CIS 141 Basic Computer Literacy
SYLLABUS – CREWS SUMMER 2019
ONLINE MAY 13 – MAY 31

Welcome

Welcome to CIS 141, *Basic Computer Literacy*. I am looking forward to a great semester. This course is an exploration of computing technology and the extensive impact of computing devices on personal life, business, and society. You will also develop hands-on practical skills that will help you succeed at WKU and into your professional careers.

Required Textbook and Materials

Your textbook for this course is "Understanding Computers: Today and Tomorrow, Comprehensive, 16th edition" (ISBN 9781305656314). The book is **not required** because I have recorded detailed lectures on all the chapters, but if you can find a used copy at a reasonable cost, then feel free to get a copy to have with you as you watch the recorded chapter lectures (as the book has additional information that you might find useful from time to time.)

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
Technical Competency	Describe why computers are essential components in business and society	Textbook Readings Chapter Activities Module Exams	Assignments Assessments
Technical Competency	Explain computer nomenclature, particularly with respect to personal computer hardware and software, and the World Wide Web	Textbook Readings Chapter Activities Module Exams	Assignments Assessments
Technical Competency	Discuss strategies for purchasing a desktop computer, a notebook computer, a tablet, and a personal mobile device	Textbook Readings Chapter Activities	Assignments Assignments
Technical Competency	Demonstrate how to use computers to conduct research	Chapter Activities	Assignments
Critical Thinking	Identify various approaches to defining business problems	Textbook Readings Chapter Activities	Assignments Assignments
Critical Thinking	Describe the impact of various influences (cultural, social, economic, etc.) on potential solutions to business problems	Textbook Readings Chapter Activities Module Exams	Assignments Assessments
Critical Thinking	Identify alternative solutions to business problems, recognizing the impact on a variety of stakeholders	Textbook Readings Chapter Activities	Assignments Assignments

WKU Syllabus Information

Please visit http://www.wku.edu/syllabusinfo/ for WKU provided information about ADA Accommodation, Title IX Discrimination and Harassment, and other Things You Should Know.

Instructor Information

Dr. Thad Crews, #227 Grise Hall, (270)745-4643, thad.crewsii@wku.edu

Crews Biography: After earning my bachelor's degree from WKU, I began my professional career as a software engineer working for a Fortune 500 company (Electronic Data Systems) developing and maintaining banking software applications. However, my true passion is education, so I went on to get a PhD in computer science from Vanderbilt University which is consistently ranked by U.S. News and World Report as one of the top 5 graduate programs for Education in the United States. I then joined the faculty at Western Kentucky University, and this is my 22nd year teaching on the Hill. I have served as National Chair of the Technology in Education Committee for the Association of Information Technology Professionals (AITP), I have written two college textbooks on computer programming, and I have collaborated with two of the largest national education publishers (Pearson and Cengage Learning) to develop innovative digital solutions for higher education. But teaching remains my first love, and I am excited to teach this course this semester. Please feel free to reach out with any questions or comments you have at any time.

Calculating Your Grade (1000 point scale)

Graded Activities	Points
Unit Exams (3 @ 100 points each)	300
Comprehensive Final Exam (100 Points)	100
SAM Projects (12 @ 25 points each)	300
Chapter quizzes (9 @ 25 points each)	225
Additional PowerPoint Projects (2 @ 25 points each)	50
Excel Primer (25 points)	25
TOTAL	**1000**

Final Percentage	Letter Grade
90-100%	A
80-89.9%	B
70-79.9%	C
60-69.9%	D
0-59.9% (or academic dishonesty)	F

All activities must be completed by the due date. Late work will not be accepted.

When you submit work to Blackboard, it is your responsibility to confirm on Blackboard that your work was successfully uploaded. (An exclamation mark icon in the grade book indicates the work was submitted and is waiting for instructor processing.)

NOTE: I will review any grade for up to 5 calendar days after the grade is posted.
No grade will be reviewed after it has been posted for 5 days.

Three Units in Three Weeks

There are three units in this course, and each unit is available for one week:

- **Unit 1 (Hardware)** available Monday May 13 – Sunday May 19
- **Unit 2 (Software)** available Monday May 20 – Sunday May 26
- **Unit 3 (Networks)** available Monday May 27 – Friday May 31

Each unit covers three chapters from your textbook, and there are **recorded lectures** and chapter quizzes to help you with each chapter. If you have a textbook, you might want to have your book open as you watch the lecture (since the book has additional information that you might find useful from time to time.)

The **chapter quizzes** are 15 random questions from a question pool of about 30 questions per chapter. You are encouraged to take each chapter quiz multiple times during the week it is available so that you can see as many of the questions in the question pool as possible. Your highest score counts, so there is no penalty for taking a chapter quiz multiple times.

Each unit also contains a **Unit Exam** that you may take only once, so be you have watch all the recorded chapter lectures and taken all the chapter quizzes multiple times before you take the Unit Exam.

SAM Projects

You will be assigned twelve SAM Projects during the course of the semester. These projects provide hands-on practice with leading application software tools: **Microsoft Word**, **Microsoft PowerPoint**, and **Microsoft Excel**. I have recorded videos for each project to demonstrate how to successfully complete the activities in that project.

> *NOTE: SAM Projects has built-in "cheating detection"* that will detect and report when students share files. **YOU MUST NOT SHARE your SAM work with any other person, and do not access any other person's SAM work.**

Original Work

There is no greater offence in higher education than attempting to take credit for someone else's work. **A student must always submit work that represents his or her original words or ideas.**

Please be advised that academic dishonesty will not be tolerated in this course, and that the maximum penalty (e.g. failing grade in the course without possibility of withdrawal, and presenting the case to the Office of Student Life for disciplinary sanctions; see University Undergraduate Catalog, p. 27) will be enforced. If you are having problems with a homework assignment, please contact your instructor. If you have questions about what constitutes an acceptable submission or what constitutes acceptable collaboration, please contact your instructor.

Use Microsoft Office (For Free!)

Microsoft Office is available in all WKU computer labs. Even better, WKU students can obtain Microsoft Office 365 **free of charge**. For more information, visit https://www.wku.edu/it/sms/microsoft_sa.php

In this course, all presentations and written assignments must be submitted in the appropriate Microsoft Office format (*.docx, *.pptx, or *.xlsx). Work submitted in any other format will receive a grade reduction and will be delayed in grading.

E-mail

My email address is thad.crewsii@wku.edu (please note the "ii" after my last name; without the "ii" your email will be sent to my father, the other Dr. Thad Crews at WKU.) Your Subject line should begin *"CIS 141"* and include *the topic* of your email. (For example, **"CIS 141 Chapter 2 Quiz"**). You should also proofread your email to ensure you have correct spelling and grammar. Emails with very poor spelling and grammar will be ignored.

Special Needs

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 in A-200 (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.