



Intro to Computers Using PC's

CNIT 100

Section: 931 CRN: 71432

Instructor Information

Name: Abigail Bornstein

Email: abigail.bornstein@mail.ccsf.edu

Office Number: Science Hall 34B, 50 Frida Kahlo Way, San Francisco

Website

<https://fog.ccsf.edu/~abornste/>

Office Hours

By appointment via ConferZoom

Course Information

Course Description/Overview

A computer literacy course using personal computers. Prepares students to use computer applications. Provides an overview of computer components including hardware, software, and data, as well as computer concepts related to networks and security. Includes fundamentals of Windows and other operating systems and applications such as word processing, spreadsheets, database,

presentations and the internet. Students use computers to complete class assignments.

Transferability

UC/CSU

Requisites/Advisories**Grading Options**

Letter

This is a 100% asynchronous online course. There are no required in-person or online meetings. There are however required weekly assignments with specific weekly due dates.

Prerequisites

There are no prerequisites to the course.

Student Learning Outcomes

1. Describe the components of computer systems.
2. Name and manipulate the components of an operating system and system software.
3. Use productivity software to create, format and edit documents, spreadsheets, databases and presentations.
4. Identify security threats and techniques for protection.
5. Break down the basic components of networks including the internet.

Class Meeting Information

Start and End Dates

August 31, 2026 - December 22, 2026

Important Dates:

Last day to add: September 21, 2026

Last day for refund: September 10, 2026

Last day to drop without W: September 21, 2026

Last day to drop with W: November 23, 2026

Last day to elect pass/no pass: NA

Communication Plan

Discussions:

Most questions can be answered within Canvas using the appropriate Discussions. Please always start with the appropriate Discussions. For private matters pertaining to a student's grades or other issues, you may opt for email.

Email:

Please use **Inbox** inside of Canvas. If you can not access Canvas, then use abigail.bornstein@mail.ccsf.edu. If you e-mail me at mail.ccsf.edu, be sure to put CNIT100 on the subject line of the message!

Online Expectations:

Although your instructor may log into the online class at other times, you can expect her to check in once per day Monday - Friday. Your instructor will not answer each and every forum posting, since students earn participation points for responding to classmates. Along with the instructor, students can look to his/her classmates who can ask and answer questions on the discussion forums.

Texts/Reading

Textbook:

Required custom e-bundle available inside of the Canvas course or through the CCSF bookstore on Ocean Campus. The custom 9th edition e-package ISBN: 9780135980880 contains:

1. E-textbook: Technology in Action, 18th edition; Evans, Martin & Poatsy, Prentice Hall.

2. Custom CCSF Software License: MyLab Student Access Kit (with e-Book of GO! Microsoft Office 365, 2025 Edition), Pearson

If you purchase the custom e-bundle inside of the Canvas course using either a credit card or PayPal, you will receive a discounted price - \$85. This discounted purchase option will be available on the first day of the course. See inside the Canvas course for details. For those on financial aid who receive a textbook voucher, you can purchase the custom e-bundle from the CCSF bookstore at the price set by the bookstore - \$112 + tax.

Note: Students need to obtain the e-textbook and MyLab e-bundle within the first week of class. Students who wait 2 or 3 weeks to obtain the textbook e-bundle or do not obtain it at all have an extremely difficult time completing this course successfully.

Course Technology

Required Materials:

Access to a reliable computer that meets minimum system requirements to run Canvas as well as MyLab. MyLab is an online training and testing website, you must purchase the above license to use the site. It is a Microsoft Office 2025 simulation program.

Required: You will need either a PC or Mac to obtain and run the full functionality of the software needed for this course. A Chromebook is insufficient, since it will not be able to run all software needed to complete MyLab homework assignments.

You will need Microsoft Office which is now referred to as Microsoft 365. CCSF students have access to a free copy of the latest Microsoft Office/Microsoft 365 applications but the free copy has limited features. The limited features are insufficient for the MyLab Grader assignments, since there are some tasks you will not be able to perform. If you do not have the full featured version of Word, Excel, and PowerPoint, you can get this at a special student rate of roughly \$5/month. See the link below or at the bottom of the course Home page for details.

Recommended for CNIT 100 (\$4.99 a month - special student pricing offer may change)

- [College students - Microsoft 365 Personal for \\$4.99/month](#)

CCSF provides a free version of Office 365, but...

- Note: this version runs in the web browser.
- It is a limited version, so it does not include every single feature shown in the MyLab assignments.
- [Free copy of the latest version of Microsoft Office](#)

Microsoft Office is also available for use on hundreds of computers on campus.

