Ziko Rizk
CS120 – Digital Literacy
Winter 2019 Syllabus

Email: rizkz@linnbenton.edu	**Class Room:** BC-225
Office: MKH-110	**Class Day/Time:** MW @ 1:30 pm
Phone: 541-917-4273	**Office Hours:** TU/TH @ noon

Course Description and Objectives:

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.

Required Course Materials:
1) No textbook (online based course)
2) A minimum 2GB USB drive

Recommended Course Materials:
1) Earphones/Earbuds for the computer (can only be used during lab time)

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.

Grades Table:

Quizzes/Assignments/Exams	Weight
10 Quizzes – drop lowest quiz.	20%
10 Assignments – drop lowest assignment.	20%
5 Forums - class discussions.	10%
Midterm Exam (50 Multiple-Choice questions).	15%
Final Team Project (MS Word, MS Excel, MS PowerPoint) – see guidelines in Moodle week-0.	25%
Participation (2% points for each day missed).	10%
TOTAL	100%
Grades: **IMPORTANT:** 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%

Instructor and Student Responsibilities:

Instructor Responsibilities	Student Responsibilities
I commit to starting all classes on time.	You agree to attend all classes and to comply with college code of conduct.
I commit to showing up to class prepared.	You agree to actively participate in class discussions and exercises.
I commit to balancing class time between lecture and hands-on exercises.	You agree to spend an average of 4 hours per week on readings and assignments outside of class (see Moodle for details).
I commit to holding published office hours.	You agree to complete all readings and course assignments on time (due on Sunday night).
I commit to responding to your email within 24 hours (no voice mail please).	You agree to collaborate professionally with fellow students on the class project.
I commit to grading assignments within 3 days (after due date).	
If I'm unable to come to a class, I commit to doing my best to find a substitute instructor while keeping you up-to-date.	

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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) Please silence cell phones and do not use during class.
2) Please do not bring other electronic devices to class including laptops, iPods, iPads, etc.
3) No food or drink in the classroom.
4) Please respect the learning environment of others and keep distractions to a minimum.

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 Jan 7	➢ Welcome, introductions, scope & set clear expectations ➢ Week-1 scope = Overview of computers (Including Hardware), Operating Systems, and Applications. ➢ Week-1 quiz ➢ Week-1 assignment	Jan 13 @ 11:55 pm
Week-2 Jan 14	➢ Week-2 scope = Overview of Windows 10 Operating System, File System, and Snipping tool. ➢ Week-2 quiz ➢ Week-2 assignment ➢ Class discussion-1 (What do you hope to learn in this class?)	Jan 20 @ 11:55 pm
Week-3 Jan 21	*** Monday Jan 21 is MLK Day = Holiday *** ➢ Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). ➢ Week-3 quiz ➢ Week-3 assignment NOTE: Project Teams formed.	Jan 27 @ 11:55 pm
Week-4 Jan 28	➢ Week-4 scope = Overview of Google Gmail, Contacts, Calendar and Deeper Dive into Google Drive & OneDrive. ➢ Week-4 quiz ➢ Week-4 assignment ➢ Class discussion-2 (How has the Internet changed the world?)	Feb 3 @ 11:55 pm
Week-5 Feb 4	➢ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. ➢ Week-5 quiz ➢ Week-5 assignment	Feb 10 @ 11:55 pm
Week-6 Feb 11	➢ Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam. ➢ Midterm Exam (must be in class) ➢ Week-6 quiz ➢ Week-6 assignment ➢ Class discussion-3 (What's the big deal about Cloud Computing?)	Feb 17 @ 11:55 pm
Week-7 Feb 18	*** Monday Feb 18 is Presidents Day = Holiday *** ➢ Week-7 scope = Overview of Microsoft Excel. ➢ Week-7 quiz ➢ Week-7 assignment	Feb 24 @ 11:55 pm

Week-8 Feb 25	➢ Week-8 scope = Complete Microsoft Excel and Intro to Google Sheets and OneDrive Excel (including File Format Converting). ➢ Week-8 quiz ➢ Week-8 assignment ➢ Class discussion-4 (Why are people concerned about Internet Security?) ➢ Final Project Outline (Only one team member to submit)	Mar 3 @ 11:55 pm
Week-9 Mar 4	➢ Week-9 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint. ➢ Week-9 quiz ➢ Week-9 assignment ➢ Class discussion-5 (How do you imagine embedded computers will be used 10 years from now?)	Mar 10 @ 11:55 pm
Week-10 Mar 11	➢ Week-10 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager & Backup). ➢ Week-10 quiz ➢ Week-10 assignment ➢ Project teams artifacts (MS Word, Excel & PowerPoint) ➢ Only one team member to submit	Mar 17 @ 11:55 pm
Week-11 Mar 18	➢ Team Presentations - on Wed, Mar 20 @ 1:00 pm (must be in class)	