

CIS 320 – Personal Information Technology – Syllabus

Welcome

Hello, I look forward to working with you this term. This course provides an introduction to technologies used by individuals in the business world. For example, you will learn about using Web sites like LinkedIn for professional networking; Hootsuite to manage multiple social media accounts; Doodle for scheduling meetings with many participants; and Zoom for video conferencing. You will learn about virtual private networks (VPNs) to connect securely to a work computer via the Internet. You will use remote desktop software to access a WKU lab computer via the Internet to complete some assignments. We also learn about design principles, desktop publishing, and computer drawing. This class is part of the computer information systems minor.

Instructor

Mr. Jim Lindsey, Phone - (270) 282-5419, jim.lindsey@wku.edu

Required Materials

Computer and Internet

You must have a reliably working computer and a broadband Internet connection. A smart phone is NOT adequate for the work we will do. You need a desktop or laptop computer that works reliably and is free of viruses. You may use a Microsoft Windows or Apple Mac computer. Your Internet connection is very important! You will watch online tutorials, connect with me via Zoom, connect to the lab computers via remote desktop, use Microsoft Office on your own computer, use a streaming WKU application server, etc.

Books

We will use two books in this course. Used copies are fine. The two books listed below are available at the WKU Store. They are cheaper from online vendors like Amazon.com.

- Book 1: The Non-Designer's Design Book (4th Edition)
 - ❖ Author: Robin Williams
 - ❖ Publisher: Peachpit Press; 4 edition (November 29, 2014)
 - ❖ ISBN-10: 0133966151
 - ❖ ISBN-13: 978-0133966152
 - ❖ Amazon URL: https://www.amazon.com/Non-Designers-Design-Book-4th/dp/0133966151/ref=sr_1_1?ie=UTF8&qid=1484708789&sr=8-1&keywords=the+non-designer%27s+design+book+4th+edition+by+robin+williams
- Book 2: The Power Formula for LinkedIn Success: Kick-start Your Business, Brand, and Job Search (4th Edition)
 - ❖ Author: Wayne Breitbarth
 - ❖ Publisher: Greenleaf Book Group Press; 4th Updated, Expanded ed. edition (April 2, 2019)
 - ❖ ISBN-10: 1626346208

- ❖ ISBN-13: 978-1626346208
- ❖ Amazon URL: https://www.amazon.com/Power-Formula-LinkedIn-Success-Fourth/dp/1626346208/ref=sr_1_2?keywords=wayne+breitbarth&qid=1565198293&s=books&sr=1-2

Students' Personal Computers

It is your sole responsibility to ensure that your computer's hardware and software are functioning properly.

Class Meetings

This is an online course. We will never meet in-person. You and I will however meet via Zoom multiple times. I'll teach you how to set up and administer Zoom sessions. You will set up and run those meetings; you will show me your progress on assignments.

Academic Dishonesty

I highly value academic honesty. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used. Words or ideas that require citation include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Academic dishonesty could involve the following:

- Having a tutor or friend complete a portion of your assignments;
- Having a reviewer make extensive revisions to an assignment;
- Copying work submitted by another student; and
- Using information from on-line information services without proper citation.

Any of these practices could result in charges of academic dishonesty. The penalty for academic dishonesty is a grade of F and possible expulsion from the university. Furthermore, do not share your work with anybody after you complete the class. This policy applies to the future as well as the present.

Activities

There are several activities you will perform regularly for this course. Details about what you should read and the order in which you should complete projects are listed in the "Tentative Class Calendar" which is posted on the class Web site (<https://wku.blackboard.com>). A brief explanation of each activity follows.

- Readings: Every week you will read about various topics from the two assigned texts as well as documents that will be posted on Blackboard.
- Lectures/Tutorials: Every week you will view lectures/tutorials about material presented in the reading material.

- Projects: You will complete projects that will help you master the skills and technologies that will be presented in readings and lectures. Some of that work will be hands-on tasks with various software programs and Web sites. Some of that work will be reflective writing to articulate things that you learned and critiquing documents.

Grading

Your grade for CIS 320 will be determined according to the following scheme:

Events	Percentage
Introductory/Personal Information Technology Project (has two parts)	20%
Doodle/Zoom Project (has two parts)	10%
LinkedIn Project (has multiple parts)	35%
Desktop Publishing Project (has multiple parts)	30%
Streaming Application Server Project	5%
Total	100%

June 9, 2021 is the last day to drop this course without a grade.

