Syllabus: *CIS 100: Introduction to Computers*

Course Information

Course Title: Introduction to Computers
Course Prefix/Number: CIS 100
Semester: Spring 2021
Class Days/Times: ONLINE
Room: ONLINE
Credit Hours: 3

Instructor Information

Name: Kenneth Chan
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Office location: SCAC IT Office and Virtual
Office hours: By appointment only

Course Description

Introduces computer information systems: components, problem solving and program/system development concepts, application of information technology and computer ethics and security. Includes applied problem solving using a spreadsheet tool.

Course Objectives

During this course, students will:

* describe technologies and tools, and global social issues that are being affected by technology.
* summarize how technology impacts the way we choose and consume products and services.
* characterize computer literacy and explain why it is important to be computer literate.
* describe artificial intelligence systems and explain their main goals.
* explain the main functions of a computer system and how they interact with data and information.
* identify main types of input and pointing devices, and describe options for outputting multimedia.
* describe the functions of the motherboard, RAM, CPU, and common computer ports.
* describe means of storing data and information with computing devices.
* describe the origins of the Internet and how data travels and is retrieved over the Internet.
* evaluate tools and technologies used to collaborate, communicate, and conduct business online.

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* describe how to evaluate a website to ensure it is appropriate for an intended purpose.
* categorize types of application and multimedia software, and describe their uses and features.
* explain the considerations around the decision to upgrade software, and the process for installing.
* discuss the functions of the operating system, and the different kinds of operating systems.
* compare and contrast a variety of computing devices, and how to evaluate them for various uses.
* describe steps to optimize a system's reliability, security, and performance.
* summarize the wired and wireless options available to access the Internet.
* describe how to set up and configure a home network, and potential problems to troubleshoot.
* describe how to create and share digital music, photos, and video.
* describe how identify theft is committed and the types of scams identity thieves perpetrate.
* explain the different categories of computer viruses, malware, and spam, and how to avoid them.
* describe data mining, how it works, and how it is used by businesses.

Student Learning Outcomes

After completion of the course students will be able to:

* discuss the impact of modern technology tools on personal, national, and global issues and ethics.
* describe the devices and functions that make up a computer system, including CPU, storage, memory, media, and networking components.
* explain how the Internet works and the tools used for collaboration, communication, commerce, etc., and how businesses use data mining and business intelligence to make decisions.
* describe different types of application software used for productivity and multimedia.
* describe what is necessary to install, configure, and manage a home computing system, including printers and wireless networks, and how to decide when to upgrade systems and components.
* describe hackers, viruses, online annoyances, and the threats they pose to one's security.

Course Structure

Students will be expected to complete reading assignments on their own. Due to the nature of the online course in REVEL, all videos, simulations, hands-on training, and other multimedia learning materials related to the reading assignments will also be completed on your own. Office hours are available to answer additional questions and deepen knowledge.

Course Learning Materials and Textbook Information

Title & Edition: REVEL for Technology In Action, Access Card for 16/E
Authors: Mary Anne Poatsy, Kendall Martin, Alan Evans
ISBN-13:   9780135490198
ISBN-10:   0135490197

Courses Outline and Important Dates

Assignments are completed ONLINE through the REVEL learning management system unless otherwise specified. For example, if it says Meet, this is likely an activity that involves meeting online in real-time with the instructor. Please make an appointment by emailing kchan@tocc.edu if no times are specified.

- **Week of Jan 18 (with MLK Holiday Jan 18)**
  - Meet: Welcome to CIS 100: Introduction to Computers
  - Meet: Set up Gmail, Canvas, REVEL accounts
  - Chapter 1, Part 1: Technology in Society
- **Week of Jan 25**
  - Chapter 1, Part 2: Emerging Technologies and Ethical Computing
- **Week of Feb 1**
  - Chapter 1 Review and Quiz
  - Chapter 2, Part 1: Understanding Digital Components
- **Week of Feb 8**
  - Chapter 2, Part 2: Processing, Storage, and Connectivity
  - Chapter 2 Review and Chapter Quiz
- **Week of Feb 15 (with President's Day Holiday Feb 15)**
  - Chapter 3, Part 1: Collaborating and Working on the Web
- **Week of Feb 22**
  - Chapter 3, Part 2: Using the Web Effectively
  - Chapter 3 Review and Chapter Quiz
- **Week of Mar 1**
  - Chapter 4, Part 1: Accessing, Using, and Managing Software
  - Chapter 4, Part 2: Application Software
- **Week of Mar 8**
  - Chapter 4 Review and Chapter Quiz
  - Chapter 5, Part 1: Understanding System Software
- **Week of Mar 15**
  - Chapter 5, Part 2: Using System Software
  - Chapter 5 Review and Chapter Quiz
- **Week of Mar 22**
  - Chapter 6, Part 1: Evaluating Key Subsystems

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- **Week of Mar 29**
    - Chapter 6, Part 2: Evaluating Subsystems and Making Decisions
- **Week of Apr 5**
    - Chapter 6 Review and Chapter Quiz
    - Chapter 7, Part 1: How Networks Function
- **Week of Apr 12**
    - Chapter 7, Part 2: Your Home Network
    - Chapter 7 Review and Chapter Quiz
- **Week of Apr 19**
    - Chapter 8, Part 1: The Impact of Digital Information
    - Chapter 8, Part 2: Ethical Issues of Living in the Digital Age
- **Week of Apr 26**
    - Chapter 8 Review and Chapter Quiz
    - Get caught up! Last chance to turn in assignments!
- **Week of May 3**
    - **FINAL EXAM**: Questions from Chapters 1-8

Evaluations and Grading & Assignments

Instruction for this course is primarily provided through the course activities in the REVEL online learning portal.

Grading Scale

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:

Multiple-choice tests will be administered to assess comprehension of basic computing concepts.

Assessment	Percent of Grade
Assignments and Quizzes in REVEL	80%
Final Examination in Canvas	20%

Passing grade is 70% or greater.

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Apache Cultural Component

San Carlos Apache College is in the process of developing culturally relevant curriculum and coursework in Apache history, culture, and language. Student and community feedback will guide this process. All SCAC instructors will find ways to incorporate culturally relevant topics and materials into their courses as appropriate.

Policies and Expectations

After 3 school days, the score entered in the gradebook will be 0 for tests and quizzes not taken. Makeup work is accepted, but you must explicitly inform the instructor about each submission of late work by email, otherwise the late submission may not be graded.

Homework/Lab Assignments: Your work *must* be your *own.* Cheating will result in a grade of 0 for the applicable assignment; further disciplinary action, including assigning a failing grade (F) for the entire course, may also be taken. Missed work will result in a grade of 0 for the assignment. Exceptional circumstances should be discussed with the instructor in advance, or, if after the fact, as soon as possible.

Student Preparation for Each Week

- Read the text chapters assigned according to the assignment due dates in REVEL.
- Complete any other assignments as described in REVEL and Canvas.
- Send any questions you have via e-mail to kchan@tocc.edu.

Attendance Policy

This is an online class where you are expected to actively participate in the activities and assignments on a weekly basis. Four unexcused weeks of inactivity 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.

Academic Integrity

Violations of scholastic ethics are considered serious offenses by San Carlos Apache College. Students may consult the SCAC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure.

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 academic progress will be assessed for each student.

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 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 miss four consecutive weeks of classes by not submitting any assignments, discussion, nor quizzes are assumed to be NOT 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 March 29, 2021, 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

San Carlos Apache College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and

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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

San Carlos Apache 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.

Conduct: Bias, Bullying, Discrimination and Harassment

San Carlos Apache 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.

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