



Syllabus: CIS100 Introduction to Computers

Course Information

Course Prefix/Number: CIS100
Semester: Summer 2017
Class Days/Times: Online

Credit Hours: 3
Course Title: Introduction to Computers
Room: Main – MB 24(Optional)

Instructor Information:

Name: Neal Wade
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Office location: Ha Mascamdah Ha-Ki #120
Office hours: M 8:30-12pm (MB24)

Course Description:

Introduction to computer information systems. Includes components of a computer system, problem solving and program development concepts, system development concepts, application of information technology and computer ethics and security. Also includes applied problem solving using a spreadsheet tool such as MS Excel.

Course Objectives:

1. Prepare the students for using technology applications in the workplace.
2. Develop basic computer skills and knowledge of how computers work.
3. To understand basic computer issues and function in the modern workplace.
4. Develop skills with email, presentations, spreadsheets, and documents.
5. To help develop essential technical skills required in the workforce.

Student Learning Outcomes (SLOs) :

After completion of the course students will be able to

1. Have a basic understanding and skill set for communicating effectively with others through oral, writing, email, spreadsheets, and documents.
2. Have basic technological skills common for the 21st century workforce.
3. Describe the importance of basic computer literacy.
4. Have a fundamental understanding of spreadsheets and how to use them.
5. Understand and be able to do basic computer troubleshooting.

Course Structure:

This course will consist of Lecture, Discussion, Reading, Lab Activities, and Examination.

This is online classes that is 8 weeks long. There are 10 assignments, 10 short quizzes and a mid-term and final exam.

The instructor will be available on campus on Mondays from 8:30 to noon to answer question, provide support and help as needed. In addition the instructor will be available Tuesday through Thursday via e-mail. The instructor will also be available at other scheduled times for chat and phone calls. More details will be available in the syllabus for each class

As students you are not required to physically attend class as long as you remain current. A schedule will be provided in the syllabus for each class. Room MB24 will be available for your use should you need. This will be on a first come first serve as space is available through out the week.

Texts and Materials:

Welcome to Computer Basics Greg Marshall

Evaluation and Grading & Assignments:

Written assignments are to be free of grammatical and spelling errors. Written assignments must be handed in on the assigned day as a MSWord document double spaced with size 12 font Times New Roman.

Attendance/participation 100pts
Assignments 10 @ 10 pts each 100 pts total
Quizzes 10 @ 10 pts each 100pts total
Midterm exam 100 pts
Final exam 100pts
Total possible 500 points

Grading Procedures and Policy

450 pts+ "A"
400- 449pts "B"
350-399pts "C"
300-349pts "D"
299pts or less "F"

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- minimally

Participation and thinking are required!

Attendance is mandatory and consists of 20% of the grade.

All students are expected to complete their own work.

Students will be required to have read the text before class and be prepared for discussion.

Late Work will be accepted but with a 10 point penalty for each class session that it is late.

Missed exams and quizzes must be made up within one week of issuance.

Plagiarism will result in a "0" score for that assignment and reported to the Dean.

Student behavior will also be conducted per the school's code of conduct.

Course Outline:

Part 1 Windows 10 Basics

- Introduction

- Starting and controlling apps

- Creating an online account

- Working with apps

- Using E-mail

Part 2 File Management

- Finding files

- Storing files

Part 3 The Internet and more

- Using the internet

- Researching on the Internet

- Using settings and help

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.