



Syllabus: **CIS 100 2 Introduction to Computers**

Course Information	
Course Prefix/Number: CIS 100	Credit Hours: 3
Semester: Fall 2019	Course Title:
Class Days/Times: Monday, Wednesday 5:30 – 6:45 PM	Introduction to
	Computers
	Room: IWK 24

Instructor Information:	Phone/Voice Mail: 520-383-0102
Name: Tim Foster	E-mail: tfoster@tocc.edu
	Office location: Ha-Macamdam Ha-Ki Room 119
	Office hours: TBD - By Appointment

<p>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.</p>

<p>Course Objectives:</p> <p>During this course students will:</p> <ol style="list-style-type: none"> 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](#).

Texts and Materials:

1. Technology in Action Complete 15E, Alan Evans, Martin, Poatsy, Pearson
ISBN-13: 978-0-13-483787-1
2. *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%

Fall Semester 2019	
First Day of Classes	Aug 19, 2019
Add without Instructor's signature	Aug 19 - 23, 2019
Add with Instructor's signature	Aug 26 - 30, 2019
Labor Day - College Closed	Sep 2, 2019
Drop/Full Refund Deadline	Sep 3, 2019
O'odham Tas - College Closed	Sep 27, 2019
Fall Break - No Classes	Sept 30 - Oct 3, 2019
45th Day Census	Oct 3, 2019
St. Francis Day - College Closed	Oct 4, 2019
Withdrawal Deadline	Nov 4, 2019
Veteran's Day - College Closed	Nov 11, 2019
Thanksgiving Holiday - College Closed	Nov 28-29, 2019
Last Week of Classes/Final Exams	Dec 9 - 13, 2019
Final Grades Due	Dec 17, 2019
Winter Break - College Closed	Dec 25, 2019 - Jan 1, 2020

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.

Late Work will NOT be accepted. I will, of course, accept early work.
Missed exams and quizzes will be graded as 0 (zero) points.

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

ADA statement

Tohono O’odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC Student Handbook.

Course Outline and Tentative Schedule:

1. Part 1 Hardware Week 1
 - a. Computer components
 - b. Peripherals

2. Part 2 Software Week 2 - 5
 - 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 Week 6 - 10
 - a. Using the Internet
 - b. Researching on the Internet
 - c. Personal and Professional Learning Networks
 - d. Security Basics
 - e. Futures

Final Project

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.