June 28, 2021 is the last day to drop this course with a grade of "W".

The grading scale that will be used is:

A = 90% – 100%

B = 80% – 89%

C = 70% – 79%

D = 60% – 69%

F = 0 – 59% (or cheating)

Students must make inquiries about grades within seven days of them being posted in the Blackboard gradebook. After seven days, the grade will not be reviewed.

There is no curving, bumping, or nudging of grades in this class. Please do not ask. If you desire a specific grade, you must earn the points required to receive it. There are no "extra-credit" activities available in this class.

Students' work will be graded on the following basis:

A: Clearly exemplary work. The quality of work at this level could be used to demonstrate mastery of the subject matter and could serve as a model to others of the kind of superior work that can be accomplished by graduates from the school. This level of work is outstanding both in content and presentation. The student displays initiative, independence, and often originality.

B: Commendable work. The work is logically organized and technically correct. A grade of B indicates an unquestioned grasp of the subject fundamentals and principles and an understanding of their significance. B work often shows initiative.

C: Adequate work. A C usually indicates that the student has presented a first-draft of his or her final project. The work is fairly logical in organization and technique, but it is incomplete. The research is insufficient to support the conclusions drawn in C level work.

D: Slipshod is the best way to describe D level work. It demonstrates little ingenuity, integrity, or care.

F: Languishing is the level of work that deserves less than D. This level of work is poorly organized and technically faulty and demonstrates little, if any, grasp of basic facts and principles. In addition, if a student fails to complete all of the assignments in a timely manner, they are in danger of receiving an F in this course. Also, work that has been copied or plagiarized will receive a grade of F.

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>). 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 for this class. You will need to go to <https://wku.blackboard.com> and follow the "Login" instructions. After you have successfully logged into Blackboard, you should find this class in your list of courses. I will 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 Military Student Services has moved to Gary Ransdell Hall, room 2024.

"For those who aren't familiar with who we are, or what we do, we are a student support office for any military connected student. A military connected student is anyone who is currently serving, who have served, or the child or spouse of someone who has or is serving in the U.S. Military. While we offer some specific assistance, we are also a dedicated point of contact for anyone military affiliated to come for questions, concerns, or anything they may need. If it is something we do not help with, we will ensure that they get connected with the right resource on, or off campus. We serve military connected students from the point of inquiry through graduation and beyond."

- Textbooks for Troops- This is a free textbook lending library for eligible military connected students. <https://www.wku.edu/veterans/textbooksfortroops.php>
- Tuition Assistance Support- Each branch of the military has a tuition assistance program, and we help service members utilize those benefits. <https://www.wku.edu/veterans/tuitionassistance.php>

- Discounted Military Tuition Rate- WKU offers anyone who is currently serving in the U.S. Military a military tuition rate of \$250 per credit hour. The rate is applied when they use Tuition Assistance (TA), but if they are not using TA, then we can verify their military status and apply the rate.

https://www.wku.edu/veterans/wku_special_tuition_rate.php

ADA Accommodations

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, Room 1074. The 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/ Discrimination & Harassment

Western Kentucky University (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 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.

WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's Counseling and Testing Center at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-843-4357.

Food Pantry

The Office of Sustainability offers non-perishable food and toiletries to all WKU students, faculty and staff. No proof of need is necessary. The only requirement for use of the pantry is the completion of a digital form. All information is kept confidential and is used solely to track pantry usage statistics. The office can store refrigerated items such as eggs and produce. Pantry donations can be made during office hours. Visit the Office of Sustainability's Web site, <https://www.wku.edu/sustainability>, for details about their location and hours of operation.

COVID Related Matters

As you well know, we are living through a crazy time. I am sorry that 2020/1 has impacted your college experience as it has. It really stinks. One of my favorite parts of this job has always been being in a classroom and getting to know students. You are the lifeblood of this institution and you energize me. That being said, I am grateful that we are conducting this class online as I anticipate that we will experience less interruption and turmoil than we would in a classroom. I promise to strive to provide as vibrant an experience as I can.

Below is a link to a Web page that contains information about COVID related matters that you may find helpful. Please check it out.

Healthy on the Hill Web site - <https://www.wku.edu/healthyonthehill/>