

CIS 100 Syllabus  
Introduction To Computers – Winter 2021

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# Section 1: Course Overview

**Instructor**

**Michael Malleis**

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**Phone: (231) 348-6652**

**Office Hours:** Online Monday, Tuesday, and Thursday 3:00 pm – 5:00 pm or by appointment

**Zoom Office Hours Link:** <https://zoom.us/j/7943762001>

**Course Information**

CIS 100 OLA Introduction To Computers  
Winter 2021

Weekly

January 11th – May 7th, 2021

**Course Overview**

CIS 100 Intro to Computers - The course is a general introduction to computers focusing on basic computer concepts and terminology and the components and functions of computer system hardware and software. Lab work includes introduction to operating systems, the Internet, spreadsheets, word processing and databases.

**Course Objectives**

To complete this course successfully, you will:

* Identify the major components of a personal computer.
* Identify specific hardware components in the computer and describe their function.
* Use multi-media to communicate across the Internet.
* Use the basic functions of the Windows operation system.
* Use knowledge of one software program to implement the functions of a similar program.
* Use the basic knowledge acquired in this course to work in word processing, spreadsheet, presentation, and database application programs.
* Discuss the impact of technology and the Internet on government, business, families and individuals.
* Be able to use binary and hexadecimal number systems.

**Course Prerequisites**

None

# Section 2: Course Material and Tech Requirements

**Course Textbook and Materials**

**Required:**

## [TestOut IT Fundamentals Pro](https://www.testout.com/courses/it-fundamentals-pro)

ISBN: 978-1-935080-70-1

I recommend going directly to the site and paying by credit as that it is the easiest and cheapest method to get the book, but you can buy a voucher at NCMC's bookstore as well. You can also click the link in Module 1 to get there. This semester we have a grant that is paying for the book!!!

Here is the one time use code: YT3J-J4GW-3MCJ-JDB3-J5GL

* **Technical Support Fundamentals**
  + Grant licensed first module of the Google IT Support Certificate, embedded into your Brightspace shell for free.

**Optional:**

* None

**General Course Requirements**

* All email subject lines should be prefaced with your Course Number, Course Section, and the issue in question. **Example “CIS 100 OLA Exercise #1 Professional Email”**
* When compressed folders are required, they must be .zip format only
* Email is considered a form of professional communications. I only accept emails in professional format
* Collaboration with your peers is a requirement for this class. A component of your final project grade will come from a peer review from your teammates assessing your collaboration on the project.

**Online Course Requirements**

**Internet**

This course is entirely online, which means we will not be meeting in a traditional classroom. All interactions and activities will utilize internet technologies. *You are responsible for having a reliable computer and high-speed internet connection throughout the course.*

**Chat**

I have created an NCMC channel on Discord. Discord is a chat application that allows asynchronous communication, file sharing, desptop sharing, video and audio. Come here to chat with me and your fellow classmates. There will be a board for each class, and a general area. You can PM me there too.

*Join here:* https://discord.gg/GmtEqVD

**Learning Management System (Brightspace)**

This course uses Brightspace as its learning management system (LMS). You must be able to use Brightspace to download and view documents, review and submit assignments, post to discussion boards, interact with others in the class, and view posted grades. For tutorials on how to use Brightspace, please click the *Learn How to Use Brightspace* link on the Brightspace home page or the *Get Help* link on the course menu.

**Email**  
You must check your North Central student email account daily. Any course correspondence outside of Brightspace will be sent to your North Central student email account. If you would like assistance accessing your student email account on your personal computer, smartphone, or other devices, you may contact the IT Help Desk (contact information in Section 6).

**Computer Requirements**  
This course requires that you have reliable, high-speed access to the internet and computer/laptop with updated software. You need to have access to and must be able to use:

* High-speed Internet access (i.e., cable modem, DSL)
* Web browser (Free) – the latest version of Firefox, Chrome, or Safari is recommended
* Microsoft Office - Free to North Central students as part of your tuition. To download Microsoft Office365, login to the North Central portal and select the My Office365 link.
* Adobe Acrobat Reader (Free)
* *NOTE: Online courses CANNOT be completed on mobile phones.*
* A good set of Headphones are recommended.

