

Southeastern Oklahoma State University
CIS1003.W1 Computers in Society - Syllabus (Online)
Fall 2013

Instructor Contact Information:

Name and Title: Ming-Shan Su, Ph. D.
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Office Phone # 580-745-2280 (Please try to contact me **through Email** because your voice message might be incomplete if the phone connection is bad while you leave your message)
Fax # 580-745-7503
Office Hours Hours in my office: 8:00 am – 10:30 am (Monday-Thursday)
Other hours by appointment only (Arrangement must be made in advance)
Internet Hours Hours online: 8:00 am-9:00 am (Monday-Friday)
Response to email and the Discussion Board shall be made in the mornings.

Course Title: Computers in Society

Catalog Description: Provides an introduction to the role of computers in today's society. Basic issues concerning computers, such as legal and ethical, will be introduced and discussed. The course will involve a discussion of internet, data communications, and basic applications such as word processors and spreadsheets. (This course does not count towards a major or minor in Computer Science or Computer Information Systems degree).

Prerequisites: None.

Required Materials:

Textbook: *(Exploring) Microsoft Office 2013 (volume 1)*, by Robert Grauer, et al, published by Pearson publisher, ISBN-13: 978-0-13-314267-9

Optional Materials:

Software:

- Windows XP/Vista/Windows-7/Windows-8 with Microsoft Office 2013 Suite, and Internet Explorer.
 - However, if you are using the Office-365 software, there might be some discrepancies on the user interfaces but you should still be able to complete any of the homework assignments.
 - Please feel free to let me know if you have any questions.
- You **are not required** to use the MyITLab software made by the publisher for this course.

Technical Requirements: Available through the Southeastern Online Learning website (<http://homepages.se.edu/online-learning/>) or [Technical Requirements](#)

Netiquette (Internet Etiquette): Available through the Southeastern Online Learning website or [Netiquette](#)

Library and Information Resources: Available through the Southeastern Online Learning website or [Library](#)

Other Resources and Location: Data files required for the completion of assignments can be found at [Student Resources](#).

Course Objectives: Using information found in the textbook and library, students will be able to:

1. Identify and describe some of the components found in modern computers and develop skills required for using computers and their associated technology.
2. Develop skills to create academic, professional, and personal documents using contemporary word processing software.
3. Develop skills to organize, manipulate, and present numeric data using contemporary spreadsheet software.
4. Develop skills to use contemporary presentation software to prepare oral presentations.
5. Develop skills to use the Internet and e-mail to retrieve and communicate information.
6. Develop strategies to address questions by searching and retrieving electronically available information.
7. Recognize unethical and illegal use of technology including copyright and privacy issues.

Alignment of Objectives with Local, State, and/or National Standards: The Department of Chemistry, Computer, and Physical Sciences, working with the General Education Council, has developed measurable [learning objectives](#) (listed below) for their general education courses. No state or national standards have been adopted for this course.

The following leaning objectives will realize the goal for computer proficiency when a student demonstrates the ability to:

1. Use contemporary word processing software to create a document.
2. Use contemporary presentation software to make an oral presentation.
3. Use contemporary spreadsheet software to organize, manipulate, and present numeric data.
4. Use the Internet and e-mail to retrieve and communicate information.
5. Develop strategies to address questions by searching and retrieving information available electronically.
6. Recognize unethical and illegal use of technology including copyright and privacy issues.

Course Schedule:

Tentative Assignment Schedule

Week#	Assignment #	Date Posted around 8:00 am	Sections Covered	Due Date (by 11:59 pm)
1	1	Aug. 19	Chapter 1 Introduction to Word (Page 137)	Aug. 24
2	2	Aug. 26	Chapter 2 Document Presentation (Page 197)	Aug. 31
3	3	Sept. 2	Chapter 3 Document Productivity (Page 259)	Sept. 7
4	4	Sept. 9	Chapter 4 Collaboration and Research (Page 313)	Sept. 14
5	Exam1-Word	Sept. 16	Word: Chapters 1-4	Sept. 21
6	5	Sept. 23	Chapter 1 Introduction to Excel (Page 373)	Sept. 28
7	6	Sept. 30	Chapter 2 Formulas and Functions (Page 447)	Oct. 5
8	7	Oct. 7	Chapter 3 Charts (Page 505)	Oct. 12
9			** Fall Break **	
10	8	Oct. 21	Chapter 4 Datasets and Tables (Page 555)	Oct. 25
11	Exam2-Excel	Oct. 28	Excel: Chapters 1-4	Nov. 2
12	9	Nov. 4	Chapter 1 Introduction to PowerPoint (Page 843)	Nov. 9
13	10	Nov. 11	Chapter 2 Presentation Development (Page 899)	Nov. 16
14	11	Nov. 18	Chapter 3 Presentation Design (Page 943)	Nov. 23
15			** Thanksgiving Break **	
16	Exam3-PowerPoint	Dec. 2	PowerPoint: Chapters 1-3	Dec. 7
17	Internet Ethics and Search Path	Dec. 9	Internet Ethics and Search-Path (Resources: notes and websites)	Dec. 12

Semester Calendar:

Fall 2013 Calendar	
August 19, Monday	Classes Begin
August 23, Friday	<ul style="list-style-type: none"> • Last Day to Enroll In or Add Classes • Last Day to Drop a Class with No Grade Record • Last Day to Drop a Class with Refund/No Charges
September 2, Monday	Labor Day Holiday
October 2, Wednesday	Assessment Testing Day (classes resume at 1:00 pm)
October 16, Wednesday	Last Day to Drop a Class with Auto. "W"
October 17-18	Fall Break Holiday
November 1, Friday	Last Day to Complete Final Application for Graduation - Baccalaureate or Masters
November 15, Friday	Final Day to Drop a Class
November 27-29	Thanksgiving Holiday
December 9-13	Finals Week
December 13, Friday	Semester Ends

Course Policies:

Attendance: The Registrar's office defines attendance in online classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade

Since this is an online course, students are expected to be highly self-motivated. Enrollment in this course obligates the student to attend “virtual” class and to participate in “virtual” class activities and assignments.

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times, and participating in discussion forums. If you do not participate in the course for two weeks, your access will be disabled without warning. Participation or lack thereof may also affect your financial aid.

Late Assignments:

No extra assignments will be given at any time during the semester to “bring up your grade!” Work diligently from the beginning and complete every assignment as if it is worth extra points that will raise your grade!

Except for extenuating circumstances handled by the instructor on an individual basis, **any assignment received after the due date and time will be a zero.** For the record...there are very few extenuating circumstances. Excuses such as “The system was down”, “My computer got a virus”, and “My computer crashed” are NOT considered extenuating circumstances. Have a backup plan with at least one alternate location (e.g., our school’s library/lab) to complete the assignment or take the exam. Don’t wait until the last minute to complete assignments or take exams and you won’t encounter these types of problems.

Makeup Exams:

Missing an examination **without a formally approved excuse will result in a grade of zero on the exam.** There will be no makeup exams except in cases of emergencies. It is your responsibility to meet deadlines and timelines!

Expectations of Instructor and Students:

Student Expectations of Instructor – Students should expect a timely response to email questions and prompt grading and posting of assignments. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 24 hours (except holidays or weekends). If you haven’t received a response within 24 hours, please email again just in case I overlooked it. Grading of and posting of scores for all assignments will be completed before the next assignment is due.

Instructor Expectations of Students – All students are required to produce their own work unless the activity has been designed as a group project. Evidence of cheating will result in at least a zero for that activity. Students are expected to complete all assignments by the due date, attend all face-to-face meetings, participate in class discussions, and when difficulties arise, contact the instructor.

Course Requirements:

Timeframe for Participation:

Student participation is critical to the success of this class. To be a successful online learner, you must be highly self-motivated. You will be graded on your email responses, timeliness of submitting homework, communication with other students, and meaningful contributions to the discussion boards. The discussion board is where you and the instructor make the class come alive, so be sure to participate early and often!

Discussion boards will be available on a weekly basis. New topics will be posted on Mondays by 8:00 a.m. and will remain available until the following Monday at 8:00 a.m., unless noted otherwise on the Assignment Schedule. To receive credit for participating, you must make meaningful contributions to the discussion boards each time a topic is available. Simply stating “I agree” or “I disagree” is not meaningful. You are required to post your solution/answer to a problem/question on the discussion board; you must also comment on at least 3 other posts each week. The idea is to “discuss” the problem or topic. Be sure to carefully read and follow the instructions posted with each discussion.

