If you wish to do well in this course, please carefully read ALL aspects of this syllabus and fully understand all policies, deadlines, etc. Failure to do so could have undesirable consequences.

Course Dates: Week of Jan 20th through the Week of Mar 9th

Due to the large number of students enrolled in this course, please initially contact your GTA (Graduate Teaching Assistant) before contacting the supervising instructor of the course. When emailing the GTA (or instructor), please include your full name, course number (CIS101) and the section day/time you are enrolled. If this information is not included, response will be delayed until this info is looked-up.

GTA Info & Office Hours are listed on the K-State Online Course Webpage: online.ksu.edu → CIS101

Lead GTA
Tania Bandyopadhyay (taniab@ksu.edu)
Office: Nichols 227G

GTAs (Graduate Teaching Assistants)
Abhishek Challa (abhishekchalla@ksu.edu) Chaoxin Wang (cwang16@ksu.edu)
Office: Nichols 16 Office: Nichols 16

Supervising Faculty/Course Facilitator
Dennis Lang, Ph.D. (dlang1@ksu.edu)
Office: Nichols 231

COURSE POLICIES

Due to the sizeable number of students enrolled in the CIS 10x courses (500+), policies must be set at the beginning of the course and followed by ALL students. By enrolling in this course, the student agrees to carefully read through and abide by all policies set forth in this syllabus. Please be aware that, unless there is a documented, unforeseen emergency (e.g. medical, funeral, etc.), no exceptions are made to the stated policies.

a) The primary policy of this course is quite simple: Deadlines are absolute. If you don’t properly submit the proper assignment by the deadline given in the course schedule, it will not be accepted regardless of the reason it was not submitted on time. This policy applies to ALL students, no exceptions. It would not be fair to other students in the course to allow an exception for one student without allowing for all, so please don’t email me asking for an exception due to your ‘unique’ issue. Weekly research assignments must be printed-out BEFORE you come to class and turned in at the start of class. Otherwise, they are late and will receive a maximum of ½ if submitted by the next class. If an assignment is submitted by the deadline, then we know it was completed before the deadline.

Procrastination/Poor time management on your part will NOT constitute special consideration on my part

b) Your grade consists of not only mastering the concepts of the class but being able to adhere to the policies set forth in this syllabus and to complete and properly submit all assignments by the stated deadline. Please carefully read the DEADLINES/LATE POLICIES and ATTENDANCE sections given on the subsequent pages as well as the Course Schedule/Due Dates listed at the end of the syllabus.
c) It is the student’s responsibility to allow enough time to seek assistance so that if problems arise, the issue can be addressed in a timely manner. **Please allow a minimum of 24 hours for a response to any email sent during the week and 48 hours on the weekend.** Do not expect an immediate reply to your email.

d) Deadlines are clearly given in the course schedule on the last page of this syllabus and **are the same for ALL students** in a given section. Again, we cannot fairly grant an extension to one student without offering the same opportunity to all students enrolled in the course. Realize that all students are given a 3-day late period to complete the homework assignments within K-State Online (KSOL) and a week late period for the weekly research projects (penalty applies). Be aware that homework assignments must be completed within KSOL by 11:59pm (CST) on the due date given in the course schedule. **Those completed after 11:59pm (CST) will be considered late,** so allow yourself ample time to complete your assignments.

e) All on-campus computers have **Internet access, Web Browsers** and **MS Office** installed and can be used to complete the assignments for this course. If you choose, instead, to work on a personal computer at your convenience, be aware that you will still be responsible for completing the assignments by the stated deadline. **Personal computing problems are not an accepted reason for missing a deadline.** If you are having any type of problem with the assignments using a personal computer, you are **REQUIRED** to complete the assignments using one of the on-campus labs to complete the assignments by the deadline.

f) The **final exam** will be given in your regularly scheduled class on the final day of class. Missing your regularly scheduled final exam without a valid **documented** reason will result in an automatic **20% deduction on your Final Exam grade.** The makeup session day/time will be announced Week 8.

