CIS 141 – Basic Computer Literacy – Lindsey Syllabus

Welcome

Welcome to CIS 141, Basic Computer Literacy. I look forward to working with you this semester. Students must be computer literate in order to succeed at Western Kentucky University and in the workplace. This course covers topics such as how computers work, application and system software, use of the Internet, and personal security to prepare students to use computers safely and competently.

Instructor and Office Hours

Jim Lindsey, Grise Hall, Room 218, 270-745-8818, jim.lindsey@wku.edu

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00 AM 12:00-12:30 PM	9:15-11:15 AM	8:30-9:00 AM 12:00-12:30 PM	9:15-11:15 AM	8:30-9:00 AM 12:00-12:30 PM

Required Materials

You need the textbook listed below. Instead of purchasing the book, I recommend that you *RENT* it for the semester from a Web site like Amazon.com. You can get the textbook at the WKU bookstore but it is cheaper from Amazon.com. You do not need a new copy of the book; a used copy is fine.

- Title: Understanding Computers: Today and Tomorrow, Comprehensive 15th Edition
- Authors: Deborah Morley and Charles S. Parker
- Publisher: Course Technology; 15 edition (January 28, 2014)
- ISBN-10: 1285767276
- ISBN-13: 978-1285767277

Rental Link: http://www.amazon.com/Understanding-Computers-Today-Tomorrow-Comprehensive/dp/1285767276/ref=sr_1_1_twi_1_pap?ie=UTF8&qid=1438883420&sr=8-1&keywords=9781285767277&selectObb=rent

* You will need a set of headphones if you wish to listen to video tutorials in public computer labs.

* Microsoft Office 2016, 2013, Office 365 or Office 2011. You will need Microsoft Word, Excel and PowerPoint to complete the SAM projects. These programs are installed on the computers in Western's computer labs. If you plan to do all of your work at home you must obtain and install a correct version of the programs. Tutorials and text instructions on downloading Office 365 from WKU are available at this link: http://wku.edu/it/sms/microsoft_sa.php.

Students' Personal Computers

All of the WKU computers in all labs are properly equipped with the necessary hardware, software, and configurations for activities relating to this course. If you choose to use your own computer and software it will

be your sole responsibility to ensure that your computer's hardware and software meets all requirements and is functioning properly.

Class Meetings

This class will meet in the CIS classroom at your scheduled time. See TopNet for the location and time of your class. All exams will be completed during class.

Class Attendance, Participation, and Discipline

Attendance: Class sessions will provide useful information – both for learning the topics covered in the course and for working on projects. The text and other reading materials alone are not likely to be sufficient for one to do well in the course. Attendance is not compulsory during regular classes, however, if you miss a class, you will be responsible for all materials discussed and assigned.

Participation: Student participation in class discussions is crucial because it introduces alternative viewpoints and helps clarify concepts for the class as a whole. I expect highest level of participation from all students. You should complete the assigned readings before coming to class. I will expect you to be ready with answers to questions related to the readings.

Discipline: I expect you to maintain the decorum of the class at all times. As with any other group activity, please be acutely aware that your actions in class may have negative externalities that can collectively affect the performance of the entire group. Please keep the following in mind:

- Students should refrain from using the computer during class time for activities that are not directly related to the topic being discussed in class. These activities include, but are not limited to, instant messaging, web surfing, game playing, etc.
- Students are expected to respect the rights of their classmates and should never exhibit any behavior that is disruptive to the learning experience of anyone. For example, cell phones should not be allowed to ring, and calls should not be made or taken, inside the classroom. You will be asked to switch off your phones during quizzes and exams conducted in the classroom.
- No food or drink is allowed in the classroom.
- Once the classroom door is closed students will not be permitted to enter. Arrive on time for class.

Activities

There are six activities you will perform regularly for this course. Details about what you should read and the order in which you should complete projects are the "CIS 141 Tentative Class Calendar" which is posted on the class Web site (http://blackboard.wku.edu). A brief explanation of each activity follows.

- Readings: Every week you will read about topics being discussed in class.

- Lectures: Every week you will attend lectures and discuss the reading material.

- In-class Activities: Many lessons include hands-on activities that will help you learn the subject matter. For example, when you learn about online collaboration, you will use Web tools to work with classmates concurrently on documents.

- SAM projects: There are twelve SAM projects that you will complete outside of class.

- Technology Communication Projects: Throughout the semester we will explore how technology can enhance business communication. You will complete a number of projects that require you to use technology to create business graphics and presentations, edit digital video, and create Web sites. WKU's Library System and Writing Center provide resources that may assist you. See the paragraphs below for details.

  - *Research Appointments with your Personal Librarian:* At WKU Libraries, your Personal Librarians are always ready to help! We have librarians for every program on campus, plus Special Collection librarians and archivists. Our goal is to save you time and help you be successful on term papers and research projects by showing you what you need to know to get started and be successful. Start your research by scheduling an appointment with your Personal Librarian. Find them at http://www.wku.edu/library/dlps/subj_lib_subject.php, call Helm-Cravens Reference at 270-745-6125, or e-mail web.reference@wku.edu.