Each discussion board will have its own set of instructions that you will see before entering the discussion. There will be discussion boards for posting questions and/or comments concerning general aspects of the class (General Class Chat), for posting solutions to discussion questions and commenting on others’ answers (Graded Class Discussion), for posting questions on homework or exams (Homework or Exam Questions).

Blackboard automatically tracks and records every click, including your name! I can see if and when you logged on, the date and time of day you logged on, and even what you accessed once you logged on! This is one way I can determine whether or not you participated in the assignment.

Approximate Time Required for Individual Activities:

This course will be conducted using a variety of instructional methods and learning activities, including but not limited to, discussion boards, homework, exams, and online activities. Approximately 12-15 hours per week will be required for successful completion of course requirements. Read, read, and re-read directions and information carefully before emailing or calling for help. You will find most of your questions answered in the course syllabus or on the discussion board.

Expectations for Communications:

Check the course website every day, at least five days a week! You should also check your grades regularly and stay in touch with me concerning submitted assignments that are not reflected in your grades.

Email Address – You are required to use your SOSU student email address when using Blackboard. In addition, you are required to REGULARLY check your SOSU student email account. All email correspondence will be sent to your SOSU student email address. Refer to the Blackboard login page for details about your SOSU student email address. Be sure to include your name in the body of every email you send to me.

Activity and Other Assignment Expectations:

Homework assignments will be posted by 8:00 a.m. on the date indicated for the assignment in the Assignment Schedule. The due dates for all assignments are listed on the Assignment Schedule, posted under Course Information. All components of the homework assignments (written assignments, discussion board posts, etc.) must be submitted by 11:59 p.m. on the due date.

All homework assignments will be completed and submitted using the Assignment Link on Blackboard. Instructions will be included in the Introduction and Orientation Activities.

Survey Expectations:

Exams will be completed through Blackboard. They will be posted for 1 day only, with a designated time limit to complete the exam. Do not wait until the last minute to take the exam. Waiting until the last minute will almost certainly create a situation where your Internet provider is unavailable or your computer will not operate. If you miss taking the exam during the time it is available, for any reason, a zero will be recorded. Exam dates and availability are listed on the Exam Schedule, posted under Course Information.

Each exam is administered online through Blackboard and each exam will be posted for 1 day only, with a designated time limit to complete the exam. Again, there will be no makeup exam given except in cases of emergencies. If you miss taking the exam during the time it is available, a zero will be recorded. The dates for the exams are listed on the Exam Schedule, posted under Course Information.

Other Course Requirements: None.

Assessment (Grading System):

Each activity will incur points. Ten points will be awarded each week for participation on the Discussion Board. Points for homework assignments are worth 100 points per assignment. Each exam is worth 100 points.

Grades will be assigned using percentages as follows:

	Homework	Exam	Total
Discussion Board	-	-	10%
Word 2013	20%	10%	30%
Excel 2013	20%	10%	30%
PowerPoint 2013 & Search Path and Ethics	20%	10%	30%
Cumulative Total	60%	30%	100%

The grading scale for this course is:

A	B	C	D	F
90 - 100	80 - 89	70 - 79	60 - 69	0 - 59

Rounding to the next letter grade is NOT AUTOMATIC and will be at the discretion of the instructor.

University and School Policies:

Privacy: Available in the [SE Student Handbook](#).

Academic Integrity: Available in the [SE Student Handbook](#).

There is a Zero-Tolerance Policy concerning Plagiarism and/or duplication of another individual's work. Besides making you feel horrible, you will receive a zero and the policy will be enforced under the guidelines of the Academic Honesty Policy for the University. Students are expected to work individually and turn in their own work. Any violation of academic honesty will be reported to the Office of Student Affairs. The policies regarding academic misconduct are set forth in the institution's Student Code of Responsibilities and Conduct.

Special Accommodations:

Any student needing special accommodations due to a disability should contact the Coordinator for Disability Services, GDJ Student Union, Room 328 or call (580) 745-2392 (TDD# 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator. For additional information, see the Americans with Disability Act on the Southeastern Online Learning website or [ADA Compliance](#).

Student Support:

Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday – Friday, 8:00 AM to 5:00 PM. For after hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1-(800) 522-1090.

Other University and/or School Policies:

The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus.