CIS 141-701 (44896) and CIS 141-703 (36826)
Analytics and Technology
Western Kentucky University
Semester: Fall 2022
3 Credits

Instructor Information
Mrs. Carmen Gaskins, Adjunct Instructor
Email: carmen.gaskins@wku.edu
Phone Number: 270-202-3734

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

Course Description
The CIS 141 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. We also examine what the field of analytics is and how it helps business professionals do their work.

Course Structure
This course is completely online and does not have any scheduled meeting dates.

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

Required Textbook(s) & Materials
Students must have a reliable computer with Microsoft Office 365/2019 programs and Internet connection to be successful in this course.

The CIS 141 course will use Cengage MindTap and SAM within Blackboard. Students will have all direct links to their ebooks and course assignments in our Blackboard Course Shell. The textbooks used in this course include:
- Security Awareness Applying Practice Security in Your World 5e by Mark Ciampa
- Ethics in Information Technology 6e by George W. Reynolds
- Business Analytics 4e by Jeffrey Camm, James Cochran, Michael Fry, Jeffrey Ohlmann

Computer and Software
Students must use a Desktop or Laptop with Microsoft Office 365/2019 software and headphones or speakers for this course along with Internet connection. All of the WKU computers in all labs are properly equipped with the necessary hardware, software, and configurations for activities relating to this course; however, it is strongly recommended for students to have their own desktop or laptop with Internet access. 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. Mac computers will work with all assignments; however, instructor is unable to provide technical support. Google Chromebooks, Tablets, or SmartPhones are unacceptable because they do not work with all the required course assignments.

Big Red Backpack
The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students

have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes. Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. The Big Red Backpack Program site: https://www.wku.edu/bigredbackpack/.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

CIS 141 Course Goals

In order to be successful in both school and the workplace, it is important to have a broad understanding of how technology functions, the cybersecurity risks associated with using technology, and the social and personal implications of technology. It is also important to know about data analytics and how it is used today.

CIS 141 Course Learning Outcomes

Upon successful completion of this course students should have demonstrated the ability to:
1. Explain different cybersecurity risks
2. Demonstrate how to implement different cybersecurity tools
3. Discuss the social and personal implications of the impact of technology
4. Use productivity software tools to enhance written and oral communications
5. Define "data analytics" and demonstrate how data analytics tools can be used

CIS 141 Colonnade 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 different types of technology and how they are used
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. Explain how data analytics is used today and demonstrate how data are used in data analytics

CIS 141 Gordon Ford College of Business 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 Objectives	Activity to Support Course Objective	Assessment of Course Objective
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,	Textbook Readings Assignments Tests & Exams	Assignments Assessments

Category	Course Objectives	Activity to Support Course Objective	Assessment of Course Objective
	and the World Wide Web		
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 problems, recognizing the impact on a variety of stakeholders	Textbook Readings 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 Assignments Tests & Exams	Assignments Assessments

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.

Title IX/ Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) 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 Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 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.

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.

Plagiarism or Cheating

"[Academic dishonestly] 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 dishonestly 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 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 dishonestly includes, but is not limited to, using any unapproved sources for completing an exam or sharing information or data files on a SAM Projects.

COVID-19
All students are strongly encouraged to get the COVID-19 vaccine. In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill.

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 270-745-2548.

Grades and Instructor Policies
Grading. Each graded item is based on a point value. At the end of the course, a percentage letter grade will be calculated from the total points earned divided by the total points possible. CIS 141 covers four elements:

1. Security Awareness MindTap (1000 points)
2. Ethics in Information Technology MindTap (800 points)
3. SAM (1200 points)
4. Business Analytics MindTap (600 points)

Your grade will be calculated using the following scale:

90-100% - **A** (3240-3600 points)
80-89% - **B** (2880-3239 points)
70-79% - **C** (2520-2879 points)
60-69% - **D** (2160-2519 points)
0-59% -   **F** (0-2159 points)

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. *Practical Cybersecurity* – Students will complete chapters 1, 2, 3, and 4 in Cengage Security Awareness MindTap that includes reading the chapters, watching videos, performing virtual machine lab projects, and completing quizzes. **Deliverable:** You will submit your work for a grade through the Blackboard MindTap link.
2. *Ethics* – Students will complete chapters 1, 5, 8, and 10 in Cengage Ethics in Information Technology MindTap that will include reading the chapters, watching videos, responding to critical thinking exercises, and responding to "What Would You Do" questions. **Deliverable:** You will submit your work through the Blackboard MindTap link.
3. *SAM Projects* - SAM projects offer a real-world approach to applying Microsoft Office skills. Students will complete 12 projects along with videos using PowerPoint (3 projects), Word (4 projects), and Excel (5 projects). You must use Microsoft Office installed software on your computer (PC or Mac only). **Deliverable:** You will submit your project files through the Blackboard SAM link.
4. *Data Analytics* -- Students will complete chapters 1, 2, 3, 4, and 5 in Cengage Business Analytics MindTap that will include reading the chapters, watching videos, completing homework problems, and completing assignments. **Deliverable:** You will submit your work through the Blackboard MindTap link.

No Show Assignment
Our course requires a first week activity to verify attendance. ** **Students must complete the Syllabus Acknowledgement Form by 5:00 p.m. (CST) Tuesday, August 30, 2022 to stay enrolled in the course.** A student that does not complete the Syllabus Acknowledgement Form by 5:00 p.m. (CST), Tuesday August 30, 2022, will be reported as a No Show. No Show students are dropped, and I do not allow No Show students back into my course.

Proctored Exam
This course does NOT require a proctored exam.

