

WKU - Department of Information Systems  
CIS141: Basic Computer Literacy  
**Course Syllabus**  
Summer (05/18-06/19)

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**Class Times:** Web course  
**Class Location:** Online  
**Professor:** Dr. Sean Marston  
**Office; Phone; Email:** GH 216, [sean.marston@wku.edu](mailto:sean.marston@wku.edu)  
**Office Hours:** N/A  
**Course Website:** E-learning Website (<http://blackboard.wku.edu>). Please login to the system for class communications, schedule, notes, grades, and updates to this document, etc.  
**WKU Syllabus Info** <http://www.wku.edu/syllabusinfo/>  
**Required Text:** Understanding Computers: Today and Tomorrow, Comprehensive, 15th Edition by Deborah Morley and Charles Parker (978-1-285-76727-7).  
**Optional Items:** Office 365: You need Microsoft Word, Excel and PowerPoint 365 for Windows to complete 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 will need access to these programs on your computer. You can download MS Office 365 from the WKU IT division: <http://www.wku.edu/it/sms/>

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## COURSE GOALS

The major goal of this course is to learn basic computer literacy. In order to be successful in both school and the workplace, it is important to have a broad understanding of how technology functions, how to effectively use technology, and the social and personal implications of technology. This course covers the basic functions of technology and how to use technology in order to be productive. It also covers the implications of technology in the world today.

## GRADE COMPOSITION

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

Event	Points Available
Concept Multiple Choice Assignments (10 @ 15 points each)	150
Concept True/False Assignments (10 @ 10 points each)	100
Concept Quizzes (4 @ 37.5 points each)	150
Concept Exam Study Guides (2 @ 20 points each)	50
Concept Midterm Exam	150
Concept Final Exam	150
Sam Projects (12 @ 25 points each)	300
<b>Total</b>	<b>1050</b>

The grading scale will be as follows:

Letter Grade	Required Points
A	900 – 1000
B	800 – 899
C	700 – 799
D	600 – 699
F	0 – 599

Fifty bonus points are included in the possible points for the course (total available = 1050). Therefore, no requests for extra credit, additional attempts on assignments, or late submissions will be granted. Your effort and active participation in the class will determine the points you earn as you complete each activity....your course grade is in your control!

### **DUE DATES AND ASSIGNMENT AVAILABILITY**

Please pay particular attention to all due dates on the class calendar in Blackboard and plan accordingly. Late work will NOT be accepted.....so don't ask! All work, unless otherwise stated, will be due by 11:59pm CT on the date posted on the Blackboard calendar and in the Blackboard grade book. After the due date/time, it is simply too late....no credit will be awarded, regardless of the reason!

### **ATTENDANCE POLICIES AND DROP FOR NONATTENDANCE**

Because this is an online course, there are no "classroom attendance requirements" for this course. However, you must participate in the course within the first week of the class to remain enrolled. Per university policy, failure to do so will result in your being dropped from the course for nonattendance. It is imperative that students "show up" in an online course within the first week to set the stage for a successful semester.

### **ACADEMIC INTEGRITY**

Academic integrity and honesty are essential in the development of a professional. This society is not willing to tolerate dishonest or otherwise unethical professionals. Students must attend to, and follow, the WKU code of student conduct, with special attention to academic integrity and academic honesty. They must never appropriate the ideas and work of others, including both academic sources and fellow students, without appropriate attribution or by claiming others work as their own. They must exercise complete honesty in following the conditions established by the instructor for examinations and other assignments. Finally, they must be honest with one another, be willing to be accountable for their own failures of honesty and integrity, and not tolerate such failures in classmates. Any form of Academic dishonesty will result in an "F" 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.

### **COMMUNICATION**

Communication with the students will be done through E-mail and the class website.

**D1. Class Website:** The Blackboard web site extensively for this class. Please go to <http://blackboard.wku.edu> and follow the "Login" instructions. Once successfully logged into Blackboard, you should find this class in your list of courses. Blackboard will be used to communicate with you for this course. Please check the site daily for announcements, reading materials, and other supplemental course information.

**D2. Email:** All students are required to maintain and check an Email account on a regular basis. Students are entitled to an Email account from WKU (<http://mail.wku.edu>). By default, TopNet and Blackboard treat your WKU 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. Furthermore, make sure that you are not over quota with your WKU mailbox, since in such cases you will not be aware of the latest emails pertaining to this class.

## **STUDENT DISABILITIES SERVICES POLICIES**

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.

## **TITLE IX SEXUAL MISCONDUCT/ASSAULT POLICY**

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](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.

## **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 to 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. Students will be able to define problems and then select appropriate solutions based on multiple chances to have their alternatives evaluated in near real-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
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 Module Exams	Assignments Assessments