Kayte Giles
CS120 – Digital Literacy
Winter 2021 Syllabus

Email: gilesk@linnbenton.edu	**Classroom:** CS120
Office: Virtual	**Class Day/Time:** Online
Phone: 541.570.3251	**Office Hours: Friday/Sunday 10am – 4pm**

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. 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) Google Drive/One Drive
3) LBCC Gmail account

Recommended Course Materials:

Earphones/Earbuds for the computer

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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* As this is an updated <u>Online Course</u>, the Instructor has the right to change/modify/correct the course as they deem due to errors/unreasonable expectations or time constraints. *

<u>**Grades Table:**</u>

Quizzes/Assignments/Exams	Weight
10 Quizzes – drop the lowest quiz	20%
10 Assignments – drop the lowest assignment	20%
2 to 3 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%

<u>**Instructor and Student Responsibilities:**</u>

Instructor Responsibilities	Student Responsibilities
I commit to opening 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 10 hours per week on readings and assignments outside of class (see Moodle for details).
I commit to holding virtual published office hours when needed.	You agree to complete all readings and course assignments on time (due 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).	You will show your fellow student respect in the forums/chat/emails of this course.

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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.

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 make 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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Winter 2021 Syllabus

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	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 ➢ Class discussion-1 (What do you want to gain from this class?)	Jan 17 @ 11:55 pm
Week-3 Jan 18	➢ Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). ➢ Week-3 quiz ➢ Week-3 assignment NOTE: Final Project Review/Requirements	Jan 24 @ 11:55 pm
Week-4 Feb 1	➢ 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 7 @ 11:55 pm
Week-5 Feb 8	➢ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. ➢ Week-5 quiz ➢ Week-5 assignment	Feb 14 @ 11:55 pm
Week-6 Feb 15	➢ Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam. ➢ Midterm Exam (will be online – opened Wednesday) ➢ Week-6 quiz ➢ Week-6 assignment ➢ Class discussion-3 (What's the big deal about Cloud Computing?)	Feb 21 @ 11:55 pm

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Winter 2021 Syllabus

Week	Activity	Due
Week-7 Feb 22	➢ Week-7 scope = Overview of Microsoft Excel. ➢ Week-7 quiz ➢ Week-7 assignment	Feb 28 @ 11:55 pm
Week-8 Mar 1	➢ 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 (Submission)	Mar 7 @ 11:55 pm
Week-9 Mar 8	➢ 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 14 @ 11:55 pm
Week-10 Mar 15	➢ 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 prepardness (MS Word, Excel & PowerPoint) ➢ Please submit (Please put your name on Project pieces)	Mar 21 @ 11:55 pm
Week-10 Mar 21	➢ Online Presentations - on Tues, Mar 16 (must be uploaded to Moodle by Deadline)	

Additional:

"Communication in this course will be conducted through email and the online discussion board. If you have specific questions pertaining to the course, assignments, projects, etc., post those questions on the Frequently Asked Questions (FAQ) discussion board and/or FAQ Forum Thread. Anyone may answer the FAQs and bonus points can be earned for complete, correct answers. Use email if you have a personal question that should not be posted to the discussion board. Questions sent via email will be responded to within 24 hours."

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Winter 2021 Syllabus

Please read and confirm the following by sending the instructor an email stating that you understand and agree to the Communication Code of Conduct, by Sunday Jan 10th, 2021.

As a student in this course, I understand the following Communication Code of Conduct, will follow the regulations set, and will abide by any consequences. I agree to:

- Be polite and respectful in my communication
- Be professional in my communication
- Be careful with humor, sarcasm, and tone in my communication
- Use descriptive subject lines
- Avoid the use of ALL CAPS
- Avoid the use of acronyms
- Avoid text messaging language
- Address the ideas, not the person, when responding to another student's posting or email

Items in the Communication Code of Conduct may be changed to meet the needs of the instructor, course, or student.

Helpful Tips:

1. Please know I do a lot of postings to the forum. If you have this off or disabled, it will be your responsibility to check it often as I post fixes, work arounds on issues with assignments and updates.
2. You will be using Word, Excel and Power Point in this class. If you do not have access to software, you should be able to get a free version as a student from Linn Benton. If you have issues obtaining the free version. Linn Benton does offer loaner Laptops that you can check out. Please reach out to your Instructor for additional help.
3. Please understand that the One Drive version of Office is a condensed version of Word, Excel, PowerPoint. This means some of the features to complete your assignments are missing.
4. Just so everyone is aware, I work 10-hour days Mon-Thurs, I do check my emails often but best time for me to work with you if your having issues is Fri, Sat and Sunday.
5. We all know what a difficult time this is, if you have any issues, concerns or just need to share what is going on with your situation. Please send it via email or ask for a phone call so I can work with you in case it may interfere with your classwork.