g) **No incompletes are given for this class.** If desired, it is your responsibility to drop the course. There are **no Automatic” drops due to non-attendance.** As this is a **non-traditional** course (8 weeks), the deadline to drop the course is not the same as a standard course. **You must drop before the start of Week 5 or a grade will be issued.** The following link lists the exact drop deadlines for all CIS10X courses: [http://courses.k-state.edu/spring2015/information/deadlines.html](http://courses.k-state.edu/spring2015/information/deadlines.html)

h) Instruction in this course is provided through lectures and **in-class assignments.** You are introduced to concepts during class time and will reinforce those concepts by working through both an **out-of-class Homework** assignment and a short **Research** assignment. Please keep in mind that this 8-Week, 1 credit hour course consists of a 50 min lecture and two hours **unscheduled** open lab time (i.e. time allocated to work on assignments when/where you choose) each week. Additional time outside of class is essential to improve required skills and complete the assignments.

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**TEXTBOOK AND MATERIALS:**
In addition to the textbook below, you will need **ONE USB Flash drive** (any capacity) to save your work.

**REQUIRED TEXTBOOK**
( Newly purchased text may include an access code that provides additional course materials. These materials are **NOT** required for this course.)

*The textbook listed below is used in CIS 101 only.*
**Technology in Action, Introductory (11th Edition - 2014),** by Alan Evans, Kendall Martin, and Mary Anne Poatsy; Prentice Hall. ISBN: 9780133827354

FYI: There is **ONE** copy of the textbook on reserve in the library. It can be checked-out for up to 2 hours but can’t leave the library.
**Textbook will be referenced in class, so please bring with you.** Although I strongly recommend that each student has their own textbook, I realize textbooks are expensive, so it is possible to share textbooks. However, as with choosing to work on a personal computer vs. an on-campus computer, be aware that you will still be responsible for completing the work by the stated deadline. **Problems resulting from sharing a textbook (or using the library copy) are not an accepted reason for missing a given deadline.** Sharing a textbook or using the library copy is simply an option of convenience for the student.

Both the *Union Bookstore* ([www.bkstr.com](http://www.bkstr.com)) and *Varney’s* in Aggieville ([varneys.verbacompare.com](http://varneys.verbacompare.com)) carry the required text for this course. However, if you can find a new or used copy of the same book elsewhere, that’s fine! (Search by ISBN listed above). Several sites like *Amazon* and *Course Smart* ([coursesmart.com](http://coursesmart.com)) allow you to rent a digital version of the text (eText) at less than purchasing the text (Search by ISBN). This gives you access to your textbook on laptops, tablets and mobile devices. Be aware that the access code (not required) is not available in the e-text version.

**SOFTWARE REQUIRED:**

Any word processing program that allows you to complete the research assignments/paper. If you do not have this software installed on your personal PC, you must either purchase the software or use the computers available on-campus. If you do need to buy/install, here are the options:


**Note:** *MS Office 2010* is no longer available from Microsoft (free or for purchase).

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**COURSE DESCRIPTION:**

The three main topics covered in this course are: Computer Hardware, Computer Software, and Networking. This course offers non-CIS majors basic knowledge of the inside (software) and outside (hardware) of a computer and the basics of Networking. Discussion of Networking includes: 1) Effective use of the Internet as a resource; 2) Understanding computer security; and 3) Understanding the components of Networking. Also, since this course fulfills the K-State-8 “Ethical Reasoning & Responsibility” requirements, ethics is also discussed with some of the topics listed above as well as included in the research assignments.

