

SAN CARLOS APACHE COLLEGE

The Higher Education Institution of the Apache People
(Syllabus)

CIS 100-2: Introduction to Computers

Course Information

Course Title: Introduction to Computers
Room: Online w/Zoom
Course Prefix/Number: CIS 100-2
Semester: Summer 2026
Class Days/Times: M/T/W/R 5:30- 6:45pm
Credit Hours: 3 cr. hrs. (3 pds: 3 lec)
Course Dates: 05/26/2026 – 07/21/2026

Instructor Information

Name: Keshav Bidari
Phone: 928.475.2016
E-mail: kbidari@tocc.edu/keshav.bidari@apachecollege.org
Office location: Online
Office hours: Online by appointment

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. **Prerequisite:** MAT 089 or higher

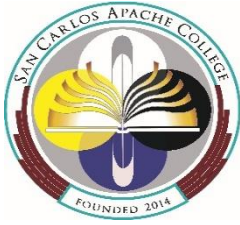
Course Learning Outcomes (CLOs)

CLO1	Demonstrate a basic understanding and skill set for communicating effectively with others through oral, writing, email, spreadsheets, and documents.
CLO2	Explain the importance of computer literacy.
CLO3	Perform basic technological skills common for the 21st century workforce.
CLO4	Perform basic computer hardware troubleshooting.
CLO5	Perform basic software troubleshooting.

Course Structure

Course Delivery and Format

This course will be delivered in a **Synchronous Online format via Zoom**



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All course materials including readings, videos, simulations, hands-on labs, and interactive content will be accessed through Canvas and CertMaster (formerly LabSim). Canvas will serve as the central hub for announcements, schedules, assignments, and supplemental resources. Students are expected to check Canvas regularly to stay informed and engaged.

If you are unable to attend via Zoom, please inform the instructor **within the first week of classes**.

Weekly Schedule and Assignments

Assignments will be released weekly and are typically due one week after posting, unless otherwise specified.

Instructor Access and Support

For questions or to schedule an appointment, please contact the instructor via email.

Course Learning Materials and Textbook Information

Digital Literacy Pro ISBN: 978-1-935080-81-7. Purchase online or contact bookstore for access code.

Policies and Expectations (organized around SCAC's ARROW framework – accountability, respect, resilience, openness, and wisdom)

Accountability: (defines grade expectations and accountability for coursework; emphasizes students' responsibility for original work and proper citation; stresses punctuality, participation, and consequences of absences)

Evaluations and Grading & Assignments:

A	90-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 60%

Course grades will be determined by the following:

Students are graded by a percentage of total points on an absolute grading scale. Grades will be determined using the following weighting criteria:

- Lab Assignments: 25%



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- Participation/Forum: 5%
- Quizzes: 40%
- Exam(s): 30%

Attendance Policy

Regular attendance is encouraged. Students are expected to log in to CompTIA/Canvas at least twice each week to complete assigned coursework. Any missed work must be coordinated with the instructor and completed promptly.

Excused absences may be granted for illness, personal or family emergencies, military service, or other reasons deemed valid by the instructor. If you anticipate being absent, please notify the instructor as early as possible.

Requests for deadline extensions beyond two assignments in a semester must be supported with appropriate documentation.

Late Work Policy

For unexcused absences, there will be a late penalty of **2% per day** subtracted from your score. Late assignments may be submitted up to **14 days** late. After 14 days, the assignment is scored as a Zero and may not be submitted. Late submissions will not be accepted for exams or during the final week of classes.

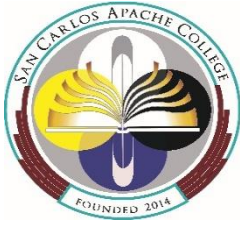
Exams must be taken on the scheduled date. If you are unable to take an exam on the assigned date, you must let the instructor know at least one week prior to the scheduled exam date. Make-up exam dates will only be set for the most extreme circumstances.

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.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final lab/written project if any must clearly be original.

Instructor Withdrawals



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Students who have missed four consecutive classes (or the equivalent) or have not submitted any assignments nor taken any quizzes by the 45th day census found in the Academic Calendar are assumed NOT to be participating in the class and will be withdrawn from the course.

