

CIS 141 – Basic Computer Literacy – Syllabus

Spring 2010

Required Materials:

This is an online class. As such, you need unfettered access to a **computer with broadband Internet service** (Cable, DSL, Etc.) Dial-up Internet service is not adequate! You'll be watching online lectures that do not stream properly over a dial-up connection. If you do not have broadband Internet on your own computer, you *may* be able to download class materials at another location such as a Western Kentucky University computer lab and take it home but this is not a desirable scenario.

Your computer needs **browser software** such as Internet Explorer, Firefox or Safari. Computers in Western Kentucky University computer labs have this software.

You need Microsoft Word, Excel and PowerPoint 2007 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, however, you need to get the programs.

You **do NOT need a textbook** for this course. Reading material is provided in an electronic format at the class Web site (<http://ecourses.wku.edu>).

Instructor:

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

Welcome:

Welcome to CIS 141, Basic Computer Literacy. I look forward to working with you this semester. I feel that 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.

Class Meetings:

This is an online class. **We never meet face-to-face for class.** All class content (lectures, readings, projects, exams, etc.) is delivered through the class Web site (<http://ecourses.wku.edu>). You are welcome to call or come see me in my office with questions or concerns but we will never meet in a classroom for instruction.

Online learning isn't easy. Personally, I think online classes are harder than traditional ones. You need self-discipline to make yourself complete class activities without somebody looking over your shoulder. This can be challenging – especially for new college students! However, you get to work when your schedule permits. Online learning has been very beneficial for people that have a job and/or family. I encourage you to get a calendar, make a study plan and stick to it! If this sort of class doesn't work for you, enroll in a traditional class.

Activities:

There are five activities you will perform regularly for this course. Details such as which lectures to watch, which

documents you should read and the order in which you should complete projects are contained in a document entitled "CIS 141 Class Calendar" which is posted on the class Web site (<http://ecourses.wku.edu>). A brief explanation of each activity follows.

- Readings: Every week you will read documents about topics being discussed in lectures.
- Lectures: Every week you will watch two or three lectures.
- Hands-on Activities: Many lectures include hands-on activities that will help you learn the subject matter. For example, when you learn about Web pages, you will create your own Web page.
- SAM Projects: There are ten SAM Projects that you will complete.
- Exams: There are online exams over the activities listed above. The exams are timed and have to be completed online on specific dates.

Also, during "Final Exams Week", there is a comprehensive final exam that is proctored, closed-book, and closed-note. Comprehensive means the test includes questions over everything we've covered. Proctored means that you have to take the test in front of somebody else (a test monitor) instead of online by yourself. While you may be able to use the proctor of your choice at the location of your choice, you must register with the WKU testing center in order to have your proctor approved. See <http://www.wku.edu/reachu/testing%20center/Home.htm> for more details. Note that you must pre-register with the testing center before taking the exam, which is usually no less than 10-days prior. I highly suggest that you register early. For the rationale on why proctored exams are required, please see <http://www.westga.edu/~distance/ojdl/summer72/rowe72.html>, <http://www.mtsu.edu/~itconf/proceed05/dEplion.pdf>, and <http://www.wku.edu/testing/Cheating%20Article.htm>.

Grading:

This is a summary of CIS 141 grading. Please see the document named "CIS 141 – Grading Policy" for detailed information.

Event	Point Available
Exams (7 @ 70 points each)	490
Comprehensive Final Exam (Proctored!)	310
SAM Projects (10 @ 20 points each)	200
Total Points	1,000

February 1, 2010 is the last day to drop this course without a grade.

March 19, 2010 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)

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 (see <https://mail.wku.edu>). By default, TopNet and Blackboard treat your Western Kentucky University email account as your "Preferred Account". If you don't use your WKU email account, you need to log into TopNet/Personal Information/Update E-mail Address(es) and input an address that you do use. Throughout the semester Emails will be sent using Blackboard and you are responsible for receipt of them!

Class Web site:

We'll use the Blackboard web site extensively for this class. You'll need to go to <http://ecourses.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, to access lectures, reading materials, and other supplemental course information, and to complete exams.

Academic Dishonesty:

All materials submitted for grading must be 100% the work of the submitting author. Any form of collaboration on graded activities, unless authorized by your professor, will result in an assignment of an "F" grade in the class! 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.

Assurance of Learning:

In support of the Gordon Ford College of Business' assurance of learning initiative, this class will include the following objectives:

- Technical Competencies - Students will demonstrate the ability strategically employ information technology. Competency in current technology encompasses the ability to use information technology when undertaking business decisions. The specific skills include: (1) why computers are essential components in business and society, (2) computer nomenclature, particularly with respect to personal computer hardware and software, and the World Wide Web, (3) strategies for purchasing a desktop computer, a notebook computer, a Tablet PC, and a personal mobile device, and (4) how to use computers to conduct research.
- Critical Thinking - Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking. Specifically they should be able to: (1) identify various approaches to defining business problems, (2) recognize the impact of various influences (cultural, social, economic, etc.) on

potential solutions to business problems, (3) identify alternative solutions to business problems, recognizing the impact on a variety of stakeholders and (4) 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.

In CIS 141 this is accomplished through successfully completing SAM Projects 1-10. For SAM Projects, students will be able to define the problem and then select the appropriate solution based on multiple chances to have their alternatives evaluated in near real-time.

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 professor or instructor without a letter of accommodation from the Office for Student Disability Services.