  - *WKU Center for Literacy*: The WKU Center for Literacy is available for all WKU students who would benefit from assistance with reading college-level materials. In addition to a quiet study area, we can also offer small group and one-on-one assistance for reading and writing needs. A weekly study skills seminar series called College Reading Success takes place every Wednesday at 12:45 in GRH 2064. A Blackboard organizational site is available for any distance learners or other interested students who may not be able to physically attend. Please call the Center for Literacy at 270-745-2207, visit us in Gary A. Ransdell Hall 2066, or email at jeremy.logsdon@wku.edu with any questions. More information can be found at www.wku.edu/literacycenter.

  - *Writing Center Assistance:* The Writing Center has locations in Cherry Hall 123 and in the Commons at Cravens Library on the Bowling Green campus. The Glasgow Writing Center is located in room 231 on the Glasgow campus. The Writing Center also offers online consultations for students who live at a distance or who cannot visit during our operating hours. Our writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can help you brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper for you. See instructions on the website (www.wku.edu/writingcenter) for making online or face-to-face appointments. Or call 270-745-5719 during our operating hours (also listed on our website) for help scheduling an appointment.

- Exams: There are multiple assessments over the activities listed above. The exams have to be completed in the classroom during your scheduled class.

Lastly, during "Final Exams Week" there is a comprehensive final exam.

Grading
Your grade for CIS 141 will be determined according to the following scheme:

Event	Point Available
Technology Communication Projects (3 @ 25 points each)	75
SAM projects (12 @ 25 points each)	300
In-class activities (25 @ 2 points each)	50
Regular Exams (6 @ 75 points each)	450
Comprehensive Final Exam	125
Total Points Available	1,000

January 30, 2017 is the last day to drop this course without a grade.
March 10, 2017 is the last day to drop this course with a "W".

The grading scale that will be used is:
A = 900 – 1,000 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = 0 – 599 points (or cheating)

At the end of the semester, your instructor will automatically replace your lowest "regular exam" score with your second lowest "regular exam" score. One bad grade on a regular exam won't hurt your final grade as it will be replaced by the next lowest. For example, let's say you get one A, three B's, one C, and one F on your regular exams. When your instructor calculates your final grade for the course, the F grade will automatically be replaced with a grade of C.

Grading Principles

1. Students will not be allowed to turn in assignments after their deadline has passed.
2. Students will not be allowed to "re-do" assignments after they have been graded.
3. Students must make inquiries about grades within seven days of them being posted in the Blackboard gradebook. After seven days, the grade will not be reviewed.

E-mail
All students must maintain an e-mail account and check it on a regular basis. As a student, you are entitled to an email account from Western Kentucky University (http://www.wku.edu/it/webmail). Emails will be sent using Blackboard throughout the course and you are responsible for receipt of them!

Class Web site
We will use the Blackboard web site extensively. You'll need to go to https://blackboard.wku.edu and follow the "Login" instructions. After you've successfully logged into Blackboard, you should find this class in your list of

courses. I'll use Blackboard to communicate with you for this course. Check the site daily for announcements, reading materials, and other supplemental course information.

Military Student Services

WKU's Veterans Resource Center is located on main campus in Tate Page Hall room 410; this office provides assistance to active military, veterans, and their dependents. Stop by, call or email them today to find out if you are eligible for free textbooks through the "Textbooks for Troops" program. Visit http://www.wku.edu/veterans to discover more programs and services uniquely tailored to our WKU military and their family members.

Academic Dishonesty

All materials submitted for grading must be 100% the work of the submitting author. Any form of collaboration on a graded activity, unless authorized by your instructor, will result in a grade of "F" for the course. If you cheat on anything you will automatically fail the course. Additionally, the student may be referred to the Dean of the College of Business and/or the Dean of Students of the University for further disciplinary action.

In CIS 141, students are most tempted to cheat on SAM Projects. Don't do it! The projects are worth a small portion of points; you could get a passing grade for the course even if you didn't complete many of them. However, if you cheat on just one of them, you will get caught and you will fail. Furthermore, do not share your SAM work with anybody after you complete the class. This policy applies to the future as well as the present.

Student Disability Services

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270-745-5004. Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Office for Student Disability Services.

Course Objectives

In support of the Gordon Ford College of Business' assurance of learning (AOL) initiative, this class includes the following course objectives, activities that support the objectives, and the assessment of the objectives. Upon successful completion of the course students should be able to achieve the course objectives.

Category	Course Objective	Activity to Support Course Objective	Assessment of Course Objective
Technology Competency	Describe why computers are essential components in business and society	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams
Technology Competency	Explain computer nomenclature, particularly with respect to personal computer hardware and	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams

	software, and the World Wide Web		
Technology Competency	Discuss strategies for purchasing a desktop computer, a notebook computer, a tablet, and a personal mobile device	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams
Technology Competency	Demonstrate how to use computers to conduct research	Chapter Activities	In-class Activities
Critical Thinking	Identify various approaches to defining business problems	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams
Critical Thinking	Describe the impact of various influences (cultural, social, economic, etc.) on potential solutions to business problems	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams
Critical Thinking	Identify alternative solutions to business problems, recognizing the impact on a variety of stakeholders	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams
Critical Thinking	Demonstrate the ability to make sound decisions based on evaluating the pros and cons and then selecting an alternative and documenting the rationale for selection	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams