

CIS 141 – Basic Computer Literacy – Unseld Syllabus

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

Robert Unseld, Potter Hall, Office 305, 270-745-6169, Robert.unseld@wku.edu

https://www.wku.edu/sarc/staff/robert_unseld

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. Listed below you will also find a link to a Web page that you can use to rent 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 16th Edition
- Authors: Deborah Morley and Charles S. Parker
- Publisher: Course Technology; 16 edition
- ISBN-10: 1-305-65682-2
- ISBN-13: 978-1-305-65682-6

Rental Link: https://www.amazon.com/Understanding-Computers-Today-Tomorrow-Comprehensive/dp/1305656318/ref=sr_1_1?ie=UTF8&qid=1502572865&sr=8-1&keywords=Understanding+Computers%3A+Today+and+Tomorrow%2C+Comprehensive+16th+Edition

In addition, you will need a set of headphones if you wish to listen to videos in public computer labs.

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 or Safari. Computers in Western Kentucky University computer labs have this software.

Microsoft Office:

You need unfettered access to a computer with Microsoft Office 365 or newer (Windows users) or Microsoft Office 2016 (Apple users). These programs are installed on the computers in Western's computer labs. You need to get the programs if you plan to do your work at home.

Class Meetings

This is an online class. We never meet face-to-face for instruction. 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.***

Activities

There are four 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 (<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.
- Reflections of Technology: You will respond to the readings and ancillary materials to reflect on the impact of the topics covered in the chapters on your life.
- Regular Exams: There are 5 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 in December. It is closed-book and closed-note. 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. For the rationale on why proctored exams are required, please see <http://www.westga.edu/~distance/ojdla/summer72/rowe72.html>.

Grading

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

GRADING IS BASED ON A 1,000 POINT SCALE

Event	Point Available
Syllabus Quiz (This quiz must be completed with a grade of 100% in order to see the rest of the class' content!)	10
SAM projects (12 @ 25 points each)	300

Reflection on Technology (3 @ 20 points each + 2 @ 40 points)	140
Regular Exams (6 @ 75 points each)	450
Comprehensive Final Exam	250
Total Points Available	1,150

Sept 4, 2018 is the last day to drop this course without a grade.

Oct 17, 2018 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 class, 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 two A's, two B's, one C, 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.*

Two F's will remain two F's. Be advised that the final exam is NOT a regular test.

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!

I will check email daily on weekdays. I will try to respond to email within 24 hours. All Emails should include **CIS141 in the subject line**. Emails missing this subject line addition may be missed or delayed in a response. It is critical for you to understand that I will not be able to provide instant feedback to your email so **do not wait until deadlines to contact me for assistance**.

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 Office of Student Conduct 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. Unfortunately, it happens every semester and students fail. It's not worth it.

Student Accessibility Resource Center

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center (SARC) located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf. Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

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	Textbook Readings Chapter Activities	Projects, In-class Activities and Exams

	alternative and documenting the rationale for selection		
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