Computer Access:

To take an online class you need dependable access to a computer with Internet connection that meets the minimum system requirements for both Canvas and [MyLab](#). Canvas as well as MyLab can be used with either a PC or Mac. Mac students have found that some of the MyLab simulation assignments are a bit more challenging on a Mac and have opted instead to complete them on a PC, although this is not necessary to successfully complete the assignments. When completing the Grader assignments in MyLab, you will need access to Microsoft *Office 2025*. The older Mac version of Microsoft Office is not compatible. Please keep in mind that *Office 2025* is also available for use on computers on campus.

If at any time the computer you usually use breaks down, it is **your responsibility** to have a backup plan - do not wait until the last minute to take your test or turn in your homework. Exam and assignment deadlines will not be extended due to individual computer or Internet connection problems.

Typically, computers are available with Internet access in Batmale Hall room 301 ([ACRC](#)) and in the Rosenberg Library. ACRC is recommended for CNIT and CS students. Keep in mind that **you will still need to buy the MyLab license** to have an account for doing this homework.

CCSF Student E-mail Account:

All CCSF students have been issued a CCSFmail account which ends in @mail.ccsf.edu. All important information from your instructor and the school will be sent to this student e-mail account. It is your responsibility to monitor this account throughout the semester. For more information on this account and how to forward messages to an alternative account, please refer to [CCSFmail FAQ](#)

Attendance Policies

Class Attendance:

Class attendance is required. In an online class this means logging into the class *as well as* engaging academically in course activities such as quizzes, discussion forums, and assignments. You are required to log into the class at least once per week, although 3 or 4 times per week is recommended. Your instructor reserves the right to drop any student who does not log in AND engage academically in course activities for more than 16 days. Although your instructor reserves the right to drop any student for lack of attendance, students should not depend on your instructor to do so. It is the student's responsibility to complete the online form in myRAM Portal that is needed to drop or withdraw from this class. If you simply stop attending class, the student will probably receive a failing grade for the course.

Take time to learn how your financial aid works: If your instructor withdraws the student due to lack of attendance based on the above policy and it is after the standard drop with full refund period, then the **student most likely will be financially liable to pay for the entire cost of the course**. A student needs to be sure that he/she will be able to actively engage in the class on a regular basis from the start of the semester all the way through to the very last day. If the student can not make this semester long commitment, then the student should make sure he/she drops the course prior to the deadline to receive a full refund.

Please be aware of the the Important Dates listed above. Pay particular attention to the date stated for the last day to drop classes with a full refund.

Grading Policies and Evaluation Methods

Letter Grades:

A = 90% +

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or below

Distribution:

%	Category
25%	MyLab graded tests (on Microsoft Office 2025 & Windows)
25%	Concepts textbook Chapter Quizzes
15%	Homework assignments including AI topics
15%	Midterm Exam
15%	Final Exam
5%	Class participation

Homework:

Every week there is an assignment due. Keep track of these assignments via the Schedule. The specific details of what is due can be found on the Plan in the weekly module in Canvas. **Each Assignment will have a specific deadline you must meet.** If you have to turn in a document, you will receive a grade within one week after the due date.

Some homework assignments will be submitted via an upload assignment, **or** by doing training/tests/projects in MyLab online site, **or** by doing the chapter quizzes based on the *Technology in Action* textbook.

Late Homework: Homework may be accepted up to one week late, but with a 10% reduction in points. I will allow only two late homework assignments from each student. Note: Your midterm and final exams may not be completed late.

Participation:

Every week you must:

- read the list of weekly tasks

- read all messages on the Discussions, especially Instructor Announcements
- check your Canvas email - Inbox
- read all the pages in the weekly modules

You should also frequently respond to or create Discussion postings. **Your participation will be a factor in your final grade. You are required to post every other week to the Discussions *in addition to* the graded discussion forum assignments.**

Midterm & Final Exams:

The midterm and final exams are timed. You must take the test during the stated time frame. Check the schedule for dates that tests are available, and then visit the Quizzes area of Canvas to take the test. The test results will be available to you immediately. **Exams may NOT be taken late.**

You are responsible for knowing the exam dates and completing your mid-term and final exam by the due dates. NOTE: Your midterm and final exams close on a SATURDAY. Please refer to the course Schedule and mark your calendar with these dates. There is no make-up mid-term or final exam. Again, please mark your calendar.

Do not wait until the last minute to take your online exams. If you run into technical or other difficulties at the last minute, you will still be responsible for completing your exams by the due date.

