

Sisi Virasak
CIS120 – Digital Literacy
Summer 2019 Syllabus

Email: virasas@linnbenton.edu	Class Room: MKH-211
Office: MKH-108	Class Day/Time: TR 9-10:50 AM
Phone: 541-917-4617	Office Hours: Immediately before and after class

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%
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%

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.

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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, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report.

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 June 24 (Sisi)	<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 	June 30 @ 11:55 pm
Week-2 July 1 (Sisi)	<p style="text-align: center; color: green;">*** Thurs, July 4 = Holiday ***</p> <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?) 	July 7 @ 11:55 pm
Week-3 July 8 (Sisi)	<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 <p style="color: green;">NOTE: Project Teams formed.</p>	July 14 @ 11:55 pm
Week-4 July 15 (Sisi)	<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?) 	July 21 @ 11:55 pm
Week-5 July 22 (Sisi)	<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 	July 28 @ 11:55 pm
Week-6 July 29 (Ziko)	<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 (must be in class) ➤ Week-6 quiz ➤ Week-6 assignment ➤ Class discussion-3 (What's the big deal about Cloud Computing?) 	Aug 4 @ 11:55 pm
Week-7 Aug 5	<ul style="list-style-type: none"> ➤ Week-7 scope = Overview of Microsoft Excel. ➤ Week-7 quiz 	Aug 11

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(Ziko)	➤ Week-7 assignment	@ 11:55 pm
Week-8 Aug 12 (Ziko)	<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 (Only one team member to submit) 	Aug 18 @ 11:55 pm
Week-9 Aug 19 (Ziko)	<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?) ➤ Project teams' artifacts (MS Word, Excel & PowerPoint) ➤ Only one team member to submit 	Aug 25 @ 11:55 pm
Week-10 Aug 26 (Ziko)	<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 (due on Wed, Aug 28 @ 11:55 pm) ➤ Week-10 assignment (due on Wed, Aug 28 @ 11:55 pm) ➤ Team Presentations - on Thurs, Aug 29 @ 12:00 am (must be in class) 	Aug 28 @ 11:55 pm