Rowe, Jayne

CIS 101 Introduction to Information Systems Fall 2016 Syllabus

Computing and New Media Technologies/UWSP

Part 1: Course Information

Instructor Information

> **Instructor:** Dr. Jayne Rowe
> **Office:** Online
> **Virtual Office Hours: Tuesdays 10 am–11 am.**
> > <u>Online Chat</u>. To access:
> > - Open your course in Desire to Learn (D2L)
> > - Click the **Other Tools** navigation link; choose **Chat.**
> > - In Chat, click on **Office Hours** link
> >
> > <u>Email</u>
> > - **E-mail:** jrowe@uwsp.edu

> *NOTE: I have a "15-minute Rule." The rule is simple: do not spend more than 15 minutes being frustrated over course material. Move on to another part of the lesson if you can. Then contact me via e-mail describing your issue. Put "Urgent" in the subject line. I will get back to you!*

Course Information

Introduction to the concepts and techniques associated with spreadsheets.
Credits: **2**

Textbook & Course Materials

Required Text

Morley, Deborah. (2013). *Understanding Computers in a Changing Society*. Cengage Learning. (Text Rental: ISBN: 978-1-133-19103-2)

Required Course Materials

- Access to Lynda.com video training – FREE. You will access this the first week of class.

Course Structure

This course will be delivered entirely online through the course management system Desire to Learn (D2L). You will use your UWSP account to login to the course from the D2L Login Page. If you have not activated your UWSP account, please visit the Manage Your Account page to do so.

In D2L, you will access online lessons, course materials, and resources.

D2L Access

To access this course on D2L you will need access to the Internet and a supported Web browser (Internet Explorer, Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the D2L settings link.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can:

- Visit with a Student Technology Tutor
- Seek assistance from the HELP Desk

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check D2L for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Part 2: Course Learning Outcomes

- Introduce capabilities made possible by advances in computer technologies, and their impact on society
- Examine hardware, software and networking technologies
- Address contemporary issues influenced by advancing computer technologies including cyber security and terrorism, personal privacy, the proliferation of pornography, identity theft, freedom of speech and piracy of intellectual property.

You will meet the outcomes listed above through a combination of the following activities in this course:

- Log in to the course in Desire to Learn WEEKLY and complete the weekly learning activities
- Submit weekly assignments by the due date listed on this syllabus.
- Complete the weekly quiz by the due date listed on this syllabus

Part 3: Topic Outline/Schedule

Refer to D2L for weekly activities and assignment details. **To get started in the class, do the following in D2L:**
   1. **LOCATE the Desire to Learn link (D2L) on the top of UWSP's website home page; click.**
   2. **ENTER your username and password**
   3. **CLICK the Content link on the top of the D2L page.**
   4. **LOCATE the following link on the left side of the screen:**
   5. **START HERE! Week 1.**
   6. **FOLLOW the instructions in the module for Week 1.**

All assignments for this course will be submitted electronically through D2L.

The due date for each week's assignment and quiz are the following **Monday at 11:59 p.m.**
(ONE EXCEPTION: The Final Exam)

Week	Assignment	Points	Due Date
Week 1: 9/6-9/10	**Getting Started**		
	Wk1: Quiz (Syllabus)	20	Due: 9/12
	Wk1: Discussion -Extra Credit Biography	10	
	Wk1: Discussion -Extra Credit Help with Wix.com	10	9/19
Week 2: 9/11-9/17	**Getting Started (Continued)**		
	Wk2 Assignment: Wix.com Website	100	Due: 9/19
Week 3: 9/18-9/24	**Chapter 1: Introduction to the World of Computers**		
	Wk3: Lab-Chapter 1	30	Due: 9/26
	Wk3: Quiz (Ch1-Intro to Computers)	20	

Week 4: 9/25-10/1	Chapter 2: Hardware and Software		
	Wk4: Lab-Chapter 2	30	Due: 10/3
	Wk4: Quiz (Ch2-Hardware/Software)	20	
Week 5: 10/2-10/8	Chapter 3: Internet and World Wide Web		
	Wk5: Lab-Chapter 3	30	Due: 10/10
	Wk5: Quiz (Ch3-Internet & World-Wide Web)	20	
	Wk5: Discussion 1 – Online	10	
Week 6: 10/9-10/15	Chapter 4: Network and Internet Security		
	Wk6: Lab-Chapter 4	30	Due: 10/17
	Wk6: Quiz (Ch4-Network & Internet Security)	20	
Week 7: 10/16-10/22	Chapter 5: Privacy		
	Wk7: Lab-Chapter 5	30	Due: 10/24
	Wk7: Quiz (Ch5-Privacy)	20	
Week 8: 10/23-10/29	Midterm Exam		
	Midterm Exam	50	Due: 10/31
Week 9: 10/30-11/5	Chapter 6 &7: Intellectual Property Rights, Ethics, Health, Access, and Environment		
	Wk9: Lab-Chapter 6 & 7	30	Due: 11/7
	Wk9: Quiz (Ch6 & 7-Intellectual Property Rights, Ethics, Health, Access and Environment)	20	
	Wk9: Discussion 2 – Online	10	
Week 10: 11/6-11/12	Chapter 8: Emerging Technology		
	Wk10: Lab-Chapter 8	30	Due: 11/14
	Wk10: Quiz (Ch8-Emerging Technology)	20	

