

Wendy Roberts
CS120 – Digital Literacy
Winter 2021 Syllabus

Email: robertw@linnbenton.edu	Classroom: Online
Office: NA	Class Day/Time: Online M/W 10-11:50am
Phone: Please email	Office Hours: By Appt.

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 thumb drive
- 3) LBCC Gmail account

Recommended Course Materials:

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.

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Grades Table:

Quizzes/Assignments/Exams	Weight
10 Quizzes – drop the lowest quiz	20%
10 Assignments – drop the lowest assignment	20%
5 Forums - class discussions	15%
Midterm Exam (50 Multiple-Choice questions)	15%
Final Project (MS Word, MS Excel, MS PowerPoint) – see guidelines in Moodle week-0	30%
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%

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.

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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 4	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 17 @ 11:55 pm
Week-3 Jan 18	<ul style="list-style-type: none"> ➤ Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). ➤ Week-3 quiz ➤ Week-3 assignment 	Jan 24 @ 11:55 pm
Week-4 Jan 25	<ul style="list-style-type: none"> ➤ 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?) 	Jan 31 @ 11:55 pm
Week-5 Feb 1	<ul style="list-style-type: none"> ➤ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. ➤ Week-5 quiz ➤ Week-5 assignment 	Feb 7 @ 11:55 pm

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Week-6 Feb 8	<ul style="list-style-type: none"> ➤ Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam. ➤ Midterm Exam (open all week, only one attempt) ➤ Week-6 quiz ➤ Week-6 assignment ➤ Class discussion-3 (What’s the big deal about Cloud Computing?) 	Feb 14 @ 11:55 pm
Week	Activity	Due
Week-7 Feb 15	<ul style="list-style-type: none"> ➤ Week-7 scope = Overview of Microsoft Excel. ➤ Week-7 quiz ➤ Week-7 assignment 	Feb 21 @ 11:55 pm
Week-8 Feb 22	<ul style="list-style-type: none"> ➤ 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 Due Feb 28 @ 11:55 PM 	Feb 28 @ 11:55 pm
Week-9 Mar 1	<ul style="list-style-type: none"> ➤ 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 7 @ 11:55 pm
Week-10 Mar 8	<ul style="list-style-type: none"> ➤ Week-10 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager & Backup). ➤ Week-10 quiz ➤ Week-10 assignment ➤ Final Project artifacts (MS Word, Excel & PowerPoint) Due Mar 14 @ 11:55 PM 	Mar 14 @ 11:55 pm

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Week-11 Mar 15	No Finals – Turn in Final Project	
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