



# CS120 Digital Literacy

## Instructor Information

Joe Paris

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Office Hours: by appointment (via [Zoom](#))

## Course Information

CRN: 41665

Number of credits: 3

## Course Description

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.

## Student Learning Outcomes

- Identify current and future trends in computing and recognize various computing devices and their uses.
- Identify the parts of a computer and their features and functions and recognize the advantages and limitations of important peripheral devices.
- Identify and describe the features of desktop and specialized computer operating systems and understand the importance of system utilities, backups, and file management.
- 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.
- Understand what a computer network is, identify different types of networks, and recognize threats to security and privacy.
- Demonstrate the proper use of basic word processing, spreadsheet, and presentation software features.

## Course Materials

### Required:

- No textbook (online based course).
- A minimum 2GB USB thumb drive.
- LBCC Gmail account.
- Internet access.
- A [Zoom](#) account.
- We will be using Moodle. If you are unfamiliar with Moodle, please watch this short [Moodle orientation video](#). I suggest you visit the course Moodle shell before our first class and check it frequently for updated information. Before logging into Moodle for the first time you will have to claim your account at [identity.linnbenton.edu](http://identity.linnbenton.edu) (this is a one-time process). If you have any problems claiming your account or logging into Moodle please contact the Student Help Desk at 541-917-4630 or [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu).

### Optional:

- A webcam.
- Speakers/headphones/earbuds.
- A microphone.

## Class Policies

### Behavior and Expectations

You will be held accountable to the [Student Code of Conduct](#), which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct.

### Guidelines for Communication

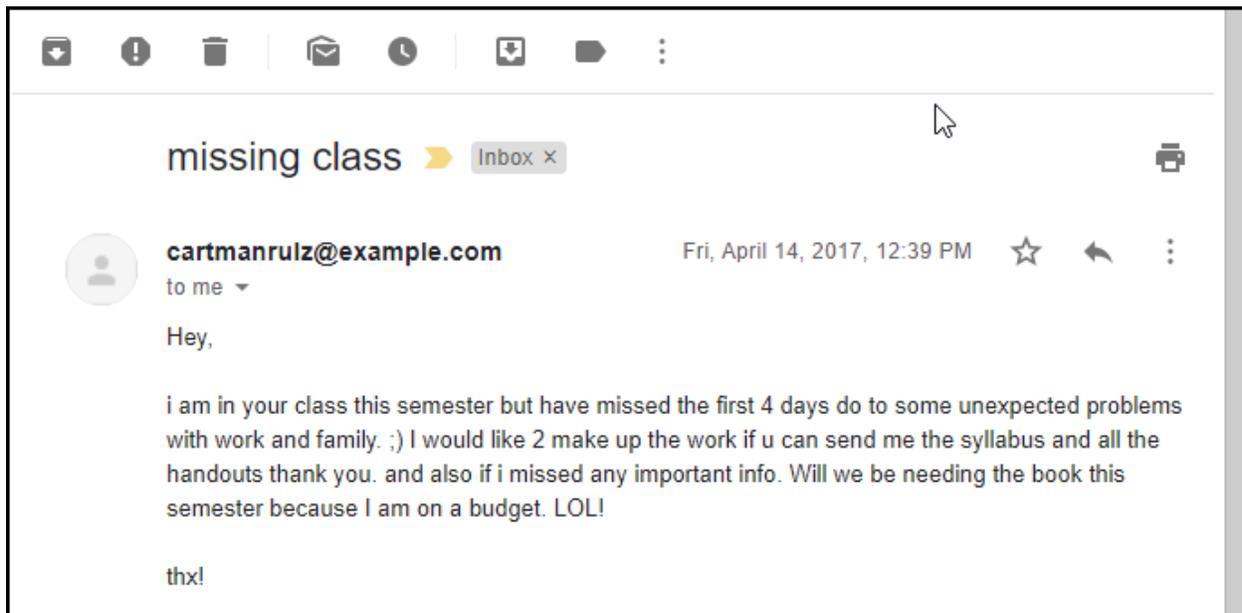
*Please do not call me.* I will not be checking my office voicemail this term. You will not get a response.

*Please do not use Moodle's built-in messaging.* Again, you will likely not get a response.

