

## **Elmira Business Institute**

### **Student Syllabus: Introduction to Computers (MIC110)**

**Prerequisites:** None

**Course Credits/ Clock Hours:** 1/15

**Course Delivery Mode:** Residential

#### **Course Description**

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This first course in modern computers aims to develop a basic understanding of the principles of electronic data processing technology. The chronological history of technical developments and major contributions in the computer industry, past and present, are discussed. Besides the development of the field of topics in data processing technology, the characteristics and roles of software and hardware and the relationship to the business entity will be stressed along with the issues of technology and society and the ethical use of technology. (Lec/Lab/Ext/Total) (15/0/0/15).

#### **Student Learning Outcomes**

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

- Understand the basics of a computer and how it can have an impact in the job environment
- Demonstrate knowledge of essential terminology for computer consumers
- Identify and explain typical specifications when purchasing a new computer
- Identify the categories of personal computers
- Explain what computer is most useful for their personal use, and why
- Recognize and describe computer input and output peripherals
- Describe the functions and types of computer memory
- Describe the advantages and disadvantages of the three computer storage technologies
- Utilize academic sources to explain how computer networking and security issues can impact business technology operations
- Distinguish between the categories of software and describe their uses
- Describe the role of the internet and email in business technology
- Demonstrate knowledge of file management.
- Recognize and describe various data security threats.
- Describe a network and explain its uses.
- Examine the Web and E-Commerce.
- Explain how digital media works.

#### **Required Course Texts & Course Materials**

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Lansing, C.C., *MLA Guidelines for Documenting Sources* 16<sup>th</sup> ed. McGraw-Hill  
ISBN: (9781259968938)

**Supplemental educational learning materials may include and are not limited to**  
To be provided by the instructor.

#### **Assessment**

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Assignments and projects will be evaluated on a standard grading rubric. Practical and written examinations will be graded according to content; (multiple choice, fill-in-the blank, short answer, and/or practicum).

The instructor will endeavor to return student work product by the next official class period whenever possible. Essay and/or research projects will be returned as soon as all class projects have been graded.

### ***Student Homework Policy Statement***

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government's definition of appropriate, assigned homework for each credit hour. For each one-credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

### ***Calculation of a Semester Credit Hour***

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of externship.

### ***Definition of a Contact Hour***

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

### **Evaluation**

Assessment Type	% of Grade
Tests and Quizzes	45%
Homework	40%
Professionalism/Attendance	15%
<b>Total</b>	<b>100%</b>

### **Grading Scheme:**

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7

<u>Numerical Average</u>	<u>Letter Grade</u>	<u>Quality Points</u>
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	I	----
Test Out	TO	----
Transfer of Credit	T	----

### **Course Policies**

The course is graded on a Pass/Fail grading scale. The students who actively participate in the course by attending and participating class, completing quizzes and homework with an average of 68 percent or higher will be awarded a grade of Pass for the course. Students below a 70 percent average on assigned homework and quizzes will be required to attend a weekly tutoring session in the Mathematics Lab. The students who fail to meet these requirements will receive a Fail for the course and will repeat the course.

The instructor will endeavor to return student work product by the next official class period whenever possible. Essay and/or research projects will be returned as soon as all class projects

### **Behavioral Standards**

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

### **Attendance Policy**

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

***Make-Up Policy***

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

***Academic Integrity/Plagiarism Rules***

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

***Please keep in mind that plagiarism includes:***

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

**Students will be given a complete policy the first day of class to review and sign.**

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

**Academic Support**

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***Private Instruction***

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

***Faculty Office Hours***

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

***Academic Advising/Mentoring***

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

***The Library***

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program. The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “D-” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

### Course Schedule

<i>Lesson #</i>	<i>Topic(s)</i>
1	<b>Introduction to Computers</b> <ul style="list-style-type: none"> <li>• Discuss a brief introduction to the beginning and history of computers, why computers are important to the business world.</li> <li>• Define computers</li> <li>• Explore how computers work</li> <li>• Categorize computers</li> </ul>
2	<b>Introduction to G Suite (Google Apps)</b> <ul style="list-style-type: none"> <li>• Sign into EBI G-Suite email account</li> <li>• Create a professional/student email signature</li> <li>• Send and respond to an email</li> </ul>
3	<b>Educational Software and Learning Management Systems</b> <ul style="list-style-type: none"> <li>• Log into EBI Career College textbook supplemental applications</li> <li>• Utilize customer service and support help desk</li> <li>• Access and navigate the EBI OPALs page</li> </ul>
4	<b>Google Drive &amp; Google Classroom</b> <ul style="list-style-type: none"> <li>• Troubleshoot using Google</li> <li>• Run updates</li> <li>• Clear printer queue</li> <li>• Organize files on desktop and Google Drive</li> </ul>
5	<b>Google Docs</b> <ul style="list-style-type: none"> <li>• Create a new document using Google Docs</li> <li>• Upload a document to Google Drive</li> <li>• Compare and contrast Word &amp; Docs</li> </ul>
6	<b>Google Docs (cont.)</b> <ul style="list-style-type: none"> <li>• Download a document from Google Drive</li> <li>• Proofread and correct a document</li> <li>• Submit a document to Google Classroom</li> </ul>