**Course Prerequisites:** Some hands-on experience with PCs or MACs is assumed.

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**INTENDED STUDENT OUTCOMES / COURSE OBJECTIVES:**

This course meets the requirements for the K-State 8 area of “Ethical Reasoning & Responsibility”

a) Thinking, reading, and writing critically. Communicating ideas through written assignments.

b) Understanding the change in technology over the years.

c) Understanding operating systems and software available for your computer.

d) Understanding basic computer hardware, software security and networking terms and definitions.

e) Increasing awareness of computer security and individual responsibility for this security.

f) Researching effectively using the Internet as a resource.

g) Recognizing ethical situations and issues related to computer security.

h) Understanding basic networking hardware and security.
COURSE GRADING:
Note: No make-up assignments or extra credit will be given. *No late submissions will be accepted* except for the *Homework* and *Research assignments*, under the guidelines specified below.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Weighted Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class Assignments* (6 of 7)</td>
<td>20%</td>
</tr>
<tr>
<td>Research Assignments (5)</td>
<td>20%</td>
</tr>
<tr>
<td>Homework Assignments (9)</td>
<td>20%</td>
</tr>
<tr>
<td>Research Paper (1)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (1)</td>
<td>25%</td>
</tr>
</tbody>
</table>

*Lowest score on an in-class assignment only will be dropped from the final grade calculation.*

GRADING SCALE:
A: 90% or above
B: 80%-89.9%
C: 70%-79.9%
D: 60%-69.9%
F: Below 60%

DEADLINES/LATE POLICIES:
Listed on the course schedule (available on the last page of syllabus) are the due dates for all assignments.

IN-CLASS ASSIGNMENTS: NO MAKE-UP options are available for *in-class* assignments. You must be present to receive credit, regardless of the reason the class is missed. However, to allow for an unforeseen emergency, sickness, conflicts, etc. your lowest in-class assignment score will be dropped.

HOMEWORK ASSIGNMENTS can be completed (through KSOL) *up to 3 days late*, but will be penalized 10% for each day late (a max of 30%). Homework will *NOT be accepted for credit 3 days after the due date*. Student’s that procrastinate and wait until an assignment is due to begin or complete the assignment leave themselves little opportunity to address problems if they arise. It is important to work with deadlines as you will face them continuously in upper level coursework as well as in business and industry. If you fail to complete any assignment before the 3-day late deadline, a zero is recorded. *So plan and use your time wisely and don’t procrastinate.*

*Procrastination/Poor time management on your part will NOT constitute special consideration on my part*

WEEKLY RESEARCH ASSIGNMENTS can be submitted the subsequent week after the due date for a maximum of ½ credit. NO project will be accepted after the 1-week late period.

RESEARCH PAPER: *ABSOLUTELY NO LATE SUBMISSIONS ACCEPTED* (so please do not ask.) The paper is due to be submitted on KSOL by the start of your final exam. More details are given later in this syllabus.

FINAL EXAM: Given Week 8 during your regular class session. Although a MAKE-UP SESSION will be offered on Friday Week 8, if you miss your regularly scheduled exam time, a penalty of 20% is applied to the final exam score unless there is prior approval from either the instructor or your GTA or absence is due to an emergency or extenuating circumstance (must be supported with official documentation, such as a doctor’s note, funeral announcement, police report, etc.). A reminder that providing a false document is a violation of the honor code and will be reported to the honor council for adjudication.
ATTENDANCE:

Attendance IS required in this course. You are required to attend ALL scheduled sessions in your regularly scheduled classroom as per your course schedule. In-class assignments can only be completed during these class sessions and cannot be made-up. If you are unable to attend a class, you are responsible for understanding the material covered in the class. The in-class submissions will not be accepted later, if you miss the class session.

Attendance will be taken at the beginning of class. Please arrive on TIME. The lecture will start immediately after attendance is taken. Attendance and punctuality are critical to success in the course. If late, it is the student’s responsibility to inform the GTA at the end of class session that they are present. Please keep in mind that late attendance will be marked and multiple entries of late attendance can affect borderline grades. If there is an issue that will prevent you from getting to class on-time, please let your GTA know the first day of class.

