



Course Title: Introduction to Computers
Course #: BCIS1115-8
Credit Hours: 3
Semester: Spring 2022
Cap: 10

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Office Hours (face-to-face or online): Mon & Wed: 2:00-4:00PM, Fri: 10:00AM-11:00AM
Preferred Communication (email and/or text; will respond within 24 hours): Email
Modality (face-to-face, hybrid, or online): Face-to-Face
Class Location and Meeting Times (if face-to-face): Rm 117, Tue 9:00AM to 12:00PM

Required Materials

Textbooks: *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 or Scholarship.

Lab Fee (if applicable): None

Mission, Vision, and Philosophy

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), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

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 Outcomes	Course Assessments
The history of the development of the computer.	Homework, Chapter Tests, Midterm, 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.	

Course Activities

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 11-15	Mod 12: Digital Transformation: Cloud, E-commerce, and AI	Assigned HW	Test 9-11
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, May 10)		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

Grading Plan

Attendance: 7%	A = 100-90%
Homework: 30%	B = 89-80%
Class Participation: 3%	C = 79-70%
Tests: 20%	D = 69-60%
Mid-term: 20%	F = 59% or less
Final Exam: 20%	

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

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.

Attendance Policy

Students are expected to attend all class sessions. 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 responsibility to complete all course work by 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 in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying 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.

At NTU's Zuni Campus, the **A:shiwí Philosophy of Education** offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohol lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life 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#accommodations-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.

Final Exam Date: Tuesday, May 10, 2022.