

# **BASIC COMPUTER LITERACY - CIS 141-700 and CIS 141-701**

## **Western Kentucky University**

Semester: Fall 2019

3 Credits

### **Instructor Information**

Carmen Gaskins, Adjunct Instructor

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### **Division Contacts**

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### **Course Description**

An introduction to the breadth of information technology and the role of computer based devices for everyday problem solving in life, work and research. Practical experience with current as well as emerging technologies is provided.

### **Course Structure**

This course is completely online.

### **Course Prerequisites**

None; however, students who have earned credit in CSCI 145C may not enroll in CIS 141.

### **Required Textbook(s) & Materials**

You need the textbook listed below to be successful in this course. I recommend that you rent it from a Website (Ex: [Amazon](#) or [Cengage](#)). You can purchase the bound text at the WKU bookstore; however, it is cheaper online or using a used textbook.

#### **Textbook**

*Understanding Computers: Today and Tomorrow, Comprehensive, 16th Edition* by Deborah Morley and Charles Parker

#### **ISBN**

978-1-305-65631-4

#### **Computer and Software**

Students must use a PC for this course. 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, it is your sole responsibility to ensure that your computer's hardware and software meets all requirements and is functioning properly. Macs, Google Chromebooks, Tablets, or SmartPhones are unacceptable because they do not work with the required course assignments. This course requires the student to have the following software on their PC to be successful.

- Windows 10 Operating System
- Microsoft Office 2016 or Office 365 ([Click HERE to Access Download Instructions](#))
- Mozilla Firefox ([Click HERE to Access Mozilla Firefox Website](#))
- Google Chrome ([Click HERE to Access Google Chrome Website](#))
- Adobe Reader ([Click HERE to Access Adobe Website](#))

- Flash Player ([Click HERE to Access Adobe Website](#))
- Windows Media Player ([Click HERE to Access Microsoft Website](#))
- Java ([Click HERE to Access Java Website](#))

## **Learning Outcomes**

Upon successful completion of this course students should have demonstrated the ability to:

1. Discuss the use of technology in today's environment
2. Explain the functions of computer hardware, software, networks and the Internet, online business, and systems
3. Discuss the social and personal implications of the impact of technology
4. Demonstrate how to use basic features of productivity software tools
5. Discuss the necessary steps to secure a computer from attacks
6. Use productivity software tools to enhance written and oral communications

## **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.

<b>Category</b>	<b>Course Objectives</b>	<b>Activity to Support Course Objective</b>	<b>Assessment of Course Objective</b>
Technical Competency	Describe why computers are essential components in business and society	Textbook Readings Assignments Tests & Exams	Assignments Assessments
Technical Competency	Explain computer nomenclature, particularly with respect to personal computer hardware and software, and the World Wide Web	Textbook Readings Assignments Tests & Exams	Assignments Assessments
Technical Competency	Discuss strategies for purchasing a desktop computer, a notebook computer, a tablet, and a personal mobile device	Textbook Readings Assignments	Assignments
Technical Competency	Demonstrate how to use computers to conduct research	Assignments	Assignments
Critical Thinking	Identify various approaches to defining business problems	Textbook Readings Assignments	Assignments
Critical Thinking	Describe the impact of various influences (cultural, social, economic, etc.) on potential solutions to business problems	Textbook Readings Assignments Tests & Exams	Assignments Assessments
Critical Thinking	Identify alternative solutions to business	Textbook Readings Assignments	Assignments

Category	Course Objectives	Activity to Support Course Objective	Assessment of Course Objective
	problems, recognizing the impact on a variety of stakeholders		
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 Assignments Tests & Exams	Assignments Assessments

## **Proctored Exam**

A proctored exam is any exam that is administered by an individual who supervises the student while they are taking the exam. This course requires one proctored exam which will be administered by [WKU DL Testing Center](#) between October 7 through October 18, 2019.

The Midterm Exam must be scheduled through the [WKU Distance Learning Testing Centers](#) (DLTC). DLTC does not charge a fee; however, the WKU Remote Proctoring Network includes proctor locations who may charge for the proctoring services. Students are responsible for payment of any proctoring fees if they choose to use a proctor who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees. If you miss the Midterm Exam a separate makeup exam may be offered later with a 15% penalty assessed.