Description of COURSE WORK

As a member of the honor council, I take academic honesty very seriously! All assignments in this class are expected to be individual work, unless clearly stated otherwise. They are NOT team assignments. Helping a friend complete his/her assignment can quickly cross the line of unauthorized collaboration (resulting in a zero for both), so do not share your work with anyone and be very careful of the assistance you offer! (See p.7 of the syllabus for a full description of the academic integrity expectations of this course)

IN-CLASS ASSIGNMENTS

1) Each class session will consist of an in-class assignment, which does not require any preparation, to be completed in class only for credit. This assignment can be completed only during a class session in the specified week (refer to course schedule). If you miss the class session, a score of zero will be recorded. As a courtesy, your lowest in-class score will be dropped from your final grade.

2) If you miss a class session, it is your responsibility to review the material and seek help, if needed.

HOMEWORK

1) A homework assignment is given for each chapter. These assignments will require you to read the assigned chapter(s). Due to the short time frame of the course, multiple chapters may need to be read in a single week. Due dates are available in the course schedule at the end of the syllabus.

2) Homework assignments are completed within K-State Online (KSOL) → Assignment and Grades. Homework assignments are NOT timed. You can work ahead, if desired, since all homework assignments are available to you at the start of the course.

3) The final exam is based on these homework assignments. It is very important that you carefully complete and understand the concepts covered in these assignments. Please note that the homework assignments are not timed but the final exam will be timed.

WEEKLY RESEARCH ASSIGNMENTS

1) There are 5 weekly research assignment for this course, available in a folder on KSOL. You can work ahead, if desired, since all are available at the start of the course. These 2 page papers must be printed BEFORE class and handed in at the start of class. Due dates available in course schedule on last page of the syllabus. Students are expected to do all of their own research and all of their own writing.

2) Carefully read all instructions given on the instruction sheet. Points will be deducted if instructions are not followed. Due to the large number of students in the course, papers will not be returned to you. However, grading can be discussed with the GTA either in person or via email.
FINAL EXAM
1) The final exam is given during your regularly scheduled class period during the last week of class.
2) A review sheet will be made available in KSOL → Files and Content. In addition to completing all assignments in the course, you should prepare for the final exam by carefully reviewing this sheet.
3) The Final Exam is an in-class, TIMED (40-minute), CLOSED book/note assignment that must be completed ONLY under the direct supervision of either the GTA or Instructor.
4) The exam will contain multiple choices, true/false, and/or matching type questions.
5) Due to the possibility of a wireless internet connection, no electronic devices can be used during the exam. This includes, but is not limited to, cell phones, dictionaries, calculators, translators, etc.

RESEARCH PAPER
1) A research paper is due by the start of your Final exam. It may be submitted early, but ABSOLUTELY NO LATE SUBMISSIONS WILL BE ACCEPTED
2) Page Requirement: A minimum of 3 FULL pages (up to 5 pages), double spaced with 12pt font.
3) Bring a PRINTED copy of your paper to the final exam. Printouts must be stapled together in order. A stapler is NOT available within the classroom.
4) It is your responsibility to submit the paper to the GTA before you start the final exam.
5) Please carefully read and follow the academic integrity policy on the next page!
6) Choose the topic of your choice and email it to your GTA by the deadline mentioned in the course schedule. If the topic of your choice is not emailed to the GTA by the deadline, a deduction of 10% per class period will be applied to the score.
7) Get STARTED EARLY! Discuss the topic(s) with your GTA as needed (when choosing the topic or when working on the paper).

Please choose from the following topics (must be approved by your GTA!):

a) Should Information Be Free?
   Refer to p.7, p.27, p.251 for more info about the topic. More details given in KSOL → Files and Content → Click Research Paper → Free Information

b) What is Ethical Computing? (or other approved topic related to Ethics & Computing)
   Refer to p.42, p.73, p.106, p.134, pp.202-207, p.220 for more info about the topic. More details are given in KSOL → Files and Content → Click Research Paper → Ethics

c) Working in a Cloud
   Refer to pp.64-65, p.92-93, p.137, p.142, p.280 for more info about the topic. More details are given in KSOL → Files and Content → Click Research Paper → Cloud

d) Plagiarism and How it Applies to the K-State Honor Code
   Refer to pp.104-105, p.109, p.111 for more information about the topic. More details are given in KSOL → Files and Content → Click Research Paper → Plagiarism

e) Software
   Choose between Mobile Commerce (p.125, p.328), Open Source Software (p.157 & p.183), Mac OS vs. Win (pp.170-171). More details are given in KSOL → Files and Content → Click Research Paper → Software

f) Software Piracy
   Refer to pp.210-211 for more info about the topic. More details are given in KSOL-> Files and Content-> Click Research Paper --> Software Piracy
COLLABORATION ON ASSIGNMENTS (Academic Honesty / Honor System):

