



Syllabus: Course Prefix and course name

Course Information

Course Title: Introduction to Computers
Course Prefix/Number: CIS100
Semester: Fall 2020
Class Days/Times: Asynchronous Online Course
Credit Hours: 3

Instructor Information

Name: Tim Foster
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Office location: Zoom
Office hours: By Appointment or Friday from 5:00 PM to 6:00 PM

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.

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

After this course the student will:

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

Course Structure

This online course is designed in weekly modules to keep you on track with the text and our discussions.

Course Learning Materials and Textbook Information

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> (Links to an external site.)

Courses Outline and Important Dates

1. Part 1 Hardware Weeks 1 - 3
 - a. Computer components
 - b. Peripherals
2. Part 2 Software Week 4 - 6
 - 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. 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
4. Final Project Weeks 11 – 15

Important Dates

Fall Semester 2020	
Faculty Return	Aug 17, 2020
First Day of Classes	Aug 24, 2020
Add without Instructor's signature	Aug 24 - 28, 2020
Add with Instructor's signature	Aug 31 - Sept. 4, 2020
Week 4 - Student Progress Reports Due	Sep 18, 2020
Labor Day - College Closed	Sep 7, 2020
Drop/Full Refund Deadline	Sep 15, 2020
O'odham Tas - College Closed	Sep 25, 2020
Fall Break - No Classes	Sep 28 - Oct 2, 2020
45th Day Census	Oct 8, 2020
St. Francis Day - College Closed	Oct 2, 2020
Week 8 - Student Progress Reports Due	Oct 16, 2020
Withdrawal Deadline	Nov 9, 2020
Week 12 - Student Progress Reports Due	Nov 13, 2020
Veteran's Day - College Closed	Nov 11, 2020
Thanksgiving Holiday - College Closed	Nov 26-27, 2020
Last Day of Instruction	Dec 11, 2020
Last Day of Class/Final Grades Due	Dec 15, 2020
Winter Break - College Closed	Dec 25 - Jan 1, 2021

Evaluations and Grading & Assignments:

90 and above is an A
 80 - 89 is a B
 70 - 79 is a C
 60 - 69 is a D
 Under 60 is Failing

Your grade will be determined by the following:

Grading Procedures and Policy

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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 (Links to an external site.) MSWord document double spaced with size 12 font Times New Roman.

Grading is weighted according to the following categories:

- Reflection Activities 25%
- Discussions 10%
- Quizzes 20%
- Final Project 45%

Activities:

- Attendance/participation
- Reflection papers
- Quizzes
- Final project

Software capabilities:

- Ability to run Google Chrome Version 78+
- Updated virus protection, if using PC or Mac. (TOCC recommends the free Windows Defender for Windows machines)
- Security: Must have a password/passcode (login) to access the device. This is responsible computing. Students will be bound by the TOCC IT Policy related to passwords, security, and appropriate usage.

Is there specific software that needs to be installed?

- TOCC recommends installing the Google Chrome browser as it works well with G Suite. Students collaborate with Google Docs and Microsoft 365 on a regular basis.

Can I use Alternative Browsers?

- Firefox, Internet Explorer, Opera, and other unlisted browsers will not be supported.

Which Operating System should the device run?

The decision for the student's device is a matter of personal preference, but the device needs to be able to run the Google Chrome, Microsoft Edge, or Apple Safari Browser. Devices can run Windows, Mac OS, or Chrome OS as long as the minimum requirements listed here:

- Operating System:
 - Windows 8.1, 10
 - MacOS 10.11 or Higher
 - Chrome Version 78 or Higher
- Battery life: 5 hours
- Startup time: No longer than 120 seconds
- Wireless: Integrated

- Keyboard: Integrated, but can be wireless
- Audio: Headphone jack with headphones/earbuds
- Microphone: Integrated
- Camera: Integrated
- Processor: 1.6 GHZ or faster 64-bit processor
- Memory: 4 GB RAM or higher
- Disk Space: 16gb GB or higher
- Screen Size: 10 inches or larger
- Monitor Resolution: 1024 x 768

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 (Links to an external site.) 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 (Links to an external site.)

Attendance Policy

You are expected to read the material, watch the videos, and be prepared to participate in discussion forums. Your activity is monitored and part of this attendance and participation

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grade. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

Incomplete Policy

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. The student must have unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on TOCC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on TOCC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawals (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Equal Access Statement/Disability Accommodations

Tohono O'odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an

equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-383-0033 email: aespinoza@tocc.edu

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations ask your instructor or the librarian.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

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