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 if you do not expect to complete the class; otherwise, you may receive an "F" grade.

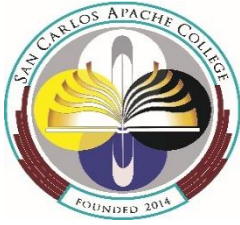
Major Dates:

2026 Summer Semester (8 Week Session)	
Summer Admissions Deadline	May 15, 2026
Memorial Day – College Closed	May 25, 2026
First Day of Instruction	May 26, 2026
Registration (to add) Deadline	May 29, 2026
Drop/Full Refund Deadline	Jun 3, 2026
Apache Independence Day – College Closed	Jun 18, 2026
Juneteenth Day – College Closed	Jun 19, 2026
Withdrawal Deadline	Jul 2, 2026
Independence Day (Observed) – College Closed	Jul 3, 2026
Last Day of Instruction	Jul 21, 2026
Final Exams	Jul 22-23, 2026
Final Grades Due	July 24, 2026

RESPECT (Establishes a respectful learning environment free from discrimination; promotes a safe and inclusive campus).

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 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



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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.

RESILIENCE (Supports students facing unavoidable circumstances and recognizes hardships, while setting academic expectations).

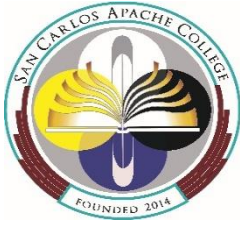
Incomplete Policy

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 circumstances 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.

Incomplete is 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.

Special Withdrawals (Y) Grade



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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, with documentation, 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.

OPENNESS (Encourages open discussions between students and faculty and provides transparency about expectations and learning methods)

Courses Outline/Dates¹

<input checked="" type="checkbox"/> WEEK 1			
Date	Module / Ch	Key Topics	Assignments
May 26 (Tue)	Introduction & Orientation	Introduction / Canvas and Courseware Getting Started	Post Introduction; Familiarize with Canvas & Courseware
May 27 (Wed)	Course Overview	Digital world, Computer Technology and Learning Techniques	Readings, Video Tutorials
May 28 (Thu)	Course Overview (continued)	Digital world, Computer Technology and Learning Techniques	Quiz/Lab
<input checked="" type="checkbox"/> WEEK 2			
Date	Module / Ch	Key Topics	Assignments
June 1 (Mon)	Ch 4: Operating System and File System	Windows operating systems, windows configuration, and file systems	Readings, Videos/Quiz
June 2 (Tue)	Ch 4 (continued)	Windows operating systems, windows configuration, and file systems.....	Lab
June 3 (Wed)	Ch 5: Introduction to Applications	Application software and introduction to MS office apps	Readings, Videos/Quiz
June 4 (Thu)	Ch 5 (continued)	Application software and introduction to MS office apps.....	Lab
<input checked="" type="checkbox"/> WEEK 3			
Date	Module / Ch	Key Topics	Assignments
June 8 (Mon)	Ch 3: Computer Hardware	IPO and internal and external components	Readings, Videos/Quiz

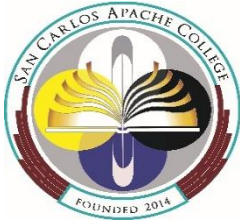
¹ Tentative schedule. Subject to change at the instructor’s discretion.



