

**Frank Lister**  
**CIS120 – Digital Literacy**  
**Syllabus**

<b>Email:</b> <a href="mailto:listerf@linnbenton.edu">listerf@linnbenton.edu</a> <b>Subject:</b> CS-120 <i>your subject</i>	<b>Class Room:</b> Online
<b>Office:</b> NA	<b>Class Day/Time:</b> NA
<b>Phone:</b> NA	<b>Office Hours:</b> TBA

- **NOTE:** when emailing me, start your subject off with "CS-120" and then add your subject. I use filters in my emails to sort and file my emails into specific folders, and we will cover how to do this in class.

**Course Description and Objectives:**

This course is offered online and though it is set up on a week to week schedule, you have the option to work ahead of the schedule, but do not fall behind. If you finish everything in week three and submit your final project, then I will contact you to go over your work. If we decide you have the adequate skills to proceed, then you will be done with this class, but you **MUST** have completed all the assignments/quizzes/exams/and or any other work assigned.

This course is designed as a survey course to familiarize students with computer concepts including software and hardware, software applications, and living online leading towards digital computer literacy. Instruction in this course is provided through demonstration and discussion. Class time will be provided for practicing concepts as well as working through assignments; however, *additional time outside of class will be essential* to improve skills and complete the assignments.

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**Learner Outcomes:**

- 1) Identify current and future trends in computing and recognize various computing devices and their uses.
- 2) Identify the parts of a computer and their features and functions and recognize the advantages and limitations of important peripheral devices.
- 3) Identify and describe the features of desktop and specialized computer operating systems and understand the importance of system utilities, backups, and file management.
- 4) Explain why the web is so important in today's society and why fluency in the tools and language of the Internet is necessary to be an educated consumer, a better student, an informed citizen, and a valuable employee.
- 5) Understand what a computer network is, identify different types of networks, and recognize threats to security and privacy.
- 6) Demonstrate the proper use of basic word processing, spreadsheet, and presentation software features.

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**Grades Table:**

Quizzes/Assignments/Exams	Weight
10 Quizzes – drop lowest quiz. Average up to 2 quizzes	25%
10 Assignments – drop lowest assignment.	25%
Midterm Exam (50 Multiple-Choice questions).	20%
Final Project (MS Word, MS Excel, MS PowerPoint)	30%
<b>TOTAL</b>	<b>100%</b>
<b>Grades:</b>  <b>IMPORTANT:</b> A grade of “C” or higher is considered passing.	A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: < 60%  P: >= 70% NP: < 70%

**Academic Honesty:**

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

**Classroom Conduct:**

- 1) TBA

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**LBCC Center for Accessibility Resources:**

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

**LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**LBCC Statement of Inclusion:**

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

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Week	Activity	Due
Week-1	<ul style="list-style-type: none"> <li>➤ Welcome, introductions, scope &amp; set clear expectations</li> <li>➤ Week-1 scope = Overview of computers (Including Hardware), Operating Systems, and Applications.</li> <li>➤ <b>Week-1 quiz</b></li> <li>➤ <b>Week-1 assignment</b></li> </ul>	Sunday @ 11:55 pm
Week-2	<ul style="list-style-type: none"> <li>➤ Week-2 scope = Overview of Windows 10 Operating System, File System, and Snipping tool.</li> <li>➤ <b>Week-2 quiz</b></li> <li>➤ <b>Week-2 assignment</b></li> </ul>	Sunday @ 11:55 pm
Week-3	<ul style="list-style-type: none"> <li>➤ Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive &amp; Microsoft OneDrive).</li> <li>➤ <b>Week-3 quiz</b></li> <li>➤ <b>Week-3 assignment</b></li> </ul>	Sunday @ 11:55 pm
Week-4	<ul style="list-style-type: none"> <li>➤ Week-4 scope = Overview of Google Gmail, Contacts, Calendar and Deeper Dive into Google Drive &amp; OneDrive.</li> <li>➤ <b>Week-4 quiz</b></li> <li>➤ <b>Week-4 assignment</b></li> </ul>	Sunday @ 11:55 pm
Week-5	<ul style="list-style-type: none"> <li>➤ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word.</li> <li>➤ <b>Week-5 quiz</b></li> <li>➤ <b>Week-5 assignment</b></li> </ul>	Sunday @ 11:55 pm
Week-6	<ul style="list-style-type: none"> <li>➤ Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam.</li> <li>➤ <b>Midterm Exam</b></li> <li>➤ <b>Week-6 quiz</b></li> <li>➤ <b>Week-6 assignment</b></li> </ul>	Sunday @ 11:55 pm
Week-7	<ul style="list-style-type: none"> <li>➤ Week-7 scope = Overview of Microsoft Excel.</li> <li>➤ <b>Week-7 quiz</b></li> <li>➤ <b>Week-7 assignment</b></li> <li>➤ <b>Project team guidelines (Only one team member to submit)</b></li> </ul>	Sunday @ 11:55 pm

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Week-8	<ul style="list-style-type: none"> <li>➤ Week-8 scope = Complete Microsoft Excel and Intro to Google Sheets and OneDrive Excel (including File Format Converting).</li> <li>➤ Week-8 quiz</li> <li>➤ Week-8 assignment</li> <li>➤ Final Project Outline</li> </ul>	Sunday @ 11:55 pm
Week-9	<ul style="list-style-type: none"> <li>➤ Week-9 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint.</li> <li>➤ Week-9 quiz</li> <li>➤ Week-9 assignment</li> </ul>	Sunday @ 11:55 pm
Week-10	<ul style="list-style-type: none"> <li>➤ Week-10 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager &amp; Backup).</li> <li>➤ Week-10 quiz</li> <li>➤ Week-10 assignment</li> <li>➤ Project artifacts (MS Word, Excel &amp; PowerPoint)</li> </ul>	Sunday @ 11:55 pm
Week-11	➤ TBA	