Accommodations for Students with Disabilities

Students who need disability-related accommodations should register with Disability Services & Programs for Students (DSPS). DSPS can be reached in person on the first floor of the Student Success Building, by phone at (415) 452-5481, or by email at dspsacom@ccsf.edu. Visit the [DSPS website](#) for office hours and information about services at the John Adams and Mission Centers.

If you have approved accommodations, please provide your current DSPS accommodation letter (CATAV) to your instructor as soon as possible. Accommodation letters must be renewed each semester. If you have disability- or

medical-related needs, including emergency evacuation accommodations, please contact a DSPS counselor.

DSPS also offers accessible computer labs located in Batmale 231 and John Adams 104 and are open to all students.

Non-Discrimination and Anti-Harassment Policy

CCSF adheres to all applicable federal, state, and local laws and regulations that uphold the principle of equal opportunity and prohibit discrimination and harassment on the basis of race, color, ancestry, national origin, ethnic group identification, religion, age, sex, gender, gender identity, gender expression, marital status, domestic partner status, sexual orientation, disability or medical conditions, AIDS/HIV status, military or veteran status, pregnancy or pregnancy-related conditions, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

These laws and regulations include but are not limited to the California Education Code, the California Code of Regulation Title 5, the Equal Employment Opportunity Act, the Americans with Disabilities Act, the Rehabilitation Act (1973) §504, and Title IX, which prohibits sex-based discrimination including sexual harassment, sexual assault, domestic/dating violence, and stalking. For more information about students' rights to access the College's programs and activities, or if you believe you have been subjected to discrimination or harassment, please visit the Office of Civil Rights Compliance (OCRC) webpage to submit an online report or contact [CCSF's Title IX Coordinator, Alex Brouwer](#) at TitleIX@ccsf.edu. If you are a pregnant student, please contact the Title IX Coordinator to learn more about your rights including how to request reasonable accommodations.

Equity Statement

Education is for all who enter the doors of this college. Students of varying backgrounds, races, abilities, nationalities, genders, sexual orientations, beliefs, religions, and socio-economic status are welcome. Diversity in experience and

perspective related to the topics covered in class are encouraged to be brought into discussions.

Standards of Conduct

Students who register in CCSF classes must abide by the [CCSF Student Code of Conduct](#). Violation of the code is the basis for referral to the Office of Student Conduct & Discipline and may result in dismissal from class or the College. See the [Office of Student Affairs](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty. See these resources on plagiarism:

[Encourage Academic Integrity and Prevent Plagiarism](#)

[Citing Information Sources](#)

Academic Tutoring

As a City College student, you can access many free services to help you succeed in your classes and navigate college. Please come to the STAR (student tutoring and resource) Center for free Peer and Professional tutoring and mentoring, individual or group study spaces, workshops that center your learning needs, an open-access computer lab with printing, and a welcoming community. Our centers and labs are free and available online and in person. Please join us: we care about your success!

Visit the [Tutoring Centers](#).

Library

[City College of San Francisco's Library](#) offers many services to help you with your classes.

Take online library workshops, learn how to get started on a research project, borrow textbooks and other instructional materials, and much more.

[Borrow Technology from the Library](#) - Chromebooks, laptops, and hotspots can be borrowed from all CCSF Libraries.

Visit City College libraries in person at Rosenberg (at Ocean Campus), the Chinatown/North Beach Center, the Downtown Center, the Evans Center, the John Adams Center, and the Mission Center.

A librarian is on-site and available to help during [open hours](#).

Student Services

Ram Resources

[Ram Resources](#) is a searchable resource hub to help you navigate CCSF programs, services, and resources.

Financial Aid

Unlock Your Financial Aid Potential: FAFSA/CADAA Adventure Awaits! Learn more about [FAFSA](#) and [CADAA](#). We encourage you to apply to maximize all Financial Aid resources. Visit the Financial Aid Office located in SSC Building 112.
Email: finaid@ccsf.edu or [Financial Aid Virtual Counter](#).

Counseling

[Counselors](#) are here to help you find your way through City College. Create an [Educational Plan](#) with a Counselor and make progress towards your academic goals.

Admissions and Records

The [Office of Admissions and Records/Registration](#) can help with applying to CCSF, registering for classes, accessing academic records, and completing your degree. Visit SSC 1124 for assistance.

THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE ANY PORTION OF THIS SYLLABUS & CLASS SCHEDULE AT ANY TIME.

This syllabus and the class schedule is subject to change throughout the semester due to emergent student needs, important new learning opportunities, or other unforeseen situations. In the event a change must be made, the instructor will notify the students as soon as practically possible, and provide an updated syllabus and schedule within Canvas.

Last updated: 8/29/2026