

**University of Wisconsin – Stevens Point**  
**College of Letters and Science**  
**Department of Computing and New Media Technologies**

Books: Understanding Computers in a Changing Society, 6<sup>th</sup> Edition, Morley  
 Class Time: Tue/Thur 12:30-1:45 am (TNR Room 365)  
 Professor: Mark Hall  
 Office: Science A231  
 Office Hours: Tue/Thur 10:30-11:30 am

**Course Purpose/Objectives:** The purpose of this course is to introduce students to computers and technology and the numerous societal issues surrounding the use of computers and related technology. Topics include the history of computers, current computer technology and terminology, the Internet, software, security, privacy, intellectual property rights, ethics, health, access, and the environment. Students will also learn how to use several of the most widely used application software programs. No prior computer experience is assumed.

**Prerequisite:** None

**Topic Schedule:** See canvas for updated schedule:

Branch					
			Marshfield	Wausau	
Week	Start	End	Mon	Wed	PA Due Sun
1	9/3	9/6		C1	
2	9/10	9/13	C1	Excel	
3	9/17	9/20	C2	Excel	Excel PA01
4	9/24	9/27	C2	Excel	Excel PA02
5	10/1	10/4	C3	Excel	Excel PA03
6	10/8	10/11	C3	Snap!	
7	10/15	10/18	Exam 1-3	Snap!	
8	10/22	10/25	C4	Snap!	Snap! PA01
9	10/29	11/1	C5	Snap!	Snap! PA02
10	11/5	11/8	C5	Python	Snap! PA03
11	11/12	11/15	C6	Python	
12	11/19	11/22	Exam 4-6	Python	Python PA01
13	11/26	11/29	C7	Python	Python PA02
14	12/3	12/6	C7	Python	Python PA03
15	12/10	12/13	C8	Python	Python PA04
Finals	12/17/19	12/20/19	Exam Python	Exam 7-8	

**Canvas Access:** To access this course on Canvas you will need access to the Internet and a supported Web browser (Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the [Canvas settings link](#).

**Technical Assistance:** If you need technical assistance at any time during the course or to report a problem with Canvas you can:

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [Information Technology Service Desk](#)

### Course Policies:

- **Missed Classes:** The student is responsible for obtaining material distributed on class days when he or she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during office hours or by e-mail. Missed quizzes cannot be made up under any circumstances.
- **Assignments:** All assignments are due by the Canvas due date for that assignment. Late submission of assignments will be assessed a penalty of 25% per day. No exceptions.
- **Academic Dishonesty:** Plagiarism and cheating are serious violations of school policy and will not be tolerated. Cheating on an exam or assignment will result in receiving a zero for the entire exam or assignment and can lead to expulsion from the class or the University.
- **Need for Assistance:** Please notify the instructor during the first week of class if any special accommodations are needed for this course, due to a physical or learning disability.
- **Classroom Courtesy:** No food or drinks allowed. Turn off cell phones, pagers, and other electronic devices before entering the classroom.

### Letter Grade Assignment

Grade	Percentage
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

**Course Outcomes:**

1. Describe the role of computers and the Internet in today's society and provide examples of their impact on businesses and individuals.
2. Demonstrate the use of a Windows computer.
3. Describe various types of input, output, processing, storage, and communications hardware and explain how hardware and software work together in a computer system.
4. Discuss the evolution of the Internet and debate current issues involving Internet censorship, privacy, and security.
5. Demonstrate accessing Web resources and efficient Internet searching.
6. Demonstrate word processing using Microsoft Word.
7. Discuss the importance of network and Internet security and how it can be obtained today.
8. Discuss the issues surrounding computer security and evaluate the protective measures that individuals and businesses can take.
9. Describe computer-related issues related to privacy and evaluate the protective measures that individuals and businesses can take.
10. Explain the purpose of spreadsheets and demonstrate their use with Microsoft Excel.
11. Discuss computer-related issues involving intellectual property rights and ethics.
12. Explain computer-related issues related to health, access, and the environment.
13. Explain the purpose of databases and demonstrate their use with Microsoft Access.
14. Demonstrate creating and running slide shows using Microsoft PowerPoint.
15. Outline some emerging trends for hardware, networks, and other computer-related areas.
16. Learn computational computing using Excel, Snap!, and Python.

**Instructor Schedule:**

	Monday Marshfield	Tuesday UWSP	Wednesday Wausau	Thursday UWSP	Friday Wausau
	CIS 102-Excel <i>Online</i>	CIS 102-Excel <i>Online</i>	CIS 102-Excel <i>Online</i>	CIS 102-Excel <i>Online</i>	CIS 102-Excel <i>Online</i>
6:30	Commute				
7:30	Wausau-Marshfield				
8:00	CNMT-102-M01 Marshfield 404F		CNMT-102-W01 Wausau Room 300		
9:00	Office Hours Marshfield	Commute Wausau-SP		Commute Wausau-SP	
10:30	Commute Marshfield-Wausau	Office Hours UWSP		Office Hours UWSP	
12:30		CNMT 100-02 TNR 356	Office Hours Wausau	CNMT 100-02 TNR 356	
13:45					
14:00		CIS-345-01 SCI A224	Common Council or Executive Meeting	CIS-345-01 SCI A224	Steering Committee Wausau Meeting
15:00					
15:50					
17:00		Commute SP-Wausau		Commute SP-Wausau	
18:00					

## 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 [Important Policy Dates](#) for dates and deadlines. 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 **Disability and Assistive Technology Center** and wish to discuss academic accommodations, please contact me 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](mailto: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

Student Academic Standards and Disciplinary Procedures (UWS/UWSP Chapter 14) are available at: <https://www.uwsp.edu/dos/Pages/stu-academic.aspx>. (See the section **UWSP Chapter 14 - Academic Misconduct**)

## 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.