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## Syllabus: CIS100 Introduction to Computers

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### Course Information

Course Prefix/Number: CIS100

Semester: Spring17

Class Days/Times: T, Th 9am-10:15am

Credit Hours: 3

Course Title: Introduction to Computers

Room: Main – MB 24

### Instructor Information:

Name: Neal Wade

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Office location: Ha Mascamdam Ha-Ki #120

Office hours: M,W 9am-11am; T,R 1pm-3pm

### 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 21<sup>st</sup> 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.

**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  
Lab Activities 10@ 10 pts each 100 pts total  
Quizzes 4@ 25 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.