Instructor:	Norah Wang
Email:	wangn@linnbenton.edu
Class Day/Time:	Tuesday 4 PM – 5:50 PM
Zoom Classroom: **Passcode:**	*https://linnbenton.zoom.us/j/99250990832?pwd=RlJXNVlZcmdJZGF5b3ZWN0krVVJwUT09* *231609*
Office:	*https://linnbenton.zoom.us/j/93937000312*

How to Reach Me If You Have Questions:

- Drop-In Office Hour (use the Zoom link for Office)
    - Tue/Wed 6:30 PM – 7:00 PM
- By appointment (email)
- Academic Coaching (TutorTrac)

Zoom Room Conduct:

1) Participate from a quiet space where you can listen and speak.
2) It is highly recommended to turn video on, but it is not mandatory.
3) If you know that you will be disturbed during the class time, make sure that you are muted, and your video is off while you are dealing with the issue.
4) Please respect the learning environment of others and keep distractions to a minimum.

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.

Course Materials:

1) No textbook
2) LBCC Gmail accounts
3) A minimum 2GB USB thumb drive (optional)

Learning 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 the lowest quiz	20%
10 Assignments – drop the lowest assignment	25%
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 *General* section.	25%
Participation (2 points for each day missed, 10 points total).	5%
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 holding published office hours.	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 responding to your email within 24 hours (no voice mail please).	You agree to complete all readings and course assignments on time (due on Sunday night).
I commit to grading assignments within 7 days (after due date).	You agree to collaborate professionally with fellow students on the class project.
If I am unable to come to a class, I commit to doing my best to find a substitute instructor while keeping you up to date.	

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.

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).

***Syllabus is tentative and subject to change at instructor discretion. ***

Week	Activity	Due
Week-1 Jan 4	➢ Welcome, introductions, scope & set clear expectations ➢ Week-1 scope = Overview of computers (including Hardware), Operating Systems, and Applications ➢ Week-1 quiz ➢ Week-1 assignment ➢ Class discussion-1 (What do you hope to learn in this class?)	Jan 8 Jan 10 @ 11:55 pm
Week-2 Jan 11	➢ Week-2 scope = Overview of Windows 10 Operating System, File System, and Snipping tool. ➢ Week-2 quiz ➢ Week-2 assignment	Jan 17 @ 11:55 pm
Week-3 Jan 18	*** Monday, Jan 18 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 ➢ Class discussion-2 (How has the Internet changed the world?)	Jan 22 Jan 24 @ 11:55 pm
Week-4 Jan 25	➢ Week-4 scope = Overview of Google Gmail, Contacts, Calendar and Deeper Dive into Google Drive & OneDrive. ➢ Week-4 quiz ➢ Week-4 assignment NOTE: Project Teams formed.	Jan 31 @ 11:55 pm
Week-5 Feb 1	➢ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. ➢ Week-5 quiz ➢ Week-5 assignment ➢ Class discussion-3 (What is the big deal about Cloud Computing?)	Feb 5 Feb 7 @ 11:55 pm
Week-6 Feb 8	➢ Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam. ➢ Midterm Exam (1 hour 50 mins duration) ➢ Week-6 quiz ➢ Week-6 assignment	Feb 14 @ 11:55 pm

Week	Activity	Due
Week-7 Feb 15	*** Monday, Feb 15 is Presidents' Day = Holiday *** ➢ Week-7 scope = Overview of Microsoft Excel. ➢ Week-7 quiz ➢ Week-7 assignment ➢ Class discussion-4 (Why are people concerned about Internet Security?)	Feb 19 Feb 21 @ 11:55 pm
Week-8 Feb 22	➢ Week-8 scope = Complete Microsoft Excel and Intro to Google Sheets and OneDrive Excel (including File Format Converting). ➢ Week-8 quiz ➢ Week-8 assignment ➢ Final Project Outline (Only one team member to submit)	Feb 28 @ 11:55 pm
Week-9 Mar 1	➢ 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 5 Mar 7 @ 11:55 pm
Week-10 Mar 8	➢ 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 14 @ 11:55 pm
Week-11 Mar 15	➢ Team Presentations - on March 16 @ 4 pm (Zoom)	