Introduction to Computers

Credits 3
BCIS 1115 - 2

Spring 2022

Instructor: Ricknell Delgarito   **E-mail**: rdelgarito@navajotech.edu
Office: None   **Personal Phone#**: Contact Email
Office Hours: Open Only When Needed
Class Location: Sub builing 212 upstairs
Class Meeting Times: Monday and Wednesday
                                        10:30 A.M. 11:50 A.M.
Required Materials: Wifi or hotsopt needed if not internet at home. Log into Moodle using Skyhawk email and also class is in Google, Hangouts if not in class. Please add your email to Skyhawk email using Hangouts.

Textbooks: Technology for Success - Computer Concepts - Campbell | Ciampa | Clemens |
                    Freund | Frydenberg | Hooper | Ruffolo
            ISBN-13: 978-0-357-12482-6 ISBN-10: 0-357-12482-0

Tools: USB flash drive storage device. (1GB or larger) needed to save documents.
Lab Fee: none

Mission: *Navajo Technical University honors Diné culture and language, while educating for the future.*

Vision: *Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.*

Philosophy: *Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.*

Course Description

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This is a hands-on course in using a personal computer, including hardware, operating software, and applications. The online class will include an overview of the history of technology and its future, as well as giving a fundamental introduction to industry-standard application software for word processing, spreadsheet, database, management, and graphics. Basic computer use, files and files structure, Windows, the Internet, programming, ethics, and security will also be addressed. This course (or a higher level course) is a general education requirement for all degree programs.
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Course Objective

After successfully completing this course you will learn:

1. A basic understanding of what the terms are of a module and what else it expects from the book that is being read on your own.
2. A basic understanding of each module from the book and what is being read by the student to more understand in details of the modules.
3. A basic understanding of what quizzes are like while reading and doing the exercise from the book.
4. A basic understanding of the difference of every component from each modules.
5. Developing good skills of how to use Microsoft Word, Excel, PowerPoint, and Access.

COURSE OUTCOMES	COURSE MEASUREMENTS
Students will be able to know the basic of computer concepts.	As an assignment well be used to make sure it is understandable.
Students will be able to operate and name the different components of a computer.	Students well be identifying every parts using the book.
Students will be able to access the web and utilize the resources.	Students using research from the web for all assignments to find information on the net.
Students will be able to understand the basics of how to utilize Microsoft Word and other computer application programs while reading the book as well.	This will be a hands-on exercise using Microsoft Word and other application programs.
Students will be introduced to a storage device. They will learn about how to utilize & manage files on the computer and jump drive.	This will be hands-on and safely at home used.
Students will give a small presentation using Microsoft PowerPoint.	Observation, hands-on method by families with-in the home.
Students will learn how to set up their own E-mail account and learn how to save/archive letters and their work in their own mailbox. They will also learn how to do attachments and send it to the correct person/s.	This will be hands-on.

Grading Plan

Assignments	20%	A = 100 - 90%
Participation	10%	B = 89 - 80%
Quizzes	10%	C = 79 - 70%
Midterm	20%	D = 69 - 60%
Final Exam	30%	F < 59%
Attendance	10%	

Grading Policy

      All assignments are uploaded daily online in Moodle. Please check online for any asisgments that needs to be done. Each student must do his or her own homework and case studies. Cheating and Plagiarism are strictly forbidden. Cheating includes but is not limited to: plagiarism, submission of work that is not the student's own will be submitted to the student serives of the dean and submission or use of falsified data well be notifed by higher authorities.

Participation

      Students are expected to attend and participate in all classes as it is 10% of the grade. Points will be given to students who actively participate in class activities.

Attendance Policy

      Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention.

Study Time Outside of Class for Face-to-Face Courses
For every credit hour spent in a class, a student is expected to spend two hours (2) outside of class studying the course materials.

Study Time for Hybrid or Blended Courses
For a hybrid or blended course of one (1) credit hour, a student is expected to spend three (3) hours per week studying the course materials.

Study Time for Online Courses
For an online course of one (1) credit hour, a student is expected to spend four hours (4) per week studying the course materials.

Cell phone and headphone use

Please turn cell phones off before coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor.

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íína and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (http://www.navajotech.edu/student-services#accomodations-services) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.