



Syllabus: *CIS 100 Introduction to Computers*

Course Information

Course Prefix/Number: CIS100	Credit Hours: 3
Semester: Fall 2016	Course Title: Introduction to Computers
Class Days/Times: M/W 1:05pm- 2:20pm	Room: Main – MB 24

Instructor Information:

Name: Neal Wade	Phone/Voice Mail: 520-383-0039
TXT: 520-403-0002	E-mail: Nwade@tocc.edu
Google Voice: 520-329-5940	Office location: Ha Mascamdam Ha-Ki #104
	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 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.

Texts and Materials:

Fluency with Information Technology, 6th Ed. By Lawrence Snyder

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 I. Becoming Skilled at Computing

1. Defining Information Technology (Ch. 1)
2. Exploring the Human-Computer Interface (Ch. 2)
3. The Basics of Networking (Ch. 3)
4. Locating Information on the WWW (Ch. 5)

Part II. Algorithms and Digitizing Information

5. Representing Information Digitally (Ch. 7)
6. Representing Multimedia Digitally (Ch. 8)
7. Principles of Computer Operations (Ch. 9)
8. Algorithmic Thinking (Ch. 10)

Part III. Data and Information

9. Social Implications of IT (Ch. 11)
10. Privacy and Digital Security (Ch. 12)
11. The Basics of Spreadsheets (Ch. 13)
12. Advanced Spreadsheets for Planning (Ch. 14)
13. Introduction to Database Concepts (Ch. 15)
14. A Case Study in Database Organization (Ch. 16)

Part IV. Problem Solving

15. Fundamental Concepts Expressed in JavaScript (Ch. 17)
16. A Hypertext Markup Language Primer (Ch. 4)
17. An Introduction to Debugging (Ch. 6)
18. A Case Study in Algorithmic Problem Solving (Ch. 21)
19. A Fluency Summary (Ch. 23)

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.