



College

College of Business and Technology

Fall 2026, 17-AUG-2026 - 11-DEC-2026

Course Information

Course Prefix: IS

- Number: 1003
- CRN: 22074
- Credits: 3
- Title: Computers in Modern Society

Instructor Information

- Dr. Bill Rosener
- Instructor Email: rosener@nsuok.edu
- Instructor Phone: (918) 456-4482
- Office Location: Tahlequah / [221-D Business and Technology](#)
- Zoom: <https://nsuok.zoom.us/j/9184564482>
- Homepage: <https://www.billrosener.com>
- Office Hours: [Fall 2026](#)

Course Delivery Method

Hybrid (Synchronous, students can attend either in the classroom or via Zoom)

Online (Asynchronous electronic delivery)

(>0%, <75% online) Schedule Type

Workload/Credit Hour Statement

The federal definition of a credit hour requires one hour of instruction time and two hours of out-of-class student work per credit per week [34 CFR 600.2]. By multiplying the number of credit hours a course is worth by three clock hours' instruction/preparation time, you can determine the minimum average per week for "time on task." For example, in a 3-credit online course, you should plan on a minimum average of 9 hours per week of "time on task." In online or blended courses, the "traditional" credit hour contact hours are defined by the number of hours of "time on task." Time on task includes any time that students spend interacting with course materials and participating in learning activities, including but not limited to readings, projects, assignments, videos, student-student or student-professor interaction, and exams.

Class Days / Meeting Times

Students have the option to attend in person or via Zoom:

Monday and Wednesdays 9:30 - 10:45 - Business and Technology 129

Students can also take this course online.



Course Prerequisites and/or Co-requisites (if any)

N/A

Catalog Description

This course provides students with fundamental computer skills needed during and after college. Hardware, Software, Windows O/S, File Management, Internet, Email, MS Word, Excel, PowerPoint, and Access are covered in this course. Students will be introduced to the use of local and wide area networks

Course Purpose / Goals

Program Requirement

Common Course Description

This course has no prerequisites intended for both majors and non-majors. This course includes beginning level application software use, vocabulary, and introductory hardware and software concepts. d.

Student Learning Outcomes

Upon successful completion of IS 1003 – Computers in Modern Society, students will be able to:

1. Recognize basic principles of computer literacy.
2. Identify the ethical and/or legal use of information technology.
3. Identify types of computer hardware and software.
4. Use business application software.

Instructional Methods / Strategies

The expected course outcomes will be realized through a variety of instructional strategies including: training videos, lecture notes, textbook, and other related readings and activities. Additional course materials will be provided as handouts, assigned URLs, or placed on the Web.

Learning Outcome Assessment Methods

	<i>Points</i>
Assignments*	340
Discussions**	30
Exam #1	20
Exam #2	20
Exam #3	20
Resume	20
Exam #4 (Final)	20
Assessment	20
Total	490

***34 Assignments (10 points each)**

**** (Introduction, Post, Reply) - 10 points each**

Instructional Materials

No required textbook.

However, if you go to the NSU Bookstore, you will find an **OPTIONAL** textbook called "A SKILLS APPROACH: Word, Excel, Access, and PowerPoint" which is published by McGraw Hill SIMnet. While this textbook would make a great reference and would help you with several of the assignments; it is not required to complete this course.



Students might consider purchasing a USB flash drive (e.g., JumpDrive). These portable storage devices can be very helpful in storing, carrying, and transferring information between home and



school. All students are expected to have their accounts on the NSU networks by the end of the first week of the course.

Grading Policy / Scale

Your Average	Grade
$X \geq 90\%$	A
$90\% > X \geq 80\%$	B
$80\% > X \geq 70\%$	C
$70\% > X \geq 60\%$	D
$60\% > X$	F

Generative AI Use Policy

Use of AI Permitted Under Some Circumstances or With Permission

Throughout the course, there will be opportunities to utilize AI tools such as ChatGPT to enrich learning. AI writing tools are considered supplementary aids in this course and should not replace one's original ideas or research. Usage of AI tools for assignments must be pre-approved to ensure academic honesty. AI tools, when used in accordance with the parameters outlined in an assignment, can be a part of this course. When AI tools are used, they must be cited appropriately and clearly attributed as AI-generated content. It is essential to clearly distinguish between one's original work and AI generated. Details about responsible use and accurate attribution will be provided. If there are any ambiguities regarding the use of AI tools in an assignment, consult the instructor **before submitting** any work. Maintaining an intellectually honest and fair environment is a collective responsibility. The improper use of these tools may be considered academic dishonesty, constituting a clear violation of the [Northeastern State University Student Handbook](#).

Class and Instructor Policies

All work is to be prepared and submitted according to the directions given. Extended illness, injury, or emergency situations will be handled on a case-by-case basis at the professor's discretion.



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Academic Policies / Required Information

Please go to the following weblink: [Academic Affairs Syllabus Information link](#) for required information pertaining to:

- Academic Misconduct
- Americans with Disabilities Act Compliance
- Behavioral Intervention Team
- Inclement Weather/Disaster Policy
- Release of Confidential Information
- Student Handbook
- Teach Act
- Textbook Information
- Title IX

Student Support

Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. Student Disability Services provides or arranges reasonable accommodations and services to qualifying students. You can learn more here:

[Student Disability Services](#)

Students who may need assistance accessing sufficient food to eat every day, lack a safe and stable place to live, or who may be experiencing mental health challenges impacting their performance in the course are urged to contact [Student Affairs](#) or [HawkReach Counseling Services](#) for support. Additional resources are available through the [Food Pantry \(NSU-BA\)](#) and [Rowdy's Resource Room \(NSU-Tahlequah\)](#). NSU-Muskogee also houses a resource room.

An online report may also be submitted through the [Report Concern](#) link.

Course Concerns or Complaints

Students who wish to express a concern about a course or academic issue are encouraged to follow this process. Students who want to file a course grade appeal should consult the next section.

- First, conference with the **faculty member**. Most concerns can be handled through dialogue with the course instructor.
- Second, if the instructor is unable to resolve the issue, the student may talk with the **department chair**. If the student does not know who the department chair is, s/he can contact the registrar with the course prefix and number, and that office can provide the information.
- Third, if the department chair is unable to resolve the issue, then the student is welcome to contact the **assistant or associate dean**. If the student does not know who the assistant / associate dean is, s/he can ask the department chair or contact the registrar.



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- Fourth, if the assistant / associate dean is unable to resolve the issue, the student may contact the **college dean**.

It is important that ***the student*** initiate action (not parents, partners, or other relatives) and begin at the faculty or department chair level as most issues can be resolved there.

Grade Appeal

A student may petition a course grade change by using the [Grade Appeals Timeline and Policy](#) if satisfactory resolution cannot be achieved after informal grade review conferences with the instructor, department chair, and/or Dean's office. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original course grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process and the conditions which allow for the appeal of a course grade.

Class Calendar with Assignment Due Dates

[Steps to completing this course](#)