# Section 3: Communication Policy

**Communication Policy**

**I have a “3 before me” policy**. If you have questions regarding this course, you must review these resources before asking me to respond to individual questions of a non-personal nature:

* Syllabus
* Announcements in Brightspace
* General Questions discussion board

If you cannot find the answer to your question, please *post your question* in the General Questions discussion, which I monitor closely. Just as in a traditional classroom, your question will be answered and benefit your fellow classmates. *You are encouraged to subscribe to this forum and to answer questions from other students – this not only allows us to support each other but also helps provide timely assistance if I am away from my computer.*

**Instructor Response Expectations**

I do my best to respond to General Questions posts within 24-48 business hours but typically respond much sooner. If you have issues or questions of a personal nature, such as notifying me of a personal emergency or have questions regarding your grades, you are welcome to call or email me. Please allow 24-48 business hours for a response.

# Section 4: Other Policies

**Attendance/Participation**

You are allowed a maximum of 4 un-excused absences from class. If you miss more than 4 class sessions without a reasonable excuse, you will fail the class. For an online course this means *logging into Brightspace regularly*, *with regular and timely participation* in course activities and assignments.

Class participation will be 10% of your grade. There will be 30 participation points for each semester, two for each first fifteen weeks. In order to earn your **first** point for the week you have to meet the following requirements:

* Keep a business like demeanor
* Participate in all group work
* Meet all deadlines

You can earn your **second** point by asking a relevant and unique question about the weeks topics. There will be a google sheet in the Resources folder where you can enter your question for the week questions will be checked at the end of class time each week.

**Student Code of Conduct / Netiquette**

Students are responsible for obeying municipal, state, and federal laws, as well as North Central policies. The complete Student Code of Conduct, including the guidelines for netiquette in electronic communication, can be found in the North Central Student Handbook ([available online here](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook-a-rights-responsibilities.html#cofcond)).

**Late Work Policy**

In this class, you will be working closely with your peers and will often be reliant on others submitting their work in a timely fashion so you can complete assignments on time. Submitting late work puts undue pressure on your classmates and doesn’t show respect for their time or input. I am aware that emergencies happen, and life sometimes throws us unexpected challenges. I am willing to work with you on a *short-term, limited basis* when these things happen. ***You must contact me as soon as possible to*** ***make arrangements for late work without a penalty.***

Unless you have made arrangements with me *in advance*, the Late Work Policy for this class is:

* **Late Work (75%)  
  Late work is any assignment turned in past the due date, but WITHIN 48 hours of the deadline.** For example, if an assignment is due on Sunday night and you submit it Tuesday morning, it is Late Work. You cannot receive more than 75% of the assignment’s total points for Late Work.
* **Missed Work (50%)  
  Missed Work is an assignment turned in 48 hours or more AFTER the deadline.** You cannot receive more than 50% of the assignment’s total points for Missed Work. Timely assignment submissions are integral to the success of everyone in the class, so turning in something beyond 48 hours hurts you and your peers.
* **Ignored Work (0%)**  
  **Ignored work is any work unaccounted for in the semester**, which means I have no record of you doing it or turning it in. If you believe you have submitted an assignment but have not received a grade for the assignment a week after the deadline, please contact me. Even if you are a week late, it’s better to submit a missed assignment and get a few points rather than ignoring it and receiving none.

**Academic Integrity**

North Central holds its students to high standards of academic integrity in all areas of college life, including the distance education environment. Any form of academic dishonesty will not be tolerated and can have serious consequences, including automatic failure in the course and/or dismissal from the college. By taking any form of course assessment, you agree that:

* You are the person registered in this course who has participated in and will receive academic credit for this class and will not receive unauthorized assistance from any other person or source during this assessment.
* Acknowledge that unauthorized sharing of information about an assessment with others is strictly prohibited and could result in serious consequences.

**By accessing assessments in this course**, you are acknowledging your compliance with North Central’s standards of academic integrity and that any violation will be dealt according to the [Academic Dishonesty Process outlined in the North Central Student handbook](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook-a-rights-responsibilities.html#cofcond).

