NAVAJO TECHNICAL COLLEGE @ TEEC NOS POS	http://navajotech.edu	
P.O. Box 1203, Teec Nos Pos, AZ 86514	Telephone: 928-656-3600	FAX: 928-6563596

INTRODUCTION TO COMPUTERS
3 CREDIT HOURS
BCIS 1115, SECTION 7
SPRING 2022

Faculty: Harrison Lapahie **Email:** hlapahie@navajotech.edu
Office: Building A **Personal Cell:** (323) 580-4858
Office Hours: BWTC: M & W 2 pm to 4 pm & TeecNosPos: Fri 10 am to 11 am.
Preferred Communication: Email and/or Text; I will respond within 24 hours.
Class Location: Building A and Online.
Class Meeting Times: Thurs 1 pm to 4 pm (face-to-face) and Online coursework for 1.5 hrs. For Online coursework, go to Moodle for homework.

REQUIRED MATERIALS:

Text:

1. Technology for Success, Computer Concepts, J.T. Campbell, M. Ciampa, B. Clemens, et al. Publisher: Cengage, ISBN-13: 978-0-357-64100-2, $162.00

Tools:

1. Jump Drive.
2. Access to Internet and Laptop required. For students who do not have laptops, NTU IT Department will purchase a laptop and the cost of the laptop will be deducted from their Pell Grant and/or Scholarship.

Lab Fee: None

COURSE DESCRIPTION:

This is a hands-on course in personal computers, including hardware, 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 use, files and file structure, Windows, the Internet, programming, ethics, and security will also be addressed. This course is a general education requirement for all degree programs. Prerequisites: A score of 70% or higher on the computer pre-test, or the successful completion of CMP-100.

COURSE OBJECTIVE:

By the end of this course, students will have knowledge on the following topics:

1. The history of the development of the computer.
2. Know the basic parts of the computer.
3. Know how to build a computer.
4. The accessories that are needed for a computer, as a flash drive, printer, scanner, etc.
5. Have some knowledge of Microsoft Office and other basic software.
6. The programming languages that one can learn using a computer.
7. The computer careers that one can go into.

COURSE OUTCOMES	COURSE MEASUREMENTS
The history of the development of the computer.	Homework, Tests, Final Exam.
The basic parts of the computer.	
How to build a computer.	
Knowledge of the flash drive, printer, scanner, etc.	
Some knowledge of Microsoft Office.	
Structures of a programming language.	
Computer careers	

GRADING PLAN:

Grading Scale	**Grading Criteria**
A = 90 - 100%	Attendance Total = 7%, Participation = 3%
B = 80 - 89.99%	All Home/Lab Work = 30%
C = 70 - 79.99%	Tests = 20%
D = 60 - 69.99%	Midterm = 20%
F = Below 60%	Final = 20%

COURSE POLICIES:
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 website. 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 **3% of the grade**. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guess speakers and other presenters.

CELL PHONE AND HEADPHONE 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 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. Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

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 courses 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.

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. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

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 and the Mathematics Department 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 NTU in accordance with the procedures of the subsection entitle "Students with Disabilities" under Section 7: Student Support Programs, NTU Student Handbook.

EMAIL ADDRESS:
Students are required to use NTU's email address as a formal mode of communication.

HOMEWORK ASSIGNMENT SCHEDULE

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	Jan 18-21	Mod 1: Impact of Digital Technology	Assigned HW	
	Jan 19-20	**Late registration w/fee**		
	Jan 21	**Last day to add/drop w/out "W"**		
2	Jan 24-28	Mod 2: The Web	Assigned HW	
3	Jan 31-Feb 4	Mod 3: Computer Hardware	Assigned HW	
4	Feb 7-11	Mod 4: Operating Systems and File Management	Assigned HW	
5	Feb 14-18	Mod 5: Software and Apps	Assigned HW	Test 1-4
6	Feb 21-25	Mod 6: Security and Safety	Assigned HW	
	Feb 25	**Graduation Petition due**		
7	Feb 28-Mar 4	Mod 7: Digital Media	Assigned HW	
8	**Mar 7-11**	**Midterm**		**Midterm**
	Mar 11	**Midterm grades due**		**Midterm**
9	Mar 14-18	Mod 8: Program and Apps Use and Development	Assigned HW	
10	Mar 21-25	Mod 9: Web Development	Assigned HW	
11	Mar 28-Apr 1	Mod 10: Networking	Assigned HW	
	Mar 31	**Last day to withdraw w/ "W"**		
12	Apr 4-8	Mod 11: Digital Communication	Assigned HW	
13	Apr 11-	Mod 12: Digital Transformation:	Assigned HW	Test 9-11

	15	Cloud, E-commerce, and AI		
14	Apr 18-22	Mod 13: Databases	Assigned HW	
15	Apr 25-29	Mod 14: Digital Ethic and Lifestyle	Assigned HW	
16	May 2-6	Catch up, turn in late assignments		
17	**May 9-12**	**Finals (Tuesday, Dec 14)**		**Finals**
	May 12	**Grades due to the Registrar**		
	May 13	**Fall Graduation**		

Schedule Disclaimer: The course schedule outlined in the table above is subject to adjustment depending on the needs of the class to focus more on a specific chapter.