## **Withdrawal Policy**

Through the midterm of the session, a student may officially withdraw from a course and receive a "W." After this period, a student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. The student must initiate the official withdrawal. Withdrawal from a course or courses is a serious decision and, in many cases, affects financial assistance and academic progress. In addition, withdrawal does not relieve students from their financial obligation. The last day to withdrawal is listed on the [academic calendar](#). [Click here for instructions on how to withdraw from a course.](#)

## ***Financial Aid Statement***

PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

## **Grievance Procedures**

WKU is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy \(#0.2070\)](#) and [Discrimination and Harassment Policy \(#0.2040\)](#). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If students experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, they 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 students may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are considered "Responsible Employees" of the University and must report what is shared to WKU's Title IX Coordinator or Title IX Investigator. Students who would

like to speak with someone who may be able to afford confidentiality may contact WKU's Counseling and Testing Center (270-745-3159).

### **Students with Disabilities (ADA)**

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 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](mailto: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.

### **Plagiarism or Cheating**

"[Academic dishonesty] is a very serious academic offense. In a way, the very foundation of the American educational system rests on the issue of trust, and this trust depends on an honest exchange between students and their teachers. Just as students need to trust that teachers are honest about grading, teaching, and advising, teachers need to trust that students will be honest when taking tests and writing papers. Plagiarism, or any type of cheating, seriously undermines this foundation. This sort of dishonesty indicates that there may be serious questions about the offending student's ethics, and the stigma of this unethical behavior may follow the student for years—decreasing the student's chances of success in academic and professional work (adopted from Department of English Policy and Frequently Asked Questions on Plagiarism).

Students are expected to do work that is assigned to them and submit products that represent personal and individual effort **only**. This principle generally applies to all work done for a class, regardless of the nature of the assignment. When students breach this fundamental guideline, it can be safely assumed that academic dishonesty has occurred. Examples include:

1. In an exam setting
  - a. Presenting as your work test answers that are not your work, which includes i) Using resources other than those specifically allowed by the instructor (e.g., notes or another person); ii) Copying from another student's test; iii) Using notes from any source during a test when notes are not allowed; iv) Using materials that the instructor is not making available to the whole class; v) Recycling an assignment that has been used in another course
  - b. Acquiring a copy of the exam without permission
  - c. Providing answers for or soliciting answers from another student with or without permission of the other student
2. On a written assignment
  - a. Presenting as your own work duplicated work that you did not create by i) Purchasing written work from an external source; ii) Copying work from a free external source (online or otherwise); iii) Presenting as your work something another person has created
  - b. Altering text from another source or altering select words of some original text in order to conceal plagiarism
3. Other
  - a. Providing money or favors in order to gain academic advantage
  - b. Falsely stating that work was given to the instructor at a certain time when it was not
  - c. Correcting the responses of a graded assignment and presenting them to the instructor as incorrectly graded material
  - d. Pretending to be someone you are not; taking the place of another
  - e. Any other behavior that violates the basic principles of integrity and honesty

(Adopted from College of Education and Behavioral Sciences Academic Integrity Statement)

The WKU policy permits a faculty member to fail the student on the item on which academic dishonesty occurred or for the entire course. Cases of academic dishonesty will be handled as followed:

1. The student will receive a zero (0) for the assignment or an F for the course.

2. The incident will be reported to the CIS department chairperson.
3. The incident will be reported to the Dean of the College of Business.
4. The incident will be reported to the Office of Student Conduct. The student will be notified of the violation and a disciplinary conference will be scheduled. At this meeting the Director will complete in the presence of the student the following forms: Judicial Process form, Disciplinary Outcome Conference form, and Parental Notifications and Creative Discipline Referral forms. Once the student accepts responsibility for violating university policies the sanction process begins to change the student's behavior and create a commitment to living within the standards of the Code of Conduct. In addition notifications will be sent to the appropriate stakeholders. A permanent reference to the incident may be placed on the student's permanent transcript.
5. Expulsion from the University may occur at the recommendation of the University Disciplinary Committee.

