CIS 141 – Basic Computer Literacy – Lindsey Syllabus

Greeting

Welcome to CIS 141, Basic Computer Literacy. I look forward to working with you. 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.

This is an online three-week course. We will cover a lot of material very quickly! It's going to be hard. A good analogy of what we are about to undertake is trying to drink water from a fire hose spraying at full power. Each day in this course we will cover as much material as we would cover in a week of a regular semester. This format does not work well for everybody and that's okay. If you would do better in the 15-week semester or in a face-to-face classroom, take the course this coming spring or fall.

Instructor

Jim Lindsey, Grise Hall, Room 218, 270-282-5419 (cell phone number), jim.lindsey@wku.edu . This is a winter course and I do not anticipate being on WKU's campus at all. If you need to reach me, email or call me. If you call and get my voice mail, give me a phone number where I can reach you and tell me a time that would be good for you to talk.

Required Materials

You need the textbook listed below. I recommend that you rent it or buy a used copy from a Web site like Amazon.com. Listed below you will find a link to a Web page that you can use to rent or find a used copy of the book from Amazon. You can get the text at the WKU bookstore but it is cheaper online. 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

* Amazon 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.

* Internet Requirements:

> - 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.

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

Class Meetings

This is an online class. We never meet face-to-face. All class content (lectures, readings, projects, regular exams, etc.) is delivered through the class Web site (https://blackboard.wku.edu). The comprehensive final exam is the only component of this course that has to be completed at a specific place and time. You are welcome to call or email me with questions or concerns but we will never meet in a classroom.

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, please enroll in a traditional section.

Activities

There are four activities that 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 (https://blackboard.wku.edu). A brief explanation of each activity follows.

- Readings: You will read about topics being discussed in class.

- Lectures: You will view online lectures about the reading material.

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

- Regular Exams: There are three regular exams over the activities listed above. The exams are timed and have to be completed online during a 48-hour window.

Lastly, there is a proctored, comprehensive final exam that must be completed at a specific place and time on Friday, January 20, 2017. It is closed-book and closed-note. Completion of this test is mandatory. You cannot pass the course if you don't take it. You must schedule an appointment to complete this test with WKU's DELO office. Details about proctoring for the final exam will be provided the first week of class.

Grading

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

Event	Point Available
Syllabus Quiz	11
SAM projects (12 @ 25 points each)	300
Regular Exams (3 @ 113 points each)	339
Comprehensive Final Exam	350
Total Points Available	1,000

January 4, 2017 is the last day to drop this course without a grade.
January 11, 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)

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). 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. 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.

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 software, and the World Wide Web	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams
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	Projects and 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