

Introduction to Computers

Fall 2021

CIT105 – j110 – 76774

Instructor Information:

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Office Location:

Virtual Office Hours for Students: By appointment.

Virtual Communication: Text, email, blog on website, video or teleconferences

Area Coordinator and Division Assistant Dean

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Division/Program Website:

Bluegrass CTC Information:

BCTC Website: Bluegrass.kctcs.edu

KCTCS Blackboard: elearning.kctcs.edu

KCTCS MyPath: mypath.kctcs.edu (access to Email, Student Self-Service, etc.)

OFFICIAL COURSE INFORMATION

Cit105 – Introduction to Computers

COURSE COMPETENCIES

Upon successful completion of this course, the student can:

1. Describe basic computer functions and use correct computer terminology.
2. Use a course management system.
3. Utilize computer technology as a tool to access, manage, prepare, and present information.
4. Identify trends in information processing and new emerging technologies.
5. Explain the impact of computers upon society including effects of social technologies, green computing, dangers of excessive use, and disposal of obsolete equipment.
6. Identify and analyze ethical issues such as copyright, privacy, and security as related to computing.
7. Explain the difference between application, programming, system, and utility software.
8. Use a graphical user interface-based operating system to manage files, folders and disks.
9. Use application software packages to prepare basic documents, spreadsheets, databases, and presentations.
10. Describe and explain basic data communications and network technologies and functions.
11. Identify and use basic e-mail and Internet functions and understand their capabilities.
12. Describe globalization and challenges including technological barriers, electronic payments, and varying cultures.
13. Describe cloud computing and its impact on business and personal systems

COURSE OUTLINE

A. Looking at Computers

1. Identify what a computer does
2. Provide a brief history of the computer
3. Explain the different types of personal and multiuser computers
4. Identify other computer devices such as handheld, mobile, and video game systems
5. Identify proper ergonomics to improve comfort and safety of the end user

B. Hardware

1. Identify the CPU, the parts of a system unit, and motherboard
2. Briefly describe binary code
3. Identify different storage devices
4. Highlight different input and output devices and their uses
5. Explain the different types of printers
6. Describe communication devices and their purpose

C. File Management

1. Create folders to organize files
2. Explain file extensions and file properties
3. Review the importance of backing up files and how to do it within the operating system
4. Demonstrate how to compress files
5. Use search possibilities to locate files
6. Re-associate files to a different program

D. Application and System Software

1. Identify different types of business and personal software
2. Explain system requirements for installing and using software
3. Explain licensing, freeware, shareware, open source, and retail software
4. Explain the difference between application and system software
5. Review a course management system
6. Review different types of system software
7. Manipulate text and format a document using word processing software
8. Create worksheets, use basic formulas, and create graphs using spreadsheet software
9. Identify the importance of databases in our society and demonstrate the basic use of database software
10. Create a simple presentation using presentation software
11. Discuss ethical issues such as copyright, privacy, and security as related to computing

E. Networking

1. Review the history of the Internet
2. Explain how networks work and connecting to them
3. Compare different web browsers
4. Identify different ways to navigate and search the web
5. Review social networking and its impact on today's society
6. Demonstrate how to use e-mail effectively
7. Review forums, discussion boards, blogs, podcasts, etc.
8. Review e-commerce and social media marketing
9. Identify cloud computing

CLASS SCHEDULE

On website <https://www.cit105.tech/>.

CLASS MATERIALS

Required Technology:

This course requires regular and consistent access to a computer, web-cam, and high-speed internet. Mobile devices such as cell-phone and some tablets may or may not be sufficient to access all components of this course.

Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so please make arrangements to access technologies as needed. If you need assistance meeting this requirement, please contact your instructor immediately.

Course Fee:

Upon registration, a digital course fee was added to your student bill. This fee grants you access to the eText and online content from the first day of class for less cost than the standard text. The eText and online content can be accessed through Blackboard. No hardcopy of the text is required. No additional purchases required for eText access.

CLASS POLICIES AND EXPECTATIONS

Attendance/Participation:

A Majority of your work will be online. You should plan to spend at least three days per week checking into the course activities and participating in course work.

Attendance Verification (“No Show”):

“Verification” will be whether you complete scheduled online assignments.

Any student who does not complete the attendance verification assignment by the due date will be declared a “NO SHOW” for the course. Those students may be dropped and will not be eligible to continue working in the course.

Academic Integrity Policy:

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thought, research, or self-expression. Utilizing outside resources and study groups for guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by the student.

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

CLASS REQUIREMENTS

Graded Course Components (Exams):

There are Four types of graded material in this class.

1. Video Quizzes (aka **VQuiz**)
2. Regular Quizzes (aka **Quiz**)
- 3. Tests**
4. **Final Exam**

Tests and the Final Exam will be taken in class, all other exams will be completed online, without proctoring. All exams will be timed.

If by the end of the semester, you have not missed any **tests**, you may skip the **final** exam (accepting the grade you have at that point).

MAKE-UP WORK/LATE WORK:

There will be **no makeups** in this class. Missed assignments will result in a zero.

I will drop the two lowest quizzes and the lowest test. So you can miss these three exams without penalty.

COURSE GRADE:

Midterm Grades:

Midterm grades will be posted in Peoplesoft as indicated on the course calendar. You can access all official Midterm and Final course grades through your Student Self-Service account.

Final Course Grade:

Grading Scale	
100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - 0%	E

Grade Distribution	
Quizzes	24%
Tests	48%
Final Exam	28%
Total	100%

See [instructions for accessing grades](#) to view your midterm and official course grades.

WITHDRAWAL POLICY:

You may withdraw from this course without instructor permission, until the last day of classes before the Final Exam.

For more information and instructions on how to withdraw from a class see [BCTC Withdrawal Procedures page](#).

BCTC COLLEGE POLICIES AND RESOURCES

BCTC College Policies and Resources

[BCTC College Policies and Resources](#) document Includes more information about BCTC College Policies and Resources, including College Contact Info, email, campus closing for weather information, withdrawal policies, Student Code of Conduct, financial aid, emergency closing, tutoring info, and more.

ACCOMMODATIONS:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for a course, must contact BCTC's Disability Support Services (DSS) Office. Students should not request accommodations directly from the instructor.

- DSS Website: [Disability Support Services Website](#)
- DSS Email: BL_DSS@kctcs.edu
- DSS Toll-Free Phone: 1 – 866 – 774 – 4872 ext. 6728

FREE TUTORING:

Free on-campus Tutoring is available while campuses are open. Additionally, BCTC has free online tutoring available through Thinkingstorm. See the Tutoring Website for general information or this Tutoring Schedule link.