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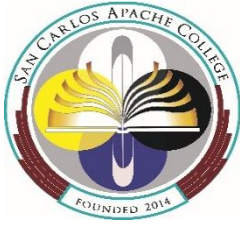
June 9 (Tue)	Ch 3 (continued)	IPO and internal and external components.....	Lab
June 10 (Wed)	Ch 6: Word Processing	Formatting text, paragraph, page and images	Readings, Videos/Quiz
June 11 (Thu)	Ch 6 (continued)	Formatting text, paragraph, page and images.....	Lab Assignments
✓ WEEK 4			
Date	Module / Ch	Key Topics	Assignments
June 15 (Mon)	Ch 6 (continued)	Formatting text, paragraph, page and images.....	Readings, Videos/Quiz
June 16 (Tue)	Ch 6 (continued)	Formatting text, paragraph, page and images.....	Lab Assignments
June 17 (Wed)	Ch 11: Internet, social media and IOT	Internet and www, online search and research, social media and IOT	Readings, Videos/Quiz
June 18 (Thu)	— NO CLASS —	Apache Independence Day	—
✓ WEEK 5			
Date	Module / Ch	Key Topics	Assignments
June 22 (Mon)	Ch 11 (continued)	Internet and www, online search and research, social media and IOT.....	Lab
June 23 (Tue)	Knowledge Exam (Midterm)		Knowledge Exam
June 24 (Wed)	Skills Exam (Midterm)		Skills Exam
June 25 (Thu)	Ch 8: Presentations	Slides, texts and images, transitions and animations and slide show	Readings, Videos/Quiz
✓ WEEK 6			
Date	Module / Ch	Key Topics	Assignments
June 29 (Mon)	Ch 8 (continued)	Slides, texts and images, transitions and animations and slide show.....	Lab
June 30 (Tue)	Ch 8 (continued)	Slides, texts and images, transitions and animations and slide show.....	Readings, Videos/Quiz
July 1 (Wed)	Ch 8 (continued)	Slides, texts and images, transitions and animations and slide show.....	Lab



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July 2 (Thu)	Ch 12: Mobile Technology	Operating systems, apps, connectivity and security settings	Readings, Videos/Quiz
✓ WEEK 7			
Date	Module / Ch	Key Topics	Assignments
July 7 (Mon)	Ch 12: Mobile Technology	Operating systems, apps, connectivity and security settings	Lab
July 8 (Tue)	Ch 7: Spreadsheets	Spreadsheet navigation, data, functions, tables and charts	Reading, Videos/Quiz
July 9 (Wed)	Ch 7: Spreadsheets (continued)	Spreadsheet navigation, data, functions, tables and charts.....	Lab
July 10 (Thu)	Ch 7: Spreadsheets (Continued)	Spreadsheet navigation, data, functions, tables and charts.....	Reading, Videos/Quiz
✓ WEEK 8			
Date	Module / Ch	Key Topics	Assignments
July 13 (Mon)	Ch 7: Spreadsheets (continued)	Spreadsheet navigation, data, functions, tables and charts.....	Lab
July 14 (Tue)	Ch 13: Digital citizenship & Other MS applications	Digital citizenship topics; Email, calendaring, database and digital media	Readings, Videos / Quiz
July 15 (Wed)	Ch 13: Digital citizenship & Other MS applications (continued)	Digital citizenship topics; Email, calendaring, database and digital media	Lab
July 16 (Thu)	Ch 10: Network and Internet Technology	Computer networks, devices and cables, protocols and troubleshooting, cloud technology and online communication and collaboration	Readings, Videos/Lab
FINALS WEEK			
Date	Module / Ch	Key Topics	Assignments
July 20–23	Lab completion/Review and Final Exams (Knowledge & Skills)	—	Lab work/Review/Final Exams
July 24	—	—	Final Grades Due



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Faculty/Student Communication

A faculty member will respond to a student's communication within 24 hours of receiving the communication excluding weekends and college closures. If a course is online a faculty will login their Canvas classroom a minimum of three times per week spread evenly throughout the week and respond to any discussion posts and check on student progress in the course.

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 24 hours. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

WISDOM (Encourages evaluation, reasoning and diverse perspectives; emphasizes organized and audience-aware expression, and promotes learning from elders and cultural teachings for personal and academic growth)

SCAC General Education Learning Outcomes

Apache Wisdom

Learning from the teachings carried on from Apache elders and other community leaders, students will appreciate their unique history, language, and culture as a source of strength for their personal, family, academic, and career aspirations.

Critical Thinking

Approach critical issues, problems, or questions using creativity and deductive reasoning, evaluating evidence, acknowledging diverse perspectives and contexts, and synthesizing one's own viewpoint into ongoing conversations and debates.

Communication

Effectively express ideas orally and in writing. Good communication includes understanding one's audience, organizing one's thoughts, acknowledging and integrating outside sources, using the most recent technology, and following the accepted writing and citation conventions of the particular discipline.



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Environmental Literacy

Students will understand their connection to social, cultural, physical, and global environments. Students will consider and evaluate strategies for cultural, community and global sustainability.

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.