Online link in myCT [http://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.

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 [http://catalog.tamuct.edu/registration-records/drop-withdrawl].

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. 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 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 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]

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 [http://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. To schedule tutoring sessions and view tutor availability, please visit Tutor Matching Services [http://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.

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.

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. For the Spring 2022 semester, 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 WCOnline [http://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 by making an appointment via WCOnline [http://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.

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 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 [http://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 workspaces, 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 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].

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. 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.