Online Workplace Ethics Expectations
CIS 141 is designed for the student to work on assignments per week. Students are allowed to work at their own pace throughout the week. It is recommended to do a little each day and not wait until the day before assignments are due to complete the weekly assignments. Students decide what the best approach to the course is based on their availability and motivation. Students need to be prepared to put forth AT LEAST 45 hours in this 3-credit hour course throughout the semester to meet the course outcomes; students will get out of the course what they put into it to help them with their employability skills. Mrs. Gaskins expects all CIS 141 students to submit college-level work, do not use technology as an excuse, and take full responsibility of their college-level participation submitting all weekly assignments by their due date of 11:59 p.m. (CST) each Saturday. Once no shows are submitted to the Registrar, Mrs. Gaskins does not drop students for non-attendance.

Late Work
Students are expected to demonstrate their online workplace ethics by completing all assignments by due dates. However, I realize obstacles and unforeseen circumstances may occur causing the students not to complete assignments by the weekly due date. Therefore, the course has four close-out dates:
- Security Awareness MindTap closes Monday, September 19, 11:59 p.m. CST
- Ethics in Information Technology MindTap closes Monday, October 17, 11:59 p.m. CST
- SAM closes Monday, November 21, 11:59 p.m. CST
- Business Analytics MindTap closes Sunday, December 11, 11:59 p.m. CST

By leaving the assignments open after the due dates identified in the syllabus allows students to resubmit or submit assignments to improve the overall grade and their computer knowledge. Students do not need to ask for an extension after a weekly due date because the time from the due date to the close out date is the extension. Assignments or make-up work are not excepted after a close out date.

Extra Credit
Extra credit may be available in CIS 141. Extra credit items are available to all students and not on an individual basis. Extra credit items are provided in our Blackboard course shell throughout the semester and related to the course learning outcomes.

Email Requirement
When emailing the instructor, the student must use their WKU Topper email account, type the email in a professional manner (complete sentences, correct spelling/grammar/punctuation, and signature line), and use CIS 141 subject line. Emails that do not follow these guidelines may not be replied.

Final Grade
Final grades are submitted to the Registrar by 4:00 p.m. on Monday, December 12, 2022.

CIS 141 Fall 2022 Course Outline & Weekly Schedule

WEEK 1, Week of August 22 (DUE 5:00 p.m., Tuesday, August 30)
- Read, Watch videos, and complete all items within the Start Here link.
- Submit Syllabus Acknowledgement Form to verify attendance
- Submit Introduction Discussion to verify attendance
- Complete Security Awareness Unit 1 (200 points)

WEEK 2, Week of August 29 (DUE DATE: Saturday, September 3 @ 11:59 PM)
- Complete Security Awareness Unit 2 (300 points)
- Complete Security Awareness Unit 3 (300 points)
- Complete Security Awareness Unit 4 (200 points)

WEEK 3, Week of September 5 (DUE DATE: Saturday, September 10 @ 11:59 PM)
- Complete Ethics in Information Technology Module 1 (200 points)
- Complete Ethics in Information Technology Module 5 (200 points)

WEEK 4, Week of September 12 (DUE DATE: Saturday, September 17 @ 11:59 PM)
- Complete Ethics in Information Technology Module 8 (200 points)
- Complete Ethics in Information Technology Module 10 (200 points)

WEEK 5, Week of September 19 (DUE DATE: Saturday, September 24 @ 11:59 PM)
- Complete SAM PowerPoint Project 1 along with watching Video (100 points)
- Complete SAM PowerPoint Project 2 along with watching Video (100 points)
- Complete SAM PowerPoint Project 3 along with watching Video (100 points)

WEEK 6, Week of September 26 (DUE DATE: Saturday, October 1 @ 11:59 PM)
- Complete SAM Word Project 1 along with watching Video (100 points)
- Complete SAM Word Project 2 along with watching Video (100 points)

WEEK 7, Week of October 3 (DUE DATE: Saturday, October 8 @ 11:59 PM)
- Complete SAM Word Project 3 along with watching Video (100 points)
- Complete SAM Word Project 4 along with watching Video (100 points)

WEEK 8, Week of October 10 (DUE DATE: Saturday, October 15 @ 11:59 PM)
- Complete SAM Excel Project 1 along with watching Video (100 points)
- Complete SAM Excel Project 2 along with watching Video (100 points)

WEEK 9, Week of October 17 (DUE DATE: Saturday, October 22 @ 11:59 PM)
- Complete SAM Excel Project 3 along with watching Video (100 points)
- Complete SAM Excel Project 4 along with watching Video (100 points)
- Complete SAM Excel Project 5 along with watching Video (100 points)

WEEK 10, Week of October 24 (DUE DATE: Saturday, October 29 @ 11:59 PM)
- Complete Business Analytics Chapter 1
- Begin Business Analytics Chapter 2

WEEK 11, Week of October 31 (DUE DATE: Saturday, November 5 @ 11:59 PM)
- Complete Business Analytics Chapter 2 (200 points)

WEEK 12, Week of November 7 (DUE DATE: Saturday, November 12 @ 11:59 PM)
- Complete Business Analytics Chapter 3 (100 points)

WEEK 13, Week of November 14 (DUE DATE: Saturday, November 19 @ 11:59 PM)
- Complete Business Analytics Chapter 4 (200 points)

Week of November 21 – Thanksgiving Break – No Assignments

WEEK 14, Week of November 28 (DUE DATE: Saturday, December 3 @ 11:59 PM)
- Complete Business Analytics Chapter 5 (100 points)

Week 15, Week of December 5 (DUE DATE: Saturday, December 10 @ 11:59 PM)
- Complete Final Project (TBA)

THIS COURSE SYLLABUS and SCHEDULE IS SUBJECT TO CHANGE WITH NOTICE