As a faculty member of the K-State Honor Council, I take this issue of Academic Honesty very seriously. Please do your own work...it is the only way to learn the material.

“[Plagiarism] is theft, plain and simple ... It is theft of another writer’s ideas, work, and time; it is theft of [your] fellow students’ time; it is theft of [your] own time, honor, and education; and it is a theft of your [Professor’s] time.” -Segal, C. (Sept. 15, 2006). Chronicle of Higher Education; B5

Academic honesty and integrity are essential to the existence and growth of the academic community. Academic dishonesty violates the most fundamental values of an intellectual community and deprecates the achievements of all graduates from that institution.

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reached via www.ksu.edu/honor. A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

All assignments in this class are expected to be individual work, unless clearly stated otherwise. They are NOT team/group projects. Helping a friend complete his/her assignment can quickly cross the line of unauthorized collaboration, so do NOT share your work with another student.

All students are expected to abide by this policy. My goal is to ensure that honest students are not disadvantaged by students who violate this policy. Assistance from a tutor, student or any other source must not cross the line of unauthorized collaboration (usually defined as “Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the instructor”) plagiarism (the act of representing someone else's work as one's own) or copying, which includes any of the following:

1. Any act of copying info from another student by any means to obtain an advantage for one's self.
2. Any act of conveying info to another student that provides an unfair advantage to that student.
3. Any act of representing others' work, whether copyrighted or not, as one's own.

Be forewarned: If two (or more) students are involved in ANY violation of this policy, ALL students involved receive a zero for the assignment and the offense is officially reported to the K-State Honor Council. The second offense results in a failing grade for the course and possible suspension from the university (this decision is made by the K-State Honor Council).

The ethical path (or choice) is rarely the easy path (or choice). Go beyond legality (i.e. avoiding punishment) and do what is right. There are no shortcuts in learning. You must put in the work.
COMPUTER AVAILABILITY AND SUPPORT:

Reminder: Use of a non-campus computer is done at your convenience. Personal computer/internet problems are NOT a valid excuse for missing an assignment due date or deadline.

1) The CIS department, the course instructor, and the Graduate Teaching Assistants are NOT responsible for technical issues related to students’ personal computers. If you need help with your personal computers, the IT Help Desk is located in 214 Hale (785-532-7722).

2) If you experience problems with your personal computer, you are required to use any of the public computing labs on campus. (See http://www.k-state.edu/its/labs/#labs for a list of available labs and schedule of hours)

EXPECTATIONS FOR CLASSROOM CONDUCT:

All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.

CAMPUS SAFETY STATEMENT:

Kansas State University is committed to providing a safe teaching and learning environment for student and faculty members. In order to enhance your safety in the unlikely case of a campus emergency make sure that you know where and how to quickly exit your classroom and how to follow any emergency directives. To view additional campus emergency information, go to the University's main page (www.ksu.edu) and click on the Emergency Information button.