For this course academic dishonesty includes, but is not limited to, using any unapproved sources for completing an exam or sharing information or data files on a SAM Projects.

### **Communication Process**

The best way to communicate with Mrs. Gaskins is to email her at [carmen.gaskins@wku.edu](mailto:carmen.gaskins@wku.edu) or call/text her at 270-202-3734. Emails, telephone calls, or text messages will be returned within 48 hours.

### **Instructor Policies**

Your grade will be calculated using the following scale:

- 90-100% - A
- 80-89% - B
- 70-79% - C
- 60-69% - D
- 0-59% - F

### **Grading**

Below is a summary list of the course activities that you will perform. The detailed list of specific activities and due dates are contained in Blackboard. A brief explanation of the activity and any deliverable associated with it are as follows:

1. *Read Textbook Chapters* - You will read one textbook chapter each week. For each chapter there are PowerPoints, podcasts, summaries, and study guides available to you. **Deliverable:** None.
2. *Complete Textbook Assignments* - Each textbook chapter will have assignments to complete. These are found at the end of the chapter under "Projects." These textbook assignments must meet a minimum word count and reading level. **Deliverable:** You will complete and submit the required assignments online. The deadline for submitting the assignments is Saturday midnight of the week they are due; the exact dates are in the "Course Activities" document.
3. *Submit Online Activities* - Every other week a different online activity will be submitted that other students can also view. **Deliverable:** You will submit the online activity through the Blackboard Discussion area. The deadline for submitting the activities is Saturday midnight of the week they are due; the exact dates are in the "Course Activities" document.
4. *Take Gateway Test* - There will be a short cumulative test of material from the previous chapters that you must pass before being given access to the current week's activities. This is to support the "spaced repetition" concept of learning. **Deliverable:** You will complete the test online. The deadline for submitting the assignments is Saturday midnight of the week they are due; the exact dates are in the "Course Activities" document.
5. *Take Chapter Exam* - A chapter test for each chapter will be given; this test has a time limit and can only be taken once. **Deliverable:** You will complete the exam online. The deadline for submitting the

assignments is Saturday midnight of the week they are due; the exact dates are in the “Course Activities” document.

6. *Complete SAM Projects* - SAM projects offer a real-world approach to applying Microsoft Office skills using Word, Excel and PowerPoint. There are four (4) projects each for PowerPoint, Word and Excel, for a total of 12 SAM projects. **Deliverable:** The deadline for submitting the SAM projects is Saturday midnight of the week they are due; the exact dates are in the “Course Activities” document.
7. *Take Midterm and Final Exams* – There will be a Midterm and Final exam. The midterm exam covers all material up to the point at which it is given (chapters 1-6); the final exam covers the remainder of material for the course (chapters 7-13). **Deliverable:** The MidTerm Exam must be taken on the approved dates in a proctored environment. The Final Exam is submitted through Blackboard by the deadline. All exams are closed-book.

You may discuss any aspect of a grade received for up to seven (7) calendar days after the grade is posted. After this deadline the grade can no longer be reviewed.

Assignments must be completed and turned in by the deadline of each Saturday at midnight. Students will be provided a grace period until Monday at 8:00 a.m. when assignments may be submitted without penalty. However, during the grace period the instructor will not answer any questions regarding assignments or assist students with any technology problems including Blackboard issues. No assignments are accepted after Monday at 8:00 a.m.

#### ***Event***

Textbook Assignments .....	156 points
Online Activities .....	49 points
Chapter Tests .....	195 points
SAM Projects (12 projects @ 16.5 points each + 2) .....	200 points
Midterm Exam .....	200 points
Final Exam .....	200 points

#### ***Late Work***

Late work is not acceptable.

#### ***Extra Credit***

Extra credit is not provided.

#### ***Make-up Work***

Make-up work is not provided.

### **Course Outline & Weekly Schedule**

The course schedule is located in Blackboard under the course schedule tab. Changes in these guidelines and plans will be announced as appropriate in Blackboard.

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***THIS COURSE SCHEDULE IS TENTATIVE AND IS SUBJECT TO  
CHANGE WITH NOTICE.***

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