Week 11: 11/13-11/19	Emerging Technology/Issue Project		
	Wk11 Assignment: Emerging Technology/Issue Project	30	Due: 11/28
Weeks 12-14 : 11/20-12/10	Learner Choice Project		
	Wk14: Learner Choice Project:	100	Due: 12/12
Week 15/16: 12/11-12/19	Complete Final Exam		
	FINAL EXAM (Complete Exam anytime from 12/16-12/19	100	Due: 12/19
	TOTAL POINTS (Excluding Extra Credit)	770	

Part 4: Grading Policy

Graded Course Activities

This class should be an easy "A." If you make a sincere effort to complete each weekly learning plan, you should do well. To calculate your final grade, your total points are added and compared to the grading scale. There is no "curve."

Most weeks you will be directed to complete a **Lab** or an **Assignment** and a **Quiz.**

Assignments
After I review your labs and assignments, I will record the points you earned on your online grade sheet and post comments. If your assignment is not entirely correct, you will have an opportunity to "Update" your assignment. Please correct errors and resubmit your updates within **ONE WEEK** of receiving feedback from me. You will receive FULL CREDIT for correctly updated assignments.

Quizzes
Quizzes are timed, open book. You will have 45 minutes to take a quiz. Quiz questions are randomized (each learner's quiz will be unique).

The quiz for each week is available through the following Monday at 11:59 p.m.
After that you will not be able to take the quiz. Your quiz grade will appear immediately.

Please see the summary the components of your final grade.

Grading Item	#	Point/item	Total points	%
Wix Website	1	100	100	13%
Weekly Quizzes	8	20	160	21%
Weekly Assignments	7	30	210	27%
Discussions	2	10	20	3%
Emerging Trends/Issues	1	30	30	4%
Learner Choice Module	1	100	100	13%
Midterm	1	50	50	6%
Final	1	100	100	13%
Total Points **(Not including 20 points of extra credit)**			**770**	

Late Work Policy

Please stay on schedule in this class! It is best learned a week at a time. Cramming will make you crazy!

To encourage you to stay on schedule, the following is my late work policy:

- *Late assignments do not earn credit. If you have a medical or personal emergency, an extension may be requested BEFORE the assignment due date. Extensions would be for one week only, except in extreme circumstances.*

- *Weekly Quizzes cannot be made up.*

Viewing Grades in D2L

Points you receive for graded activities will be posted to the D2L Grade Book. Click on the Grades link to view your points.

I will grade your assignments on **Tuesdays** and **Fridays** of each week.

Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Minimum # Needed out of 770 points
A	93-100%	716
A-	90-92%	693
B+	87-89%	670
B	83-86%	639
B-	80-82%	616
C+	77-79%	593
C	73-76%	562
C-	70-72%	539
D+	67-69%	516
D	60-66%	462
F	0-59%	<462

Participation

Students are expected to participate WEEKLY in all online activities as listed on the course calendar

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider un-enrolling from a course. Refer to the UWSP Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Learning Resource Center and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu

Commit to Integrity

Academic dishonesty of any kind will not be tolerated. If you have any questions about what constitutes academic misconduct, ask me or consult your university handbook. A description of your rights and responsibilities as a member of the UW-SP community can be found at: http://www.uwsp.edu/admin/stuaffairs/rights/

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available at: http://www.uwsp.edu/admin/stuaffairs/rights/http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf

Academic Misconduct
All assignments and work this semester must be completed independently.

You are encouraged to discuss assignments and projects with each other and to seek assistance from myself or others whose function is to provide assistance to students (e.g. computer lab personnel).

However, since projects and assignments are a part of the final grade in the course, you must limit the amount of assistance you receive. Such assistance must be limited to a verbal discussion of the approach to a project or assignment, and may not include substantive solution of the problem or assignment by the person providing the assistance. The substantive solution must be done originally and independently by you, and must not involve the use or possession of assignments, exams or projects from other students or from a prior semester.

If you submit an assignment or project which is in whole or in part the work of another person or persons, then you, and any such other person or persons whether enrolled in the class or not, will be dealt with as prescribed by Chapter UWSP 14 of the Rules of the Board of Regents of the University of Wisconsin System, Wisconsin Administrative Code.