ACCOMMODATIONS:

Students with disabilities who need classroom accommodations, access to technology, or information about emergency building/campus evacuation processes should contact the Student Access Center and their instructor. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety. If you are a student enrolled in campus/online courses through the Manhattan or Olathe campuses, contact the Student Access Center at accesscenter@k-state.edu (785-532-6441); for Salina campus, contact the Academic and Career Advising Center at acac@k-state.edu (785-826-2649).
CIS 101: SPRING 2015 Course Schedule/Due Dates

**IN CLASS assignments** can only be completed in-class during your regularly scheduled class time and will be made available with a password given in class. Reminder that you can work ahead on Homework and Research assignments. **Weekly Research Assignments** must be printed-out BEFORE class and submitted at the START of class or can submit late the subsequent week with a ½ credit penalty. **Homework** is completed within KSOL under ‘Assignment and Grades’ and can be submitted up to 3 days late, with a 10% penalty assessed per day.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Textbook Reading / Topic Presented</th>
<th>IN CLASS</th>
<th>OUT OF CLASS</th>
</tr>
</thead>
</table>
| Week 1         | **IN CLASS** Review 1  
Discuss Syllabus & Policies  
Chapter 1- Using Technology to Change the World  
Chapter 2- Understanding the Parts  
KSOL → Assignment and Grades (TIMED - 20 min) | Homework 1  
Due by: Wed, Jan 28th, 11:59pm (CST)  
(Additional time given only on initial homework assignment)  
**Weekly Research #1 due by START of class—Week 2** |  |
| **Jan 20 th – 23 rd** |  |  |  |
| Week 2         | **IN CLASS** Review 2  
KSOL → Assignment and Grades (TIMED - 20 min)  
Chapter 3- Using the Internet: Making the Most of Web’s Resources | Homework 2 & 3 - complete in KSOL by Sun, Feb 1st, 11:59pm (CST)  
**Weekly Research #2 due by START of class—Week 3** |  |
| **Jan 26 th – 30 th** |  |  |  |
| Week 3         | **IN CLASS** Review 3  
KSOL → Assignment and Grades (TIMED - 20 min)  
Chapter 4 - Application Software: Programs That Let You Work and Play  
Chapter 5 - System Software: The Operating System, Utility Programs, and File Management | Homework 4 & 5 - complete in KSOL by Sun, Feb 8th, 11:59 pm (CST)  
**Weekly Research #3 due by START of class—Week 4** |  |
| **Feb 2 nd – 6 th** |  |  |  |
| Week 4         | **IN CLASS** Review 4  
KSOL → Assignment and Grades (TIMED - 20 min)  
Chapter 6-Understanding and Assessing Hardware: Evaluating your system | Homework 6 - complete in KSOL by Sun, Feb 15th, 11:59 pm (CST)  
**Weekly Research #4 due by START of class—Week 5** |  |
| **Feb. 9 th–13 th** |  |  |  |
| Week 5         | **IN CLASS** Review 5  
KSOL → Assignment and Grades (TIMED - 20 min)  
Chapter 7-Networking: Connecting Computing Devices  
**RESEARCH PAPER TOPIC to be emailed to your GTA by Sun, Feb 22nd, 11:59pm (CST) (else -10% per week penalty)** | Homework 7 - complete in KSOL by Sun, Feb 22nd, 11:59 pm (CST)  
**LAST Weekly Research #5 due by START of class – Week 6** |  |
| **Feb. 16 th – 20 th** |  |  |  |
| Week 6         | **IN CLASS** Review 6  
KSOL → Assignment and Grades (TIMED – 20 min)  
Chapter 8-Digital Devices and Media: Managing a Digital Lifestyle | Homework 8 – complete in KSOL by Sun, Mar 1st, 11:59 pm (CST)  
**Work on Research Paper** |  |
| **Feb 23 rd – 27 th** |  |  |  |
| Week 7         | **IN CLASS** Review 7  
KSOL → Assignment and Grades (TIMED – 20 min)  
Chapter 9-Securing Your System: Protecting Your Digital Data and Devices | Homework 9 – complete in KSOL by Sun, Mar 8th, 11:59 pm (CST)  
**Work on Research Paper** |  |
| **Mar 2 nd – 6 th** |  |  |  |
| Week 8         | **In-class Final Exam**  
Refer to review sheet available in KSOL to prepare for the final exam | Research Paper due by the START of class  
**Paper will NOT be accepted after this date/time!** |  |
| **Mar 9 th - 13 th** (Final Week) |  |  |  |