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## **Syllabus: *CIS 100 Introduction to Computers***

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<b>Course Information</b>	
Course Prefix/Number: CIS 100	Credit Hours: 3
Semester: Spring 2018	Course Title: Introduction to Computers
Class Days/Times: <b>Tuesday and Thursday 10:30 – 11:45 PM</b>	Room: IWK 24

<b>Instructor Information:</b> Name: Tim Foster	Phone/Voice Mail: 520-383-0102 E-mail: <a href="mailto:tfoster@tocc.edu">tfoster@tocc.edu</a> Office location: Ha-Macamdam Ha-Ki Room 119 Office hours: TBD - By Appointment
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<b>Course Description:</b> 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.
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<b>Course Objectives:</b>  <b>During this course students will:</b> <ol style="list-style-type: none"><li>1. Develop basic computer skills and knowledge of how computers work.</li><li>2. Identify computer components.</li></ol>
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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 21<sup>st</sup> 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](#).

**Texts and Materials:** *How Stuff Works* <https://computer.howstuffworks.com>

### **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  
Quizzes 10@ 100 pts each 1000 pts total  
Midterm exam 100 pts  
Final Project 100pts

**Grade Scale**

"A"	90% – 100%
"B"	80% - 89%
"C"	70% - 79%
"D"	60% - 69%
"F"	0% - 59%

**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.