**Accessibility Statement**

In compliance with the Rehabilitation Act of 1973’s Section 504 and 508, and the Americans with Disabilities Act of 1990, North Central’s department of Learning Support Services (LSS) provides students with documented disabilities access to professional disability specialists, support staff, and specialized services. For more information about services provided or to request an accommodation for a disability, please [visit LSS on the web](http://www.ncmich.edu/resources-support/academic-support/learning-support-services/), on campus in Room 533 of the SCRC, or call 231-348-6682 from 8:30 am to 5 pm Monday –Friday (hours may vary, so please check the website).

**Health and Safety Requirements**

To best protect the safety of students, faculty, staff, and their families during the COVID-19 pandemic, masks that cover the nose and mouth are required. Any violation of this policy may be considered a violation of the Student Code of Conduct and may result in dismissal of the student and/or class and possible further sanctions.

Faculty, librarians, and counselors may dismiss individual students if they refuse to comply with mask use, social distancing, and hand sanitizer requirements. If the non-compliant student does not comply with the safety request, the faculty member may dismiss the rest of the class, maintain appropriate social distance between him or herself and the non-compliant student, and call 911 for a trespass complaint. Again, such non-compliance may be considered a violation of the Student Code of Conduct.

Students who are not able to comply with safety mandates, such as the mask requirement, due to a certified medical condition are to schedule an appointment with Learning Support Services to request an accommodation prior to attending any in person class or campus event, or be subject to the rules above regarding non-compliance.

**Copyright**

All materials and content in this course were created by the instructor, unless otherwise specified.   
  
**Student Appeals**

North Central’s student complaint and appeals processes begin with a student’s direct communication with the faculty/staff member in an attempt to work together to resolve the matter. For complete information on North Central’s student policies and processes regarding appeals & complaints, please see the [North Central Student Handbook](http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/student-handbook).

**Subject to Change**

All materials, assignments, and deadlines are subject to change. It is your responsibility to read course announcements and other communications.

# Section 5: Grading

**Grades and Grading Scale**

Grades in this course are based on the number of points earned.

| Category | # of Items | Total for Category |
| --- | --- | --- |
| Quizzes | 52 | 35% |
| Labs | 91 | 35% |
| Discussions | 8 | 20% |
| Final Project/Exam | 2 | 5% |
| Class Participation | 30 | 5% |
|  | **TOTAL:** | **100%** |

**North Central Letter Grades**

The North Central letter grades corresponding to percentages achieved are:

| Letter | Percent | Letter | Percent |
| --- | --- | --- | --- |
| A | >93 | C | 73-76 |
| A- | 90-92 | C- | 70-72 |
| B+ | 87-89 | D+ | 67-69 |
| B | 83-86 | D | 63-66 |
| B- | 80-82 | D- | 60-62 |
| C+ | 77-79 | E | <60 |

**Return of Graded Work**

Grades will typically be posted within 1 week after the assignment’s due date. Please allow additional time for return of project grades – providing you with detailed and meaningful feedback is important to me.

# Section 6: Student Resources & Support

**Brightspace Support Portal**

If you are experiencing technical issues inside Brightspace, please visit the 24/7 Brightspace Help Portal by going to the *Need Help with Brightspace?* found in the right-hand column of the Brightspace home page. If you would like more information about using Brightspace tools, visit the *Learn to Use Brightspace* link on the main navigational menu of the Brightspace home page.

**The Brightspace Support Portal offers 24/7/365 access to:**

* Live chat
* Phone support (1-877-325-7778)
* Email ticketing system
* Searchable database of solutions to common issues

***Note: The Brightspace Support Portal and the IT Help Desk cannot grant you access to course materials or assist you with accessing/retaking quizzes or viewing grades without my authorization****.* If you have trouble accessing materials or experience an issue with tests in the course, please post to the General Questions discussion in the course first.

For other technical issues or questions, such as logging into the portal, contact the IT Help Desk using the contact information listed below.

**IT Help Desk**

Submit an IT Help Desk ticket through the “My Help Desk” button in your [student portal](http://www.ncmich.edu/ncmc-portal).

