

NORTHERN KENTUCKY UNIVERSITY
COLLEGE OF INFORMATICS – DEPT. OF BUSINESS INFORMATICS
BIS-101 COMPUTER LITERACY & INFORMATICS

Class: BIS 101 Sections 001, 002 & 003

Class Times & Location:

Mondays & Wednesdays 9:00-9:50 AM – GH 201

Fridays 9:00-9:50 AM – GH 144, 150 or 155

Office Hours:

Mondays 10:00AM-12:00PM/1:30PM-4:00PM

Wednesdays 10:00AM-12:00PM

Fridays by appointment

Instructor: Sarah Mann

Email: mannsa@nku.edu

Phone: 859-572-5907

Office Location: GH 426

OUR VISION

The College of Informatics seeks to enrich the lives of its students by providing students an education from which they can positively change their lives.

OUR MISSION

Our primary mission is to educate undergraduate students from the Northern Kentucky/Greater Cincinnati metropolitan region to perform effectively and ethically in a global environment as professionals in business, public, and social enterprises. We encourage the partnerships between students, faculty and the community to continuously improve the educational experience of our students and to enhance the integration of scholarship and service to classroom learning.

STUDENT LEARNING OUTCOMES FOR THIS COURSE

After completing this course, the student should be able to:

- recognize the social and ethical implications of a computerized society
- describe the mechanisms of the computer (hardware and software) and be able to understand and discuss computer terminology
- describe the issues involved in buying and maintaining a personal computer
- demonstrate the use of applications software and be able to solve problems on their own using available software

CATALOG DESCRIPTION (including course pre-requisites):

This course helps students understand basic concepts of information in a context including, but not limited to computer technology; examination of hardware and software; the impact computers have on society including employment, privacy, ethics and security; and working with information as a resource. The course includes computer laboratory exercises in Microsoft Office 2016 (Word, Excel, and PowerPoint) and Internet technology applications. PREREQ: None.

NKU's QUALITY ENHANCEMENT PROGRAM (QEP)

NKU is concentrating on providing students active learning in their curriculum and coursework. The active learning component of BIS101 is found in the completion of the hands-on exercises that correspond with the concepts of computer literacy found in this course.

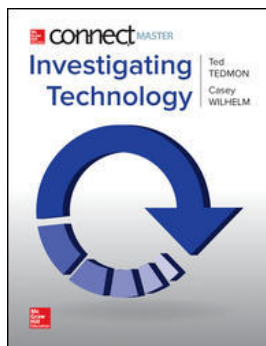
COURSE FORMAT

This is a “web-enhanced” course. This means you will be required to sign on to the NKU’s Canvas site at <https://nku.instructure.com> for all announcements, schedules, assignment handouts, lecture notes, etc. It is the student’s responsibility to check the Canvas course site on a daily basis to keep abreast of any changes or critical information. Students will be shown how the course is organized in Canvas during class orientation. Students will use McGraw-Hill’s Connect and SIMnet accessed through the Canvas course site to complete readings and homework assignments.

COURSE MATERIALS:

This course will be using a new series of textbooks from McGraw-Hill. Both textbooks are available in electronic format; however, you may also purchase a printed copy of the Microsoft Office 2016 textbook if you choose. You **must** purchase both access codes in order to complete the required assignments. You can make your purchase either through the NKU bookstore or online through the course site. Instructions to purchase online through the course site will be provided in class.

The textbooks are as follows:

**Investigating Technology**

By Richard Tedmon and Casey Wilhelm

Copyright: 2017

**Microsoft Office 2016: In Practice**

1st Edition

By: Randy Nordell

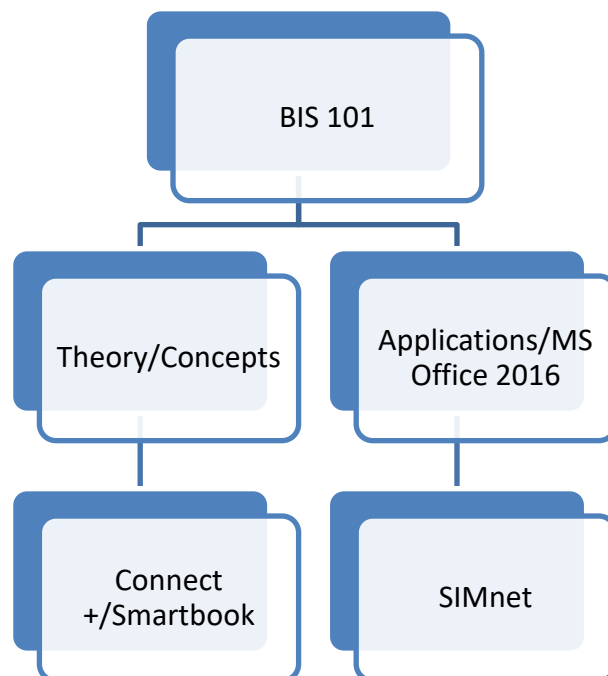
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REQUIRED TECHNOLOGY

This course requires that you have reliable technology to complete course assignments (or you may use computer labs on campus). A working computer with Windows 7 or higher is required. Additional time will not be granted for equipment failure of any kind.

REQUIRED SOFTWARE

This course includes several exercises focusing on Microsoft Office 2016. Please make sure you are using Microsoft Office 2016 for your BIS 101 assignments. You will not be provided with instructions for any other version of Microsoft Office. If you do not have Microsoft Office 2016, you can get a free copy of it just for being a student at NKU. Visit <http://it.nku.edu/svccatalog/software/softwarecatalog/microsoft-stu.html> for more information and to download your copy. If you are unable to install Microsoft Office 2016 on your computer, you can also access it through the NKU Virtual Desktop. Instructions are available at <http://it.nku.edu/svccatalog/software/softwarecatalog/vmware.html>.

CLASS ORGANIZATION WITH DIGITAL LEARNING PRODUCTS**REQUIRED COMPETENCIES:**

- Ability to navigate the Web (use a browser) and handle multiple open windows
- Ability to browse web pages
- Knowledge of how to send, open, close, and save files and attachments
- Ability to attach documents to E-mail and send
- Basic word processing skills
- Knowledge of Canvas (<https://nku.instructure.com>) —online tutorials about Canvas for students are available at <http://cite.nku.edu/facstaff/canvasstudent.html>. If you need additional assistance, you can contact the IT Help Desk (<http://it.nku.edu/help.html>).

E-Mail is a vital communication tool in this class. Students are expected to check their NKU email at least once a day Monday thru Friday.

CHANGES TO SYLLABUS:

Dates and assignments documented in this syllabus and the accompanying schedule of classes are subject to change at the discretion of the instructor. Any changes made to the syllabus, assignments or due dates will be posted in Blackboard. It is the students' responsibility to check Blackboard announcements and their NKU email daily for possible changes.

CREDIT HOUR POLICY

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, reading, listening to lectures, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours. For a 3 credit hour course, a minimum of 135 hours of course related activities are expected. For this course, 2 hours of readings/quizzes on Concepts and 4 hours of readings/project assignments on Applications are expected.

GRADING INFORMATION:

Assessment and assignment of grades including final grades are the responsibility of each instructor. Please give us a reasonable amount of time to do your grading. Fair and accurate grading takes time.

ASSESSMENT METHODS

Class Attendance & Participation	50 points
Connect	
Smartbook (15 chapters @ 10 points each)	150 points
Connect Quizzes (14 @ 15 points each)	210 points
SIMbooks	
SIMPaths (12 assigned @ 10 points each)	120 points
Projects (13 projects @ 25 points each)	325 points
Other Assignments in Canvas	
Directories	10 points
Resume	15 points
HTML	20 points
Final Exam	100 points
TOTAL POINTS	1,000 points

GRADING SCALE:

A represents **exceptionally high achievement** as a result of aptitude, effort, and intellectual initiative

B represents **high achievement** as a result of ability and effort

C represents **average achievement**, the minimum expected of a college student

D represents **minimum passing grade** except for courses taken on a pass/fail basis

F indicates **failure** in a course. Credit can be obtained only by repeating the course successfully.

