Wake Technical Community College  
Computer Technologies Division Syllabus

**Course Number:**  CIS-110  
**Course Title:**  Introduction to Computers

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**Textbook Information**  
(Opens in Barnes & Noble Search window)  
http://waketech.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=65227

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### Online and Hybrid Course Information

*Students in Curriculum Education Online and Hybrid courses must complete the Course Entry Quiz during the first 10% of the course. The quiz can be found on the course’s Blackboard site on the first day of class. Students who fail to complete the quiz within the required time frame will be immediately marked as “NA” (Never Attending) and dropped from the class.*

This class may include at least one proctored assignment and/or test that will require attendance at a testing center or an approved proctored location.

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**Course Description:**  
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. If a student wants to "learn how to use a computer" then CIS 110 is the wrong course to take; students taking CIS 110 must already know the basics of computer use; to learn how to use computers, a student should consider taking CIS 111 or CTS 060.

**Software Used to Complete Coursework:**  
Required: Microsoft Office 2016 (Word, Excel and PowerPoint), Windows 10 Operating System, and Internet Explorer v11.x +. Other versions of Office, Windows and IE may be acceptable, depending on your individual instructor. Students should note that their books will have images of the required software. Also: ITS terminated support for Firefox in Spring 2016, so students should be prepared to install and use more than one browser for this class.

**Other Required Equipment:**  
Some form of portable storage media, such as CD-R/CD-RW or USB Flash Drive

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**Special Instructions:**  
WARNING: The book for our CIS 110 course is now a custom textbook, with a new publisher for the 2016-2017 academic year. That means at our bookstore, the student will buy one package, but it will contain various parts of multiple different textbook titles, as well as an online access...
code for additional required content. The best option for the greatest number of students is to buy this custom book at the Wake Tech bookstore. A student should definitely use this option if they pay for their books using any kind of Financial Aid. This is the first academic year that we have used this custom textbook from McGraw-Hill. This is a NEW EDITION, from a NEW PUBLISHER. You may see offers from previous students to sell the book to you used. Be aware that the book has been changed from previous classes. The previous book does not align with the current class. Purchasing a used textbook is not recommended, as it may not be the current edition of the custom textbook (from McGraw-Hill), and you will have to purchase a code from the publisher to access the online content.

Credit Hours: Three (3) Semester Hours
Pre-requisites: None
Co-requisites: None

Course Goals:
• To provide students with computer skills that are required to be successful and effective in today’s workplace and society
• To help students develop a working knowledge of the most common microcomputer operating system: Microsoft Windows Operating System
• To introduce students to the Internet, and develop effective web search techniques
• To help students develop basic skills in the most common microcomputer software applications used for the communication of ideas: word processing and presentation software
• To help students develop Quantitative Analysis and Reasoning skills using a common spreadsheet application
• To expose students to computer information systems as a possible field of study

Student Learning Outcomes:
Upon successful completion, students will be able to demonstrate (through completion of class work and assignments):

• The basic concepts of computer design and functionality, including the major parts of a computer: processor, memory, input and output devices, and storage.
• The basic concepts and operation of an operating system, including basic commands and procedures, and graceful file management.
• The basic concepts of computer security, including cybercrime and computer threats, and how to protect yourself and your computer assets.
• The basic concepts and operation of the Internet, and graceful search engine techniques.
• The basic concepts and operation of communication software, including word processing and presentation graphics.
• The concepts and operation of spreadsheet software, and how it is used to analyze and interpret data, including appropriate chart creation, basic statistical functions, and data error recognition and correction.

Grading:
20% Homework
At least one exercise per week, tied to the chapters. Homework and labs will have a due date assigned and MUST be completed on time to receive full credit. Ask your individual Instructor about their policy for reducing the grade value of late assignments. It is the student’s responsibility to keep track of all
assigned work throughout the semester and to notify the Instructor(s) immediately regarding emergency or extenuating circumstances.

10% Quizzes
One per chapter. Quizzes may be announced or unannounced.

20% Labs
1-2 per week, can be started in class, and completed as out-of-class work if necessary.

15% Application Capstone projects
These are done outside of class. You will do one for Word, one for PowerPoint, one for Excel. Each capstone is tied to the topics covered in the application labs.

