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## Syllabus: **CIS100-2 Introduction to Computers**

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### Course Information

Course Prefix/Number: CIS100-2

Credit Hours: 3

Semester: Spring 2020

Course Title: *Introduction to Computers*

Class Days/Times: Online - [Canvas](#)

Room: Online Course - [Canvas](#)

We will also have voluntary meetings in [Zoom](#)

### Instructor Information:

Name: Timothy Foster

Phone/Voice Mail: **520-383-0102**

E-mail: [tfoster@tocc.edu](mailto:tfoster@tocc.edu)

Office location: Main HMK 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.

### I. Student Learning Outcomes:

#### 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.

**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. 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>

**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

**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:**

Discussions 20%

Reflection Activities 25%

Quizzes 10%

Final Project 45%

**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:**

**Attendance Policy**

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a “W” or “Y” will be recorded. 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.

**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.

**Course Outline:**

**Important Dates**

Spring Semester 2020	
First Day of Classes	Jan 13, 2020
Martin Luther King Jr.-College Closed	<b>Jan 20, 2020</b>
Add without Instructor's signature	Jan 13 - 17, 2020
Add with Instructor's signature	Jan 21 - 27, 2020
Drop/Full Refund Deadline	Jan 28, 2020
President's Day - College Closed	<b>Feb 17, 2020</b>
45th Day Census	Feb 27, 2020
Graduation Application Due	Mar 6, 2020
Spring Break - No Classes	Mar 16 - 20, 2020
Withdrawal Deadline	Mar 30, 2020
Last Week of Classes/Final Exams	May 4 - 8, 2020
Final Grades Due	May 12, 2020
Commencement	May 15, 2020
Memorial Day - College Closed	<b>May 25, 2020</b>

**Course Outline and Tentative Schedule:**

**I. Part 1 Hardware Week 1 - 3**

- A. Computer components
- B. Peripherals

**II. Part 2 Software Week 4 – 6**

- A. Windows OS Basics
- B. Starting and controlling programs and apps
- C. Working with apps
  - 1. Chrome
  - 2. Apple
  - 3. Android
- D. Working with E-mail
- E. Using settings and help
- F. Folder Management
- G. File Management
- H. Control Panel
- I. Updates

**III. Unit 3 The Internet of Things Week 7 - 10**

- A. Using the Internet
- B. Researching on the Internet
- C. Personal and Professional Learning Networks
- D. Security Basics
- E. Futures

**IV. Final Project - Week 11 - 15**

**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. .