Grading Scale		
Letter Grade	% Equal to or Greater than	Grade Point
A	93	4.00
A-	90	3.67
B+	87	3.33
B	83	3.00
B-	80	2.67
C+	77	2.33
C	73	2.00
C-	70	1.67
D+	67	1.33
D	60	1.00
F	0	0

ATTENDANCE/PARTICIPATION

Weekly credit will be given for reading and participating in online activities in Connect and SIMnet. Points will also be awarded for in-class assignments and participation.

HOMEWORK & PROJECTS

Homework & projects are required of you to show that you can apply the skills you have learned. All homework assignments are due on the date indicated on the Course Schedule. Late assignments may not be accepted unless pre-approved by the instructor. There are no make-ups for missed assignments.

QUIZZES

Quizzes will be administered that will test your knowledge and understanding of the readings and online

activities. Due dates for the quizzes are provided in the Course Schedule as well as in Canvas.

PROJECTS

The Projects in this course are designed to show mastery of Microsoft Office 2016. There will be an Office Integrated Project that uses Microsoft Word, PowerPoint & Excel all in one assignment. All projects are due on the date indicated on the Course Schedule.

MID-TERM GRADES

Mid-Term Grades will be posted in myNKU by the deadline established in the Academic Calendar.

NON ATTENDANCE POLICY

Faculty may report students who do not attend the first class meeting of the semester/session as non-attending if they have not contacted the faculty member. Faculty are compelled to report students who fail to attend the first two classes as non-attending if they have not contacted the faculty member. All non-attendance for the full semester must be reported by the end of the add/drop date but should be reported as soon as two classes are missed. For online classes, faculty are compelled to report students who do not log into Canvas during the first week of class as non-attending.

STUDENT EVALUATION OF INSTRUCTOR AND COURSE

Northern Kentucky University takes Instructor and Course Evaluations very seriously as it is an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments. Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware that:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

STUDENT HONOR CODE:

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern

Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

RESEARCH:

From time to time you may be asked to participate in research studies conducted by other students or faculty. Generally, this data is gathered through a questionnaire and individuals will not be specifically identified. All of these studies will have an appropriate learning context for the class. None will be psychological or dangerous in nature. Everyone will be briefed on the purpose of the study and anyone that wishes may have copies of the results.

STUDENTS WITH DISABILITIES

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>.

NKU SUPPORTS STUDENTS

Any student who has difficulty affording groceries is encouraged to contact FUEL NKU, the campus food pantry for students. FUEL NKU is located in University Center (UC) 142, and may be reached at fuel@nku.edu. Any student who is experiencing challenges with accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students for support. Our Dean of Students is Arnie Slaughter, and he may be reached at slaughtera@nku.edu. Furthermore, please notify the instructor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

CLASS SCHEDULE

Please refer to the Class Schedule posted in Canvas for specific assignments, due dates, etc.`

August 21 (Mon.)	TUITION AND FEES DUE Classes Begin
August 28 (Mon.)	Last day to add a course Last day to drop a course with a 100% tuition adjustment Last day to change a grading option (letter grade, audit, pass-fail)
September 4 (Mon.)	Labor Day - University Closed/No Classes
September 11 (Mon.)	Last day to drop a course without a grade appearing on a student's transcript Last day to drop a course with a 50% tuition adjustment
October 2 (Mon.)	Faculty begin submitting full session mid-term grades Undergraduate students and academic advisors may access full session mid-term grades
October 14 (Sat.)	Midterm
October 16 - 17 (Mon. - Tues.)	Fall Break - University Open/No Classes
October 18 (Wed.)	9:00 A.M.: Faculty deadline for submitting full session mid-term grades
October 22 (Sun.)	Deadline for filing application for degree candidacy for Spring 2018 graduation with the Office of the Registrar. Late fees applied after this date.
October 30 (Mon.)	Last day to drop a course with a grade of W
November 22 (Wed.)	University Open/No Classes
November 23 – 24 (Thurs. – Fri.)	Thanksgiving Holiday - University Closed/No Classes
December 8 (Fri.)	Last day of classes
December 9 – 15 (Sat. – Fri.)	Final Examinations
December 16 (Sat.)	Commencement
December 19 (Tues.)	9:00 A.M. - Faculty deadline for grade submission
December 22 – January 1 (Fri. - Mon.)	Holiday Break - University Closed/No Classes