

CIS 3300-115, 60143, Computer Technology and Impact

Summer 2023

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

The class starts on the week of June 5th, 2023, and ends on the week of July 28th, 2023. This is fully online and uses the A&M-Central Texas Canvas Learning Management System [<http://tamuct.instructure.com>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Shehryar Iqbal

Office: N/A

Phone (Text): 828-582-7857

Email: shehryar.iqbal@tamuct.edu (Preferred email – “Canvas Inbox”)

Student-instructor interaction

My preference is to have contact with students via Canvas first, then e-mail. For urgent or complicated issues, feel free to call me. (Please text me first, and I will definitely call back)

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](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 today and tomorrow's technology with special attention to the impact on real people at home, work, and school. Many topics are presented: hardware and software fundamentals, essential applications, telecommunications, internet, artificial intelligence, programming, and the future of these technologies. Students work with word processing, spreadsheet, database, and presentation software, other applications, and a programming language. The course is designed 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: give students an in-depth understanding of why computers are essential components in business and society; teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software, and the Web; and assist students in planning a career.

Student Learning Outcomes

- Explain why computer literacy is vital to success in today's world.
- Discuss the evolution of the Internet.
- Identify the four categories of application software.
- Differentiate among various styles of system units on desktop computers, notebook computers, and mobile devices.
- Define input and differentiate among a program, command, and user response.
- Describe the types of output: text, graphics, audio, and video.
- Differentiate between storage devices and storage media.
- Define system software and identify the two types of system software.
- Demonstrate a basic skill level in word processing, spreadsheets, databases, and presentation software.

Competency Goals Statements (certification or standards)

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

Required Reading and Textbook(s)

The student is expected to read and review all material presented in the assigned chapter prior to class.

1. 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, 2017
ISBN: 9781337285100

2. Microsoft Office 365: Office 2016
Author: Misty E. Vermaat
Publisher: Cengage Learning ISBN: 9781305870017

COURSE REQUIREMENTS

Participation: Participation is worth 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 on the discussion board. Include a head and shoulder photo of yourself – professional style, not a selfie. 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: There will be 12 quizzes. Each quiz is worth 20 points. The quizzes will be available via Canvas and be will timed. The quizzes have five attempts and the highest score for each quiz will be entered into the gradebook. Late submissions will be penalized 10% of grade per day late.

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

Examinations: There will be three exams and one final exam (4 in total). Each of the three exams is 100 points. The final comprehensive exam is 100 points. 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 | 1 | 120 | 120 |
| Quizzes | 12 | 20 | 240 |
| Assignments (Office) | 8 | 30 | 240 |
| Exams | 3 | 100 | 300 |
| Final - Comp. | 1 | 100 | 100 |
| Total | | | 1000 |

| 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.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

| Week | Date | Reading | Tasks Due |
|------|------------|--|--|
| 1 | 06/05/2023 | Read the Syllabus Make Sure You Have Access to Microsoft Office Software Chapter 01 – Introducing Today’s Technologies Chapter 02 – Connecting and Communicating Online Make Sure You Have Access to Microsoft Office Software | Intro-Discuss Quiz Ch 01 Quiz Ch 02 |
| 2 | 06/12/2023 | Chapter 03 – Computers and Mobile Devices Chapter 04 – Programs and Apps | Quiz Ch 03 Word 01 Quiz Ch 04 |
| 3 | 06/19/2023 | Exam 1 Chapters 1-4 Chapter 05 – Digital Security, Ethics, and Privacy | Exam 1 Word 02 Quiz Ch 05 PowerPoint 01 |

| | | | |
|---|------------|--|---|
| 4 | 06/26/2023 | Chapter 06 – Computing Components Chapter 07 – Input and Output | Quiz Ch 06 PowerPoint 02 Quiz Ch 07 |
| 5 | 07/03/2023 | Chapter 08 – Digital Storage Exam 2 Chapter 5-8 | Quiz Ch 08 Excel 01 Exam 2 Excel 02 |
| 6 | 07/10/2023 | Chapter 09 – Operating Systems Chapter 10 – Communicating Digital Content | Quiz Ch 09 Discussion Question 01 Quiz Ch 10 |
| 7 | 07/17/2023 | Chapter 11 – Building Solutions Chapter 12 – Working in the Enterprise | Quiz Ch 11 Discussion Question 02 Quiz Ch 12 Access 01 |
| 8 | 07/24/2023 | Exam 3 Chapter 9-12 Final Exam (1-12) - Comprehensive Exam | Exam 3 Access 02 Final Exam |
| | 07/28/2023 | End of Semester (July 28 th , 2023) | |

Important University Dates

<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, Firefox, Edge, or Safari browsers. Canvas will run on Windows, Mac, Linus, 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/>] or access Canvas through the TAMUCT Online 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

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 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

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](https://tamuct.instructure.com/courses/717) 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), [<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?PartnerIdpld=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

A&M-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

A&M-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) [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.

Tutoring and Success Coaching

Tutoring and success coaching services are available to all A&M-Central Texas students, both virtually and in-person.

To schedule tutoring sessions or view tutor availability, please contact Warriorcenter@tamuct.edu or visit Warrior Hall, 111.

If you have questions about these or other academic support services or are interested in becoming a tutor, please contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, email us at WarriorCenter@tamuct.edu. You are welcome to visit the Warrior Center at Warrior Hall, suite 212.

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 350 electronic databases containing approximately 631,525 eBooks and 75,149 journals, in addition to the 97,443 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) [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) [https://tamuct.libguides.com/index]

University Writing Center

University Writing Center: For the summer semesters, all University Writing Center (UWC) tutoring services are entirely online. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday through Thursday with additional hours Monday through Thursday nights 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. 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/) [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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