5% Word Exam
(Word 1, 2, Office Intro)

5% PowerPoint Exam
(PowerPoint 1, 2)

5% Excel Exam
(Excel 1-3)

10% Final Exam
(Technology at Your Service, chapters 1-6)

10% Employability skills/professional success skills
Part of professional success stems from demonstrating behaviors that reflect professional norms, including time management and an independent work ethic. Half of your employability and professional success skills grade will stem from a report you submit at the end of the class. You will create a series of reflections and peer interactions, and then generate a PowerPoint presentation and memo that encapsulates your research. The grade will reflect the entire body of work for the project. Other influences on the grade are based upon instructor’s discretion and criteria, but may include: weekly discussions and readings, communication with instructor, attendance and engagement in course. Absences: Students are expected to attend every scheduled meeting of the course. See College Attendance Policy in the Student Handbook. Students must always display a helpful, positive and professional attitude throughout all dealings with the Instructor and other students.

Subject Areas:
Note: The order in which these subject areas are presented may be changed/modified by your instructor. This list is offered only as a guide. The pace of each class differs according to the instructional needs of the students in the class. Always consult with your instructor.

I. Computer Concepts
• The importance of Computer Literacy
• Computers in careers
• Being a better Computer consumer
• The Processing Cycle
• Hardware Devices
• How computers communicate internally
• Internet communication
• Web 2.0 and Cloud Computing
• Commerce problems and security
• Using Search Engines Effectively
• Connecting to the Internet
• Ethical use of computers
• Home and Business Software
• Legal issues with software
• Software compatibility
• Using Operating Systems
• Types of Operating Systems
• Operating System Functions and Utility Programs
• Effective File Management • Securing your System
• Computer Threats and Cybercrime
• Computer Safeguard
• Protecting Yourself and your Physical Computing Assets

II. Using the Microsoft Windows Operating System
• The Desktop
• File Management
• Appropriate Vocabulary

III. Internet Explorer
• Browser components
• URLs and how to use them
• Search Engines and how to use them effectively

IV. Microsoft Office for Communication
• Using Word to communicate ideas effectively in writing
• Using PowerPoint to present ideas effectively in front of a group

V. Understanding and presenting numerical data effectively
• Using Excel in a business setting
• Using Excel as a decision making tool
• Appropriate spreadsheet vocabulary
• Managing Spreadsheet data effectively
• Formatting Spreadsheets effectively
• Editing and changing data effectively
• Using effective and efficient formulae
• Using appropriate Functions
• Understanding financial Functions
• Using the IF Function
• Using the AND and OR Logical Functions
• Nesting Functions
• Effective and appropriate use of Charts
• Understanding graphic presentation of numerical data
• Using Charts in other Office applications
• Object Linking and Embedding

Employability Skills:
Each student will be evaluated based on whether he or she demonstrates the skills that make them employable in their field. These skills may include, but are not limited to: promptness, presence, verbal articulation of subject matter concepts, quality of written communications, respect for their instructor, respect for their classmates, honorable presentation of original work, gracious acceptance of constructive criticism, attention to detail, and a dedication to excellence in their academic goals. These
employability skills are direct reflections of the Wake Tech's Core Values. Ask your individual instructor about how employability skills will affect your grade, and your ability to work in your chosen field once you have completed your academic goals.

Classroom Policies
- Students are responsible for all of the information presented in the Wake Technical Community College Student Handbook
- Please note that computers are to be used at all times for official course purposes.
- Use of computers for general web surfing, e-mailing, chat room discussions, social networking, and any other non-course related task is forbidden. Violation of this rule will result in a grade deduction and possible loss of computer privileges.
- The college forbids the use of all audible electronic equipment during instructional time.
- Forbidden devices include but are not limited to: cell phones, smart phones, MP3 players, tablets, and PDAs.
- If you miss a lecture or arrive late, you are responsible for the material presented, handouts distributed, and any announcements made that day. The instructor will not provide notes for missed classes.

The Core Values of Wake Technical Community College
(Opens in a new window)
https://www.waketech.edu/catalog/history-statement-values-and-accreditation

Student Code of Conduct, Rights, and Responsibilities
(Opens in a new window)
https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities

Disability Support Services (DSS)
Disability Support Services (DSS) is available for students who require academic accommodations due to any physical, psychological, or learning disability. To determine eligibility, contact the office at 919-866-5670. Wake Technical Community College strives to make its websites accessible and usable for people of all abilities. We continue to make improvements and enhancements to our website accessibility features. If you find a feature that is not accessible, or if you have an immediate need, please contact accessibility@waketech.edu.

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