Syllabus: CIS 100 Introduction to Computers

Course Information

Course Prefix/Number: CIS 100
Semester: Spring 2018
Class Days/Times: Tuesday and Thursday 10:30 – 11:45 PM

Credit Hours: 3
Course Title: Introduction to Computers
Room: IWK 24

Instructor Information:
Name: Tim Foster
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E-mail: tfoster@tocc.edu
Office location: Ha-Macamdam Ha-Ki Room 119
Office hours: TBD - By Appointment

Course Description:
Overview of information technology focusing on computer operating procedures. Includes software, hardware, and communication networks. Theory of computer hardware and how programs are implemented in that hardware. Basic skills of maintaining, upgrading, and troubleshooting computers.

Course Objectives:

During this course students will:

1. Develop basic computer skills and knowledge of how computers work.
2. Identify computer components.
3. Identify computer peripherals.
4. Explain computer issues and functions in the modern workplace.
5. Develop essential and required workforce technical skills.

Student Learning Outcomes (SLOs):

After completion of the course students will be able to:

1. Demonstrate a basic understanding and skill set for communicating effectively with others through oral, writing, email, spreadsheets, and documents.
2. Explain the importance of computer literacy.
3. Perform basic technological skills common for the 21st century workforce.
4. Prepare basic project spreadsheets.
5. Perform basic computer hardware troubleshooting.
6. Perform basic software troubleshooting.
7. To utilize essential and required workforce technical skills.

Course Structure:

This hybrid course will consist of Lecture, Discussion, Reading, Writing Reflections, Lab Activities, Examination, and a Final Project. The majority of class business will be conducted in Canvas.


Evaluation and Grading & Assignments:

Grading Procedures and Policy

Written assignments are to be free of grammatical and spelling errors. Written assignments must be uploaded and turned in ON or BEFORE the assignment deadline as an APA formatted MSWord document double spaced with size 12 font Times New Roman.

Grading is weighted according to the following categories:

- Attendance 5%
- Lab Activities 25%
- Reflection Activities 20%
- Quizzes 10%
- Exams 15%
- Final Project 25%

Points by activity:
Attendance/participation 100pts
Lab Activities 10@ 100 pts each  1000 pts total
Reflection Activities 10@ 100 pts each  1000 pts total
Quizes 10@ 100 pts each  1000 pts total
Midterm exam 100 pts
Final Project 100pts

Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>“A”</td>
<td>90% – 100%</td>
</tr>
<tr>
<td>“B”</td>
<td>80% – 89%</td>
</tr>
<tr>
<td>“C”</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>“D”</td>
<td>60% - 69%</td>
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<tr>
<td>“F”</td>
<td>0% - 59%</td>
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Himdag Cultural Component: Respect for each other and the learning process is a requirement for this course. Together we will journey along a path of discovery that will enable students to better communicate with others in the written and oral forms using technology.

Policies and expectations

Participation and critical thinking are required!
Attendance is mandatory and consists of 5% of the grade.
All students are expected to complete their own individual work.
All students are expected to contribute equally to their group and complete group work assignments.
Students will be required to have read the text before class and be prepared for discussion.

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**Late Work will NOT be accepted. I will, of course, accept early work.**
**Missed exams and quizzes will be graded as 0 (zero) points.**
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Plagiarism will result in a “0” (zero) score for that assignment and reported to the Dean.

Student behavior will also be assessed per the school’s code of conduct. Student Handbook
Course Outline and Tentative Schedule:

1. Part 1 Hardware Jan 16 – Feb 25
   a. Computer components
   b. Peripherals

2. Part 2 Software Feb 26 – April 8 (Spring Break – March 12 – 16)
   a. Windows OS Basics
   b. Starting and controlling programs and apps
   c. Working with apps
      i. Chrome
      ii. Apple
      iii. Android
   d. Working with E-mail
   e. Using settings and help
   f. Folder Management
   g. File Management
   h. Control Panel
   i. Updates

3. Part 3 The Internet of Things April 9 – May 15
   a. Using the Internet
   b. Researching on the Internet
   c. Personal and Professional Learning Networks
   d. Security Basics
   e. Futures

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.