7	<b>Google Slides</b> <ul style="list-style-type: none"> <li>• Create a new slide presentation using Microsoft PowerPoint &amp; Google Slides</li> <li>• Upload a slideshow presentation to Google Drive</li> <li>• Compare and contrast PowerPoint &amp; Slides.</li> </ul>
8	<b>Google Slides (cont.)</b> <ul style="list-style-type: none"> <li>• Download a slide presentation from Google Drive</li> <li>• Proofread and correct a slideshow</li> <li>• Submit a slideshow to Google Classroom</li> </ul>
9	<b>Google Sheets</b> <ul style="list-style-type: none"> <li>• Create a new spreadsheet using Microsoft Excel &amp; Google Sheets</li> <li>• Upload a spreadsheet to Google Drive</li> <li>• Compare and contrast Excel &amp; Sheets</li> </ul>
10	<b>Google Sheets (cont.)</b> <ul style="list-style-type: none"> <li>• Download a spreadsheet from Google Drive</li> <li>• Proofread and correct a spreadsheet</li> <li>• Submit a spreadsheet to Google Classroom</li> </ul>
11	<b>Introduction to MLA Formatting and Citations</b> <ul style="list-style-type: none"> <li>• Follow copyright protocol</li> <li>• Create inline citations and works cited</li> <li>• Update a works cited page</li> <li>• Use library resources</li> </ul>
12	<b>Understanding Research</b> <ul style="list-style-type: none"> <li>• Find and begin to research a topic</li> <li>• Build search terms</li> <li>• Evaluate resources</li> </ul>
13	<b>Work Cited</b> <ul style="list-style-type: none"> <li>• Continue researching a topic</li> <li>• Cite sources</li> <li>• Build works cited page</li> </ul>
14	<b>Research (cont.)</b> <ul style="list-style-type: none"> <li>• Continue researching a topic</li> <li>• Identify information literacy terms</li> </ul>
15	<b>Research (cont.)</b> <ul style="list-style-type: none"> <li>• Continue researching a topic</li> <li>• Identify information literacy terms</li> </ul>
16	<b>Research (cont.)</b> Submit final paper

**Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.**

*Revised February 2016 mzt , Revised July 2017 klp, August 2018 js, Revised August 2019 em, Revised December 2019 drg*

## Competency Checklist

### MIC110: Intro to Computers

Student Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

Semester: \_\_\_\_\_

	Pass	Date	Initials
<b>1. Email &amp; Cloud Storage</b>			
Send an email			
Upload and Share Google Drive document			
Download a document from Google Drive			
<b>2. Troubleshooting/Maintenance</b>			
Check for computer updates (Windows, Anti-virus, Java)			
Troubleshoot printer errors			
Use online/help options to help decipher errors			
<b>3. File Management</b>			
Create a folder on desktop			
Save document to folder			
Can locate and retrieve document from Word/PowerPoint/Excel			
<b>4. Word Processing</b>			
Open Microsoft Word and create a basic document			
Can set document up in MLA format			
Compose 1-page document in MLA format w/ citations			
<b>5. Presentations</b>			
Open Microsoft PowerPoint and create & save 3-5 slide presentation			
<b>6. Spreadsheets</b>			
Open Microsoft Excel and create a basic spreadsheet			
<b>7. Information Literacy – Research Tools</b>			
Access library databases			
Identify credible online resources			
Identify in-stock library books			
Build effective online search terms			
Identify MLA formatted citations			

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Career Readiness Assessment “CRA”   ☐ Midterm   ☐ Final

Student Name: \_\_\_\_\_ Course ID: \_\_\_\_\_ Instructor: \_\_\_\_\_

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
<b>Attendance</b>		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
<b>Class Engagement (Initiative)</b>		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
<b>Listening Skills</b>		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
<b>Behavior</b>		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
<b>Professionalism</b>		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: \_\_\_\_/100

**Professionalism Grade**  
**15%**