

Mark Ryan
CS120 – Digital Literacy
Spring 2022 Syllabus

Email: ryanm@linnbenton.edu	Class Room: Online
Office: Virtual	Class Day/Time: Online https://linnbenton.zoom.us/j/2633435230 Meeting ID: 263 343 5230 Passcode: CS120S22
Phone: 503-704-9371	Office Hours: By Appointment

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.

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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%
5 Discussions	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 responding to your email within 24 hours (no voice mail please).	You agree to comply with college code of conduct.
I commit to grading assignments within 3 days (after due date).	You agree to spend an average of 6 hours per week on readings and assignments. (see Moodle for details).
I commit to holding published office hours.	You agree to complete all readings and course assignments.
	You agree to collaborate professionally with fellow students on the class project.

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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 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 Mar 28	<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 assignment ➤ Week-1 quiz 	Apr 3 @ 11:55 pm
Week-2 Apr 4	<ul style="list-style-type: none"> ➤ Week-2 scope = Overview of Windows 10 Operating System, File System, and Snipping tool. ➤ Week-2 assignment ➤ Week-2 quiz ➤ Discussion-1 (What do you hope to learn in this class?) 	Apr 10 @ 11:55 pm
Week-3 Apr 11	<ul style="list-style-type: none"> ➤ Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). ➤ Week-3 assignment ➤ Week-3 quiz 	Apr 17 @ 11:55 pm
Week-4 Apr 18	<ul style="list-style-type: none"> ➤ Week-4 scope = Overview of Google Gmail, Contacts, Calendar and Deeper Dive into Google Drive & OneDrive. ➤ Week-4 assignment ➤ Week-4 quiz ➤ Discussion-2 (How has the Internet changed the world?) 	Apr 24 @ 11:55 pm
Week-5 Apr 25	<ul style="list-style-type: none"> ➤ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. ➤ Week-5 assignment ➤ Week-5 quiz 	May 1 @ 11:55 pm
Week-6 May 2	<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 ➤ Week-6 assignment ➤ Week-6 quiz ➤ Discussion-3 (What's the big deal about Cloud Computing?) 	May 8 @ 11:55 pm
Week-7 May 9	<ul style="list-style-type: none"> ➤ Week-7 scope = Overview of Microsoft Excel. ➤ Week-7 assignment ➤ Week-7 quiz 	May 15 @ 11:55 pm

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<p>Week-8 May 16</p>	<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 assignment ➤ Week-8 quiz ➤ Discussion-4 (Why are people concerned about Internet Security?) ➤ Final Project Outline (Only one team member to submit) 	<p>May 22 @ 11:55 pm</p>
<p>Week-9 May 23</p>	<ul style="list-style-type: none"> ➤ Week-9 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint. ➤ Week-9 assignment ➤ Week-9 quiz ➤ Discussion-5 (How do you imagine embedded computers will be used 10 years from now?) 	<p>May 29 @ 11:55 pm</p>
<p>Week-10 May 30</p>	<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 assignment ➤ Final Project Deliverables (MS Word, Excel & PowerPoint) 	<p>Jun 5 @ 11:55 pm</p>
<p>Week-11 Jun 6</p>	<ul style="list-style-type: none"> ➤ Presentations – (Optional) 	