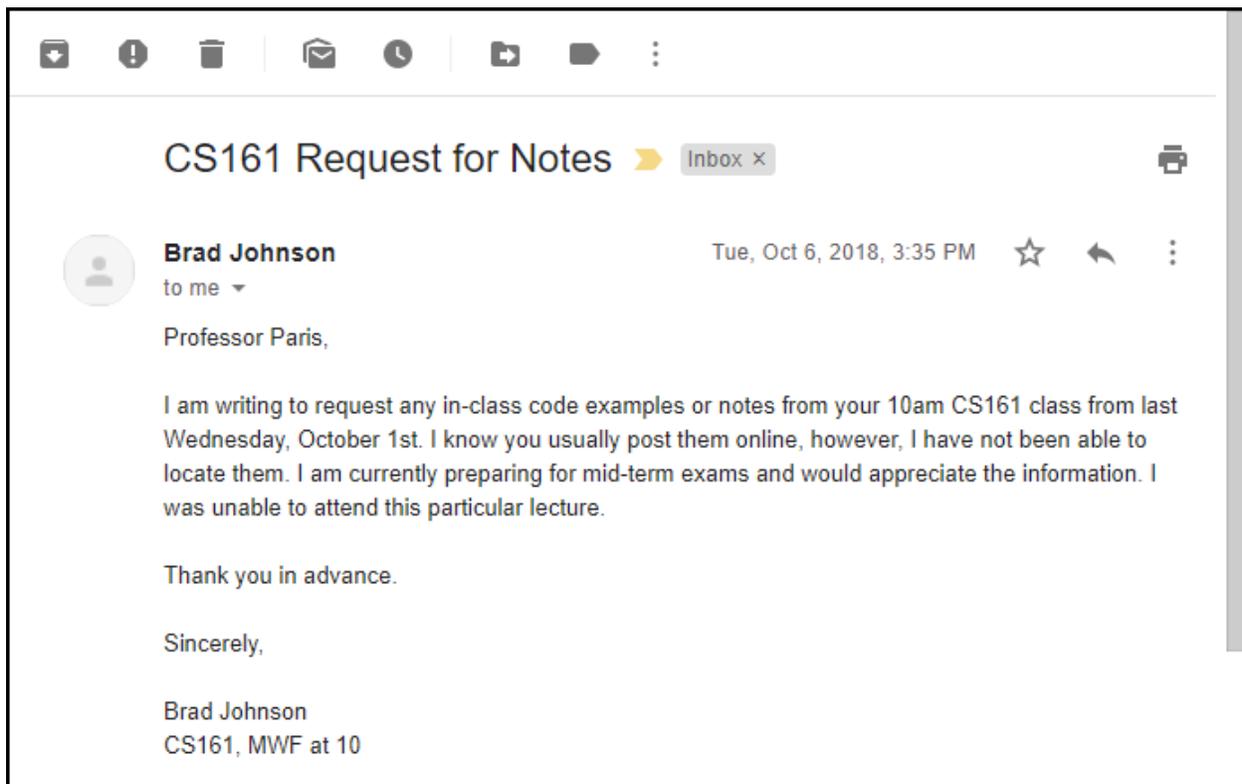
The *best* way to reach your instructor is by email. I check my email regularly during business hours and your message will receive a prompt reply.

While they need not be strictly formal your emails should be concise, list necessary details, and written in a manner that would be appropriate for communicating with your boss.

Here is an example of a poorly written email. Yes, this is a real email. The names have been changed to protect the guilty.



And here is an example of a much more appropriate email.



The wikiHow page [How to Email a Professor](#) has many excellent tips on writing these kinds of emails and you are strongly encouraged to read it.

## Course Work

All work, unless specifically stated otherwise, is to be submitted electronically via Moodle. Details of how to do this will be covered in class.

Assignments may not be submitted via email.

Late assignments will not be accepted. No exceptions.

## Missed Work

In case of absence from class, students are responsible for announcements made and materials covered. These will be available via Moodle.

## Grading

Type	Weight
10 Quizzes (the lowest score will be dropped)	20%
10 Assignments (the lowest score will be dropped)	20%
5 Forums (class discussions)	20%
Midterm exam (50 multiple choice questions)	15%
Final Team Project	25%

Letter Grade	Percentage	Performance
A	90%–100%	Excellent Work
B	80%–89.9%	Good Work
C	70%–79.9%	Average Work
D	60%–69.9%	Poor Work
F	0%–59.9%	Failing Work

Note: A grade of “C” is considered passing.

## Campus Resources

### Resources and Information for COVID-19

Quite possibly the most important resource for us all this term will be [LBCC's Coronavirus/COVID-19 information page](#). A close second may be the [FAQS for students page](#).