ADCL 63

231-348-6617

[helpdesk@ncmich.edu](mailto:helpdesk@ncmich.edu)

**Regular Business Hours**

Monday – Thursday 8:30 am – 7 pm EST

Friday – 8:30 am to 5 pm EST

*\*Hours may vary – check the* [*North Central website*](https://www.ncmich.edu/resources-support/help-desk.html) *for up-to-date information.*

**Evenings, Weekends, Holidays**

24/7 after-hours support: 231-622-7239

**Library**

The Library is the hub for all of your research, printing, and technology needs. You have access to more than a million print and online resources, such as books, newspaper and journal articles, videos, and government documents. Laptop computers and study rooms are also available to check out. Library staff are happy to help you locate information and assist with creating citations for class assignments.

231-439-6345

Visit the [North Central Library](http://www.ncmich.edu/resources-support/library/) online

[library@ncmich.edu](mailto:library@ncmich.edu)

**Hours**

Monday – Thursday 8 am – 7 pm EST

Friday – 8 am to 5 pm EST

*\*Hours may vary – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Writing Center**

The [North Central Writing Center](mailto:https://ncmcwritingcenter.simplybook.me/v2/) offers FREE writing help for all students. Services include developing writing ideas, guiding research, assistance with organization, coaching in grammar and punctuation, learning APA and MLA formatting, and more. Make an appointment on the Writing Center website or just walk in! Can’t make it to campus? That’s okay… Remote appointments are available through phone or video chat.

231-439-6345

Located in the Library

[writingcenter@ncmich.edu](mailto:writingcenter@ncmich.edu)

**Hours**

Monday – 10 am – 5 pm EST

Tuesday – 10 am – 7 pm EST

Wednesday – 10 am – 7 pm EST

Thursday 10 am – 5 pm EST

*\*Hours may vary – visit the* [*Writing Center website*](mailto:https://ncmcwritingcenter.simplybook.me/v2/) *to make an appointment online.*

**Learning Support Services (LSS)**

LSS provides placement and other testing services, disability services, veterans services, academic mentoring, study support, tutoring, and other free resources to help students succeed.

**Personal Online and On-Campus Tutoring**

LSS offers FREE online and on-campus tutoring in many subjects. For detailed tutoring information, visit the [tutoring area of the North Central website](http://www.ncmich.edu/resources-support/academic-support/tutoring.html) or visit the ***Get Help*** link in the top navigational menu of any page in Brightspace to access free online tutoring.

231-348-6682

Located in the SCRC

**Hours**

Monday – Friday, 8:30 am – 5 pm EST

*\*Hours may change – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Advising & Financial Aid**

To schedule an appointment with an advisor or to get assistance with FAFSA or financial aid questions, please click the “Make an Advising Appointment” link in the North Central portal or contact Student Services at:

* 231-348-6605 (Petoskey)
* 989-705-3775 (Gaylord)
* 231-597-0322 (Cheboygan).

**Hours**

Monday – Thursday 8:30 am – 5 pm EST

*\*Hours may vary – check the* [*North Central website*](http://www.ncmich.edu/about-us/facts-resources/hours.html) *for up-to-date information.*

**Campus Cupboard**

If you are dealing with food insecurity please utilize the North Central Campus Cupboard. You can email [campuscupboard@ncmich.edu](mailto:campuscupboard@ncmich.edu) or log into the portal (Click on “My North Central” then “forms” then “Campus Cupboard”).

**Counseling Services**If you are in need of counseling services please contact our full-time Counselor, Mary Mummaw, at [mmummaw@ncmich.edu](mailto:mmummaw@ncmich.edu) or 231-348-6700.

**Complete Listing of Resources & Support**

For a complete listing of student resources & support, please visit the [Student Services area of the North Central website](http://www.ncmich.edu/resources-support/), call 231-348-6605, or visit the Student & Community Resource Building on campus. The Student Services office is open Monday through Friday from 8:30 am to 5 pm EST (Hours may vary).

