# CMPS 101 A Syllabus

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| **CMPS 101 A: Introduction to Computers****Northwest Indian College** |

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| **Course Number** | **CMPS 101** |
| **Number of Credits** | **3** |
| **Instructor** | **Miguel Ramos** |
| **Office Hours** | **If I'm not teaching a class or in a meeting I'll be in my office.  Feel free to stop by.  I'm in building 8, Room C-2 (right side door) – please send an email to make sure I'm there, or call 360-392-4318.** |
| **Class Location/Time** | **Building 8, Room C-1 (left side door), Mon and Wed 2-3:20.** |
| **Class Requirements** | **Attendance and participation.  Computers and reading materials provided in class.** |

**Course Description:**

Provides an introduction to the skills and knowledge necessary to use computers. Focuses on beginning-level word-processing, spreadsheet and presentation software skill development, critical thinking and information literacy skills, basic computer hardware and software functions, and the application of data security.

**Text(s)/Readings/Materials:**

There is no required textbook for this class.  Readings will be provided for selected topics.

**NWIC Outcomes:**

* 1) Effectively communicate in diverse situations, from receiving to expressing information, both verbally and non-verbally.
* 7) Meet the technological challenges of a modern world.

**Course Outcomes:**

As a result of this course, students will be able to:

* Apply beginning-level word-processing, spreadsheet, and presentation software skills.
* Demonstrate critical thinking and information literacy skills to search for and assess information on the internet, in databases, and in other information sources.
* Describe how computers work, including basic hardware and software requirements and functions, and necessary maintenance and upgrades.
* Demonstrate awareness of current issues in the field of computers and the internet, including data privacy, anonymity, and security.

**Course Schedule:**

This course takes place over 12 weeks and topics are covered as outlined below.

Week 1 - Introduction to class, discussions, email skills
Week 2 - Basics of operating systems, file management and hardware
Week 3 - Basics of word processing and page layout
Week 4 - Document formatting
Week 5 - Basics of spreadsheets and layout
Week 6 - Using formulas and charts in spreadsheets
Week 7 - Basics of PowerPoint presentations
Week 8 - Advanced web searching techniques
Week 9 - Information Literacy & Critical ThinkingWeek 10 - The Deep Web, The Dark Web, Privacy & Security

**Policies, Assignments and Grading**

**Course Policies:**

Weekly participation and practice will grow your skills. Your grades are based on completing exercises and assignments, and on class involvement.

**Assignments:**

* Why Am I Here? reflection paper
* Send a file via email
* Word formatting exercise
* How do you use word processors?
* Formatting a budget worksheet
* Excel chart
* Spreadsheet formulas
* PowerPoint presentation
* Advanced search skills

**Late assignments:**

Late assignments may be penalized at 10% per week.  Please let me know if you need extra time to complete an assignment.

**Missed assignments and absences:**

Everyone has responsibilities outside of college, a family to care for, or friends to spend time with, so if you have anything going on in your life that doesn't allow you to complete assignments on time, please send me an email at mramos@nwic.edu.

**Grading:**

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| Exercises/Assignments | 9 @ 15 points | 135 points |
| Discussion/Class Participation | 10 @ 5 points | 50 points |
| **Total Points** |  | **185 points** |

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| A = 90%‐100% | B = 80%‐89% | C = 70%‐79% |    D = 60%‐69% | F =  Below 59% |