Susan Robins-Miller
CIS120 – Digital Literacy
Spring 2021 Syllabus CRN: 41663
Online

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Class / Office Hours: Zoom 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.

Required Course Materials:

1)   No textbook (online-based course)
2)   LBCC Gmail account
3)   A personal computer (You may check out a laptop from the Library)
     This course is based on Windows 10 OS
4) Office 365 installed on your computer - Free with tuition

Recommended Course Materials:

1)   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 its 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.	20%
Engagement - class discussions and lecture labs.	20%
Midterm Exam (50 Multiple-Choice questions).	15%
Final Project (MS Word, MS Excel, MS PowerPoint) – see guidelines in Moodle.	25%
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.

Assignments are due at 11:55 p.m. on Sunday evenings.
Please give yourself plenty of time to complete. Technical difficulties are bound to happen.
Assignments are not accepted late.

It is up to you to manage your time and computer resources appropriately. Do not procrastinate and make sure you have the necessary equipment to complete assignments.

LBCC Center for Accessibility Resources:

Students who may need accommodations due to documented disabilities, or who have medical information that 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.

BCC 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).

Week	Activity / Subject to Change	Due
Week-1 March 29	➢ Welcome, introductions, scope & set clear expectations ➢ Week-1 scope = Overview of computers (Including Hardware), Operating Systems, and Applications. ➢ Week-1 quiz ➢ Week-1 assignment	April 4 @ 11:55 pm Assignments & Quizzes are **not** accepted late.
Week-2 April 5	➢ Week-2 scope = Overview of Windows 10 Operating System, File System, and Snipping Tool. ➢ Week-2 quiz ➢ Week-2 assignment ➢ Class discussion-1	April 11 @ 11:55 pm

Week-3 April 12	➢ 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	April 18 @ 11:55 pm
Week-4 April 19	➢ Week-4 scope = Overview of Google Gmail, Contacts, Calendar, and Deeper Dive into Google Drive & OneDrive. ➢ Week-4 quiz ➢ Week-4 assignment Class discussion-3	April 25 @ 11:55 pm
Week-5 April 26	➢ Week-5 scope = Introduction of MS Word and Google Docs ➢ Week-5 quiz ➢ Week-5 assignment	May 2 @ 11:55 pm
Week 6 May 3	➢ Week-6 scope = More with Word and Midterm Exam ➢ Week-6 quiz ➢ Week-6 assignment ➢ Class discussion-4 ➢ Midterm Exam	May 9 @ 11:55 pm
Week-7 May 10	Week-7 scope = Overview of Microsoft Excel. ➢ Week-7 quiz ➢ Week-7 assignment ➢ Final Project Outline	May 16 @ 11:55 pm

Week-8 May 17	➢ Week-8 scope = Complete Microsoft Excel and Intro to Google Sheets and OneDrive Excel (including File Format Converting). ➢ Week-8 quiz ➢ Week-8 assignment	May 23 @ 11:55 pm
Week-9 May 24	➢ Week-9 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint. ➢ Week-9 quiz ➢ Week-9 assignment	May 30 @ 11:55 pm
Week-10 May 31	Week-10 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager & Backup). ➢ Week-10 quiz ➢ Week-10 assignment ➢Class discussion-5	June 6 @ 11:55 pm
Week 11 June 7	Final Project Due Tuesday, June 8 @ 11:55 pm	June 8 @ 11:55 pm