# Section 7: Schedule

## CIS 100

| Module | Graded Activities | Due |
| --- | --- | --- |
| Module 1 1/10/2021  LabSim 1.1 – 3.1  Support Part 1.1 | * Start here activities (1 item) * LabSim Quizzes 1.25 – 2.54(6 items) * Discussion #1 Intro | * ASAP * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 2 1/17/2021  LabSim 3.2 – 3.4  Support Part 1.2 | * LabSim Quizzes 3.2.4 – 3.4.16(3 items) * LabSim Labs 3.3.10 – 3.4.15(6 items) * Discussion #2 Questions | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 3 1/24/2021  LabSim 3.5 – 4.1  Support Part 2.1 | * LabSim Quizzes 3.5.17-3.7.4(3 items) * LabSim Labs 3.5.5-3.6.14(8 items) | * Sunday @ midnight * Sunday @ midnight |
| Module 4 1/31/2021  LabSim 4.2– 4.3  Support Part 2.2 | * LabSim Quizzes 4.2.13-4.3.18(2 items) * LabSim Labs 4.2.8-4.3.17(9 Items) | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 5 2/7/2021  LabSim 4.4– 4.5  Support Part 3.1 | * LabSim Quizzes 4.4.17-4.4.16(2 items) * LabSim Labs 4.4.4-4.5.15(9 Items) * Discussion #3 Operating Systems | * Sunday @ midnight * Sunday @ midnight |
| Module 6 2/14/2021  LabSim 4.6 –5.3  Support Week 3.2 | * LabSim Quizzes 4.6.8-5.3.14(5 items) * LabSim Labs 4.6.5-5.3.13(7 items) | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 7 2/21/2021  LabSim 5.4 – 5.7  Support Part 4.1 | * LabSim Quizzes 5.4.9-5.7.6(4 items) * LabSim Labs 5.4.8-5.7.5(3 items) | * Sunday @ midnight * Sunday @ midnight |
| Module 8 2/28/2021  LabSim 5.8 – 6.3  Support Part 4.2 | * LabSim Quizzes 5.8.8-6.3.16(4 items) * LabSim Labs 6.2.11-6.3.15(6 items) * Discussion #4 Encryption | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| Module 9 3/7/2021  LabSim 6.4 – 6.6  Support Part 5.1 | * LabSim Quizzes 6.4.13-6.6.13(3 items) * LabSim Labs 6.4.4-6.6.12(7 items) | * Sunday @ midnight * Sunday @ midnight |
| Module 10 3/14/2021  LabSim 6.7 – 7.3  Support Part 5.2 | * LabSim Quizzes 6.7.8-7.3.12(4 items) * LabSim Labs 6.7.3-7.3.11(6 items) | * Sunday @ midnight * Sunday @ midnight |
| Module 11 3/21/2021  LabSim 7.4 – 9.2  Support Part 6.1 | * LabSim Quizzes 7.4.16-7.6.4, 9.2.9(4 items) * LabSim Labs 7.4.5 – 7.4.15(7 items) * Discussion #5 Shenzhen * **Chapter 8 Required for Certification only** | * Sunday @ midnight * Sunday @ midnight * Thursday @ midnight - Initial post Sunday @ midnight – 2 peer responses |
| SPRING BREAK  3/28/2021 |  |  |
| Module 12 4/4/2021  LabSim 9.3– 10.2  Support Part 6.2 | * LabSim Quizzes 9.3.10-10.2.17(5 items) * LabSim Labs 9.3.5-10.2.15(5 items) | * Sunday @ midnight * Sunday @ midnight |
| Module 13 4/11/2021  LabSim 10.3– 10.4 | * LabSim Quizzes 10.3.12,10.4.9(2 items) * LabSim Labs 10.3.8-10.4.8(4 items) | * Sunday @ midnight * Sunday @ midnight |
| Module 14  4/18/2021  LabSim 10.5 – 11.3 | * LabSim Quizzes 10.6.20-11.3.6(4 items) * LabSim Labs 10.5.4-10.6.17(9 items) * Final project topic selection | * Sunday @ midnight * Sunday @ midnight * Sunday @ midnight |
| Module 15 4/25/2021 | * Practice tests A and B(20 items) |  |
| Module 16  5/2/2021 | * **Final Exam** * **Final Project Due** * Discussion #6 Final Thoughts | * **FRIDAY 5/7** @ midnight * **FRIDAY 5/7** @ midnight |