

ARIZONA WESTERN COLLEGE
SYLLABUS

CIS 70 BASIC COMPUTERS

Credit Hours: 1 Lec 1 Lab 1

PREREQUISITE: None

COURSE DESCRIPTION

This course is an introduction to the very basics of how to use a computer. It is designed for that individual who has never touched a computer before and could possibly be defined as “Computer Phobic”. The ultimate aim of this class is to erase those computer fears and to provide the confidence required to continue on to other higher-level computer courses.

1. COURSE GOAL

This course prepares the learner to overcome their apprehensions of using a computer and become comfortable with basic computer functions. The student completing the course should have the confidence to continue using a computer and become a knowledgeable contributor to computer conversations.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 recognize basic computer terminology.
- 2.2 power on and power off a system.
- 2.3 understand a computer’s basic operations and functions.
- 2.4 perform the basic functions of common types of software in use today.
- 2.5 access the Internet and perform a search for specific information.
- 2.6 gain a new level of confidence in using a computer.

3. METHODS OF INSTRUCTION

- 3.1 Lectures on material covered in the course text and additional material
- 3.2 Demonstration using overhead projection equipment
- 3.3 Class discussion
- 3.4 Hands-on labwork
- 3.5 Using current events from the media
- 3.6 Hands-on access to the Internet
- 3.7 Individualized instruction
- 3.8 Writing and critical thinking activities
- 3.9 Videos and sample equipment

4. LEARNING ACTIVITIES

- 4.1 Reading assignments from the text
- 4.2 Lecture and discussion on text materials, supplemented with current information from media sources
- 4.3 Hands-on practice using computer tutorials and guided instruction
- 4.4 Hands-on exercises will be completed and submitted for grading

5. EVALUATION

- 5.1 In-class and homework assignments

5.2 Extra credit work completed

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course