

CIS 110 – Introduction to Computers

CIS 110 404 Online (2-2-3)

Fall 2017

Instructor:

Email:

Office Location:

Office Hours:

Office Phone:

COURSE DESCRIPTION

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA and ICAA as a General Education course in Mathematics (Quantitative).*

REQUIRED COURSE MATERIALS

Textbook –

No required textbook. Online readings and resources will be assigned throughout the semester. Below you will find accessibility and privacy policies for technologies used in the course:

- Blackboard
 - [Accessibility](#)
 - [Privacy](#)
- Dropbox
 - [Accessibility](#)
 - [Privacy](#)
- Kaltura
 - [Accessibility](#)
 - [Privacy](#)
- Microsoft Office 365
 - [Accessibility](#)
 - [Privacy](#)
- SoftChalk
 - [Accessibility](#)
 - [Privacy](#)
- Google Calendar, Drive, etc...

- [Accessibility](#)
- [Privacy](#)

Supplies –

Students will need to install Microsoft Office 365, which is provided free to all students. This can be installed on PC or Mac computers. Directions can be found at this link:

[Office 365 Instructions](#)

Technology –

- A computer and reliable Internet access.
- A headset and/or earbuds.
- Microsoft Office 365 (available free as a student)

Minimum Technical Skills-

Students should have basic computer, keyboarding, and Internet navigational skills before beginning this course. Students should also be familiar with creating and saving files. Throughout the course you will learn additional information technology literacy skills such as navigating the Blackboard Learning Management System and the use of various software applications.

STUDENT LEARNING OUTCOMES

- Identify the basic elements required in a computer system.
- Produce electronic documents using various software applications.
- Illustrate the role of the computer for personal and professional uses.
- Evaluate the risks and safeguards associated with computer security, privacy, and ethics.

EVALUATION / GRADING

Your final grade will be determined as follows:

Assessments/Projects:	40%
Assignments	50%
Attendance/Participation	10%

To view which assignments fall into each category, click “My Grades” in Blackboard. Under each assignment title, you’ll see the category listed, as pictured below:

I Understand - Assignment
Assignment

Introductions - Discussion Board
Attendance/Participation

What I Want to Learn - Blog Post
Attendance/Participation

Google Account Set Up - Assignment
Assignment

CIS 110 Course Orientation Quiz
DUE: SEP 7, 2015
Assessments

The “Your Grade – Weighted” column in your Blackboard Gradebook shows a running weighted total of your grade.

GRADING SCALE

This course uses the following grading scale:

A = 100 - 93

B = 92.9 - 85.0

C = 84.9 - 77.0

D = 76.9 – 70.0

F = Below 70

I = Incomplete

(Incompletes are rarely given for this course, and will be given only by mutual agreement by the instructor and student due to special circumstances.)

ATTENDANCE POLICY

[The Cleveland Community College Attendance Policy](#)

CODE OF CONDUCT POLICY

[Student Responsibilities \(Student Code of Conduct\)](#)

ACADEMIC AND PHYSICAL ACCOMMODATIONS

Access and Accommodations: Your experience in this class is important to your instructor, and it is the policy and practice of Cleveland Community College to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers based on a temporary health condition or disability (which could include but is not limited to mental health, attention-related, learning, vision, hearing, physical or health impacts) and, as a result, cannot participate fully in this class, complete course requirements, or benefit from the College's programs or services, contact Disability Services as soon as possible.

To receive any academic accommodation, you must be appropriately registered with Disability Services at CCC. This office works with students confidentially and does not disclose any disability-related information without the student's permission. You are welcome to contact them at 704-669-4096 or disabilityservices@clevelandcc.edu. If you have already established accommodations with Disability Services for this semester your instructor has been notified. You will want to discuss your approved accommodations with your instructor at your earliest convenience to make sure your needs in this course are met.

If you have a condition which may affect your ability to exit the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or Disability Services.

ACADEMIC INTEGRITY POLICY

[CCC Academic Integrity Policy](#)

CALENDAR / IMPORTANT DATES

[Calendar and Important Dates](#) for this term.

COURSE SCHEDULE

This schedule is subject to change as needed. Please refer to Blackboard due dates for official information.

Module	Module Description	Related Student Learning Outcomes	Date Topic Introduced
Getting Started	In this module, you will learn how to navigate the CIS 110 Blackboard course and become familiar with some of the tools you'll be using during the semester.	SLO 1	September 11
Identifying Computer Components	In this module, you will learn about various computer components and operating systems. You will also learn the difference and uses of application and system software.	SLO 1	September 25
Using Cloud-Based Email and Calendar	In this module, you will learn how to use the robust features of student email and how to use a cloud-based calendar. You'll learn the technical how-to's of email and calendar use, as well as how to be professional in your online correspondence.	SLO 2 SLO 3	October 2
In the Cloud or on the Computer? The Basics.	In this module, you'll learn the basics of both software based and cloud office suites. This module is an introduction to the basics of what you'll see in the "Office Window" vs the "Google Docs" window and the basic similarities and differences between the two.	SLO 2 SLO 3	October 9
Word Processing	In this module, you'll be learning how to use word processing applications to create, edit, and format documents.	SLO 2 SLO 3	October 23
Spreadsheets	In this module, you'll learn the basics of spreadsheets. You'll see how spreadsheets can be used for both personal and professional use.	SLO 2 SLO 3	November 6
Safety, Ethics, and Privacy	In this module, you'll learn the basics of staying safe online, how to safeguard your personal information online, and how to keep your digital property and their hardware safe.	SLO 3 SLO 4	November 20

Module	Module Description	Related Student Learning Outcomes	Date Topic Introduced
	You will also research and learn about current "hot topics" in the digital safety/security/ethics world.		
Personal vs. Professional Use	In this module, it's time to put what you've learned to use! You'll research and demonstrate making the right choice when it comes to choosing different hardware and software for specific purposes.	SLO 4	December 4

ADDENDUM

Make-Up/Late Work

Students must actively participate in online activities and assignments. Submissions of assignments will not be accepted past the deadline. Due dates and times in Blackboard are non-negotiable -- in other words, late work will not be accepted. Assignments are available online 24 hours a day.

Grading and other items in this syllabus are subject to change at the discretion of the instructor.