CSIS 1000 (PC)--Intro to Computer Applications and the Internet
Course information, meeting days, times, locations, assignments,
and quizzes can be found on SUU's Canvas website
http://www.suu.edu

FACULTY INFORMATION: Information on the Faculty teaching your specific section can be found on SUU's Canvas website in your course homepage.

COURSE DESCRIPTION: Designed to explore concepts of microcomputer systems. Concepts include: windows and general information, word processing, spreadsheets, database, presentations, and the Internet. Students will gain proficiency with the basic command structures of each application in an integrated office suite. Fulfills general education--computer literacy requirement. Recommend speed of at least 25 wpm.

REQUIRED TEXT: MindTap access for the Illustrated Series, Microsoft Office 365 Office 2016 Introductory, by Beskeen, Cram, Duffy, Friedrichsen, Reding. This can be purchased directly through a link on this course's Canvas page.

This course uses the following Microsoft Office 2016 applications: Word, Excel, and PowerPoint. You can purchase the Microsoft Applications (or download them through the Academic Software link at SUU) for your personal computer, or you can use the software in several computer labs on campus.

You may use a USB memory device if you want to access your files at home; otherwise, you may save your work to your network drive.

STUDENT LEARNING OUTCOMES (SLO):

Digital Literacy (DL) maps to SUU ELO 8
DL 1) Students demonstrate basic proficiency in using an office suite (word processing, spreadsheet, and presentation).
DL 2) Students create digital files using various computer applications (photo editing, audio editing, ePortfolios, computer programming, and 3D computer graphics).
DL 3) Students recall the basic terms of computer applications (word processing, spreadsheet, presentation, photo editing, audio editing, ePortfolios, computer programming, and 3D computer graphics).

Ethical Reasoning (ER) maps to SUU ELO 13
ER 1) Students identify applicable laws and ethical issues surrounding technology.
ER 2) Students explain and justify their ethical perspectives on copyright ownership, copyright infringement, p2p file sharing, cyber bullying, and privacy.

Lifelong Learning (LL) maps to SUU ELO 14
LL 1) Students successfully complete an unfamiliar task on their own using a familiar computer application.
LL 2) Students successfully complete an unfamiliar task on their own using an unfamiliar computer application.

Course Assessment Table

			Student Learning Outcomes (SLO)						
			DL 1	DL 2	DL 3	ER 1	ER 2	LL 1	LL 2
Course Assessments/Evaluations	Quizzes	Microsoft Word	X						
		Microsoft Excel	X						
		Microsoft PowerPoint	X						
		Trends In Technology			X				
	Assignments	Intro to CSIS 1000				X			
		Microsoft Word (10 assignments)	X					X	
		Microsoft Excel (10)	X					X	
		Microsoft PowerPoint (10)	X					X	
		Photo Editing (2)		X					
		Audio Editing		X				X	
		Computer Programming		X					
		ePortfolios		X					
		Cloud Computing		X					X
		Google Docs		X					
		3D Computer Graphics		X					
		Cyber Crime and Ethics		X		X	X		
		Community Engagement	X	X				X	X

SCHEDULE OF ASSIGNMENTS AND ACTIVITIES: SUU's Canvas website has a complete list of Assignments, Quizzes, and their due dates. This list can be found on the Assignments or Quizzes pages, or the Calendar page for the course.

COURSE REQUIREMENTS:
- **FEES**: All CSIS classes have a per credit hour student fee. These fees go toward funding mediated classes, computer labs, software upgrades and licenses, printer paper and toner, and other student-related costs.
- **LATE WORK**: Assignments and quizzes (tests) are due when specified. They will still be accepted up to **3 Days** after their specified due date with a 20 percent deduction or at the discretion of the Instructor. Three days after the specified due dates, access to assignments and quizzes will be restricted. If a student will be unable to complete an assignment or quiz by the due date, he/she will need to make prior arrangements with the Instructor. This restriction is lifted for the first couple of weeks due to students signing into the class late.

- **GRADING PLAN**: Points for each assignment and quiz can be found on Canvas. Each assignment has a grading rubric and is available for students to view on Canvas. The grading scale for this course is as follows:

Percentage	Grade
94 - 100	A
90 - 93	A-
87 - 89	B+
84 - 86	B
80 - 83	B-
77 - 79	C+
74 - 76	C
70 - 73	C-
67 - 69	D+
64 - 66	D
61 - 63	D-
Below 61	F

The course is divided into 7 areas. Your final grade is based on a weighted percentage of the assignments and quizzes in these areas as follows:

Area	Weight
Canvas	4%
Microsoft Word	11%
Microsoft Excel	11%
Microsoft PowerPoint	11%
Trends in Technology	11%
Community Engagement	8%
Quizzes	44%

For more information about which assignments are in which area, please see the listing in Canvas.

ACADEMIC INTEGRITY: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood Policy 6.33 Academic Integrity and the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights. **If a student is caught cheating on an assignment, the student will receive a 0 for the first offense and will be asked to visit with their Instructor about the situation and will receive an F in the course after an additional offense. The appropriate University officials will be notified if a student fails the course because of cheating, and the student will not be allowed to withdraw from the course.**

ADA STATEMENT: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206G of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

EMERGENCY MANAGEMENT STATEMENT: In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU* portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at http://www.suu.edu/ad/facilities/emergency-procedures.html

HEOA COMPLIANCE STATEMENT: The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law, is prohibited by law. Detailed information can be found at http://www.suu.edu/it/p2p-student-notice.html.

STUDENT ASSESSMENT NOTIFICATION SYSTEM (SANS): Southern Utah University has created an early alert program (SANS) designed to provide tutoring and other resources to students in need. Should you receive a SANS notification, please take advantage of the support offered.

DISCLAIMER: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.)