

CIS 3300-110 (#80369) – Computer Technology and Impact

COURSE DATES, MODALITY, AND LOCATION

The class starts on August 28th, 2023, and ends on December 15th, 2023.

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

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Mahdi Najafabadi

Phone (Text): (929) 276-2434

Email: m.najafabadi@tamuct.edu (Preferred: Canvas Inbox)

Student-instructor interaction

Contact me via Canvas first.

If you don't hear back from me by 36 hours or if your communication is about a time-sensitive issue, 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](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](http://apps.apple.com/app/safezone/id533054756): [http://apps.apple.com/app/safezone/id533054756]
 - [Android Phone / Tablet](http://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[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.

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 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

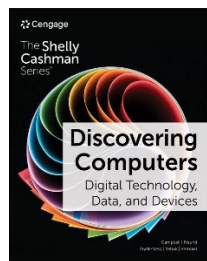
- Explain why computer literacy is vital to success in today's world.
- Discuss the evolution of the Internet.
- Define *input* and differentiate among a program, command, and user response.
- Describe how different types of *output* (text, graphics, audio, and video) are generated.
- Differentiate between 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 Textbook / Workbook for Readings and Assignments

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



Title: [Discovering Computers @2023: Digital Technology, Data, and Devices](#)

Authors: Jennifer T. Campbell et al.

Cengage Learning – ISBN (eBook): 9780357675472

Title: [The Shelly Cashman Series Microsoft 365 & Office 2021](#)

Authors: Sandra Cable et al.

Cengage Learning – ISBN (eBook): 9780357677353



AFFORDABLE eTextbook option: 1-Semester [Cengage Unlimited Subscription](#).

COURSE REQUIREMENTS

Participation in Discussions: 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). (20 points)

You will also have 2 discussion questions worth 50 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	10 of 12*	24	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 ONE DAY ONLY.

Delayed assignments will NOT receive a grade after one day of delay.

Safety Valves and Special Accommodations

Since there may be occasions in your life when missing a class meeting or missing a deadline for an assignment is simply unavoidable, this course has a couple of safety valves. Please use these opportunities carefully in managing your academic life:

- Safety Valve: To help you with a better overall grade, two lowest grade quizzes will be dropped.

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.

Friendly suggestion: **DO NOT USE YOUR SAFETY VALVES EARLY IN THE SEMESTER.**

COURSE OUTLINE AND CALENDAR

Important University Dates

August 28, 2023	Classes Begin for Fall Semester
August 28, 2023	Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
August 30, 2023	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
September 13, 2023	Deadline to Drop 16-Week Classes with No Record (Census)
October 23, 2023	Class Schedule Published For Spring and Summer Semester
October 23, 2023	Advising Begins for Spring Semester
October 27, 2023	Deadline for Graduation Application for Fall Ceremony Participation
November 6, 2023	Registration Opens for Spring Semester
November 9, 2023	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 10, 2023	Veteran's Day
November 23-24, 2023	Thanksgiving
December 1, 2023	Deadline for Scholarship Applications for the Spring Semester
December 1, 2023	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 15, 2023	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 15, 2023	Fall Semester Ends
December 15, 2023	Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 15, 2023	Deadline for Fall Degree Conferral Applications to the Records and Admissions Office \$20 Late Application Fee
December 15, 2023	Fall Commencement Ceremony Bell County Expo 3 pm
December 19, 2023	Student End of Course Survey Closes (16- and Second 8-Week Classes)

More Info: <https://www.tamuct.edu/registrar/academic-calendar.html>

Course Calendar

Week	Assigned Reading(s)	Assignment(s) and Task(s) Due
Week 1 (8/28 – 9/2)	Course Syllabus Chapter 01 – Introducing Today’s Technologies <i>Assure that you have access to Microsoft Office Software</i>	Intro/Discuss Quiz Ch. 01
Week 2 (9/3 – 9/9)	Chapter 02 – Connecting and Communicating Online	Quiz Ch. 02 HW Word #1
Week 3 (9/10 – 9/16)	Chapter 03 – Computers and Mobile Devices	Quiz Ch. 03 Discussion #1
Week 4 (9/17 – 9/23)	Chapter 04 – Programs and Apps	Quiz Ch. 04 HW Word #2
Week 5 (9/24 – 9/30)	Exam 1; Chapters 1 to 4	
Week 6 (10/1 – 10/7)	Chapter 05 – Digital Security, Ethics, and Privacy	Quiz Ch. 05 HW PowerPoint #1
Week 7 (10/8 – 10/14)	Chapter 06 – Computing Components	Quiz Ch. 06 Discussion #2
Week 8 (10/15 – 10/21)	Chapter 07 – Input and Output	Quiz Ch. 07 HW PowerPoint #2
Week 9 (10/22 – 10/28)	Chapter 08 – Digital Storage	Quiz Ch. 08 HW Excel #1
Week 10 (10/29 – 11/4)	Exam 2; Chapters 5 to 8	
Week 11 (11/5 – 11/11)	Chapter 09 – Operating Systems	Quiz Ch. 09 HW Excel #2
Week 12 (11/12 – 11/18)	Chapter 10 – Communicating Digital Content	Quiz Ch. 10
Week 13 (11/19 – 11/25)	Chapter 11 – Building Solutions	Quiz Ch. 11 HW Access #1
Week 14 (11/26 – 12/2)	Chapter 12 – Working in the Enterprise	Quiz Ch. 12 HW Access #2
Week 15 (12/3 – 12/9)	Exam 3; Chapters 9 to 12	
Week 16 (12/10 – 12/15)	Comprehensive Final Exam; Chapters 1 to 12 Instructor Rating	

This calendar is subject to change without prior notice.

Please ALWAYS check Canvas for the latest instructions and schedule data.

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, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linux, iOS, android, or any other device with a modern web browser.

Canvas no longer supports any version of Internet Explorer.

Logon to [A&M-Central Texas Canvas](https://tamuct.instructure.com/) [https://tamuct.instructure.com/] or access Canvas through the [TAMUCT Online](https://tamuct.onecampus.com/) link in myCT [https://tamuct.onecampus.com/] by clicking on the “TAMUCT Online Canvas” tile. You will then log in through our Microsoft portal.

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

Canvas Support

Use the Canvas Help tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

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 requires use of the Chrome web browser with their custom plug in installed.

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

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations

Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring

Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services

We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services

Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

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 Student Conduct Office. 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 referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

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?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlSso&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 Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Pregnant and/or Parenting Students Rights and Accommodations

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 Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. For more information, please visit [Student Affairs](#) [https://www.tamuct.edu/student-affairs/pregnant-

and-parenting-students.html]. 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

Title IX Rights and Reporting Responsibilities

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, titleix@tamuct.edu, Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or swacc@tamuct.edu, located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or ssa@tamuct.edu, located in founder Hall Room 317D.

University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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>]. 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](#)

[<https://tamuct.libguides.com/index>]

University Writing Center

Located in Warrior Hall 416 and online, 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 face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 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 [WCOOnline](#) [<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.

OTHER 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](https://cm.maxient.com/reporting.php?TAMUCentralTexas) online

[<https://cm.maxient.com/reporting.php?TAMUCentralTexas>].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) 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.

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