

INTRO TO COMPUTERS

3 Credits

BCIS 1115-6B

Spring 2022

Instructor: Duwayne Thomas

Office Hours: Monday to Friday, 8:00am to 5:00pm

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Class Location: Computer Lab

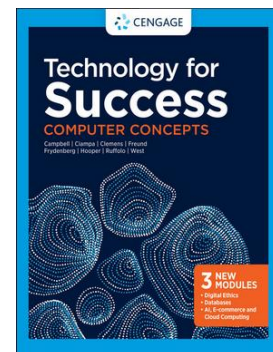
Class Meeting Times: Thursdays 6:00pm to 8:40pm

Required Materials:

Textbook: *Technology for Success: Computer Concepts, 1st Edition*

ISBN: 978-0357641002

Tools: Internet, Wifi, USB, a Laptop, and Microsoft Office programs.



Mission Statement

Navajo Technical University's mission is to provide University readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on-learning environment based on the Diné cultural principles: *Nitsáhákees, Nahátá, Īna, Siihasin*.

Course Description

This is a hands-on course in personal computers, including hardware, software, operating software, and applications. The 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, spreadsheets, database management, and graphics. Basic computer usage, files and file structure, Windows, the Internet, programming ethics, and security will be also be addressed. Prerequisite: A score of 70% of higher on the computer pre-test, or higher on the computer pre-test, or the successful completion of CMP 100.

Week	Date	Chapters	Assignment (True/False, Multiple Choice, and Matching)	Quiz
1	1/20/22	Introduction, Syllabus		Pre-Test, Typing Test,
2	1/27/22	Chapter 1 Impact of Digital Technology	Ch. 1 homework and 10 Navajo Computer Words	Chapter 1 Quiz (Moodle)
3	2/03/22	Chapter 2 The Web	Ch. 2 homework and Extra Credit	Chapter 2 Quiz (Moodle)
4	2/10/22	Chapter 3 Computer Hardware	Ch. 3 homework and Extra Credit	Chapter 3 Quiz (Moodle)
5	2/17/22	Chapter 4 Operating Systems and File Management	Ch. 4 homework and Extra Credit	Chapter 4 (Moodle)
6	2/24/22	Chapter 5 Software and Apps	Ch. 5 homework	Chapter 5 (Moodle)
7	3/03/22	Chapter 6 Security and Safety	Ch. 6 homework and Extra Credit	Chapter 6 (Moodle)
8	3/10/22	Mid-Term Exam	50 Navajo Words	Chapters 1-6 (Moodle)
9	3/17/22	Chapter 7 Digital Media	Ch. 7 homework and Extra Credit	Chapter 7 (Moodle)
10	3/24/22	Chapter 8 Program and App Use and Development	Ch. 8 homework and Extra Credit	Chapter 8 (Moodle)
11	3/31/22	Chapter 9 Web Development	Ch. 9 homework and Extra Credit	Chapter 9 (Moodle)
12	4/07/22	Chapter 10 Networking	Ch. 10 homework and Extra Credit	Chapter 10 (Moodle)
13	4/14/22	Chapter 11 Digital Communication	Ch. 11 homework and Extra Credit	Chapter 11 (Moodle)
14	4/21/22	Chapter 12 Digital Transformation: Cloud, E-commerce, and AI	Ch. 12 homework and Extra Credit	Chapter 12 (Moodle)
15	4/28/22	Chapter 13 Databases	Ch. 13 homework and Extra Credit	Chapter 13 (Moodle)
16	5/05/22	Post Assessment Exam		
17	5/12/22	FINAL EXAM		Chapters 1—14 (Moodle)

FINAL EXAM DATE

COURSE OUTCOMES	COURSE MEASUREMENTS
1. Memorize key terms and definitions related to common information technologies	Evidence of test with a 70% accuracy in computer hardware theory
2. Understand at a basic or intermediate level the workings of the Internet, databases, and productivity applications	Evidence of test with a 70% accuracy in computer software theory
3. Evaluate consumer- and business-focused information technology products and services	Evidence of test with a 70% accuracy computer components
4. Analyze and/or criticize the impact of information technology on contemporary life in the U.S. as well as in other countries, both developed and developing	Evidence of test with a 70% accuracy in computer security
5. Consider information ethics with respect to issues such as intellectual property, cybercrime, privacy, and related issues	Evidence of test with a 70% accuracy in computer security

Grading Plan:

Coursework will be weighted as follows:

1. Attendance (Moodle)	25%
2. Homework (Moodle)	25%
3. Participation (Moodle)	25%
4. Quizzes/Tests (Moodle)	<u>25%</u>
	100%

Grading Policy

Each student must do his or her own homework and case studies. Discussion among students on homework and cases is encouraged for clarification of assignments, technical details of using software, and structuring major steps of solutions - especially on the course's Web site. Students must do their own work on the homework and exam. Cheating and Plagiarism are strictly forbidden. Cheating includes but is not limited to: plagiarism, submission of work that is not the student's own, submission or use of falsified data, unauthorized access to exam or assignment, use of unauthorized material during an exam, supplying or communicating unauthorized information for an assignment or exam.

Participation

Students are expected to attend and participate in all class activities- as listed above, as it is 25% of the grade. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guest speakers and other presenters.

Cell phone and head phone use

Please turn cell phones off or place them on silence or vibrate mode **BEFORE** coming to class. Also, answer cell phones **OUTSIDE OF CLASS** (not in the classroom). Exercising cell phone use courtesy is appreciated by both the instructor and classmates. Headphones are to be removed before coming to class.

Attendance Policy

Students are expected to log into Moodle class page every week regularly, complete course work and take quizzes in a timely manner. This will serve as attendance. Absence from Moodle class page, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Incomplete or missing quizzes will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. Instructors may drop students from the class after three (3) weeks of inactivity in Moodle class page unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.

Outside Hours: For every 1 credit hour, students are expected to spend 2.5 to 3 hours for outside study time and course preparation.

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, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities

The Navajo Technical University and Chinle Learning Center are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability, or needs special accommodations should inform the instructor privately of such so that accommodations arrangement can be made. Students who need an accommodation should also contact the Special Needs Counselor at 505-786-4138.