### Tutoring

As an LBCC student you are eligible for up to three *free* tutoring sessions per week in a any of a wide variety of subjects. See the [Tutoring Center](#) web page for more information.

### The Writing Center

Writing assistants are available to help you with any class in which writing is assigned and at any stage of the writing process, from brainstorming to a final draft. They also

assist students with non-academic writing like scholarship essays, resumes, and creative writing. See more at the [Writing Center web page](#).

### **Basic Needs**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support via email at [resources@linnbenton.edu](mailto:resources@linnbenton.edu) or visit us on the web at [www.linnbenton.edu/RRC](http://www.linnbenton.edu/RRC). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

## **College Policies**

### **LBCC Email and Course Communications**

You are responsible for all communications sent via Moodle and to your LBCC email account. College policy requires that you use your LBCC provided email account for all email communications at the College.

### **Disability and Access Statement**

You should meet with your instructor during the first week of class if:

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](#) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call (541) 917-4789.

### **Statement of Inclusion**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

### **Title IX Reporting Policy**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

## Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC email.

## Class Calendar

<b>Week</b>	<b>Activity</b>	<b>Due</b>
Week 1 April 6	<ul style="list-style-type: none"><li>• Welcome, introductions, scope &amp; set clear expectations</li><li>• Week 1 scope = Overview of computers (including Hardware), Operating Systems, and Applications</li><li>• Week 1 quiz</li><li>• Week 1 assignment</li></ul>	April 12 @ 11:55 pm
Week 2 April 13	<ul style="list-style-type: none"><li>• Week 2 scope = Overview of Windows 10 Operating System, File System, and Snipping tool</li><li>• Week 2 quiz</li><li>• Week 2 assignment</li><li>• Class discussion-1 (What do you hope to learn in this class?)</li></ul>	April 19 @ 11:55 pm
Week 3 April 20	<ul style="list-style-type: none"><li>• Week 3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive &amp; Microsoft OneDrive)</li><li>• Week 3 quiz</li><li>• Week 3 assignment</li><li>• NOTE: Project Teams formed</li></ul>	April 26 @ 11:55 pm
Week 4 April 27	<ul style="list-style-type: none"><li>• Week 4 scope = Overview of Google Gmail, Contacts, Calendar and Deeper Dive into Google Drive &amp; OneDrive</li><li>• Week 4 quiz</li><li>• Week 4 assignment</li><li>• Class discussion-2 (How has the Internet changed the world?)</li></ul>	May 3 @ 11:55 pm
Week 5 May 4	<ul style="list-style-type: none"><li>• Week 5 scope = Intro to MS Office suite and overview of Microsoft Word</li><li>• Week 5 quiz</li><li>• Week 5 assignment</li></ul>	May 10 @ 11:55 pm

Week	Activity	Due
Week 6 May 11	<ul style="list-style-type: none"> <li>• Week 6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam</li> <li>• Midterm Exam (<i>must</i> be completed on May 13)</li> <li>• Week 6 quiz</li> <li>• Week 6 assignment</li> <li>• Class discussion-3 (What's the big deal about Cloud Computing?)</li> </ul>	May 17 @ 11:55 pm
Week 7 May 18	<ul style="list-style-type: none"> <li>• Week 7 scope = Microsoft Excel</li> <li>• Week 7 quiz</li> <li>• Week 7 assignment</li> </ul>	May 24 @ 11:55 pm
Week 8 May 25	<ul style="list-style-type: none"> <li>• Week 8 scope = Complete Microsoft Excel and Intro to Google Sheets and OneDrive Excel (including File Format Converting).</li> <li>• Week 8 quiz</li> <li>• Week 8 assignment</li> <li>• Class discussion-4 (Why are people concerned about Internet Security?)</li> <li>• Final Project Outline (Only one team member to submit)</li> </ul>	May 31 @ 11:55 pm
Week 9 June 1	<ul style="list-style-type: none"> <li>• Week 9 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint.</li> <li>• Week 9 quiz</li> <li>• Week 9 assignment</li> <li>• Class discussion-5 (How do you imagine embedded computers will be used 10 years from now?)</li> </ul>	June 7 @ 11:55 pm
Week 10 June 8	<ul style="list-style-type: none"> <li>• Week 10 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager &amp; Backup).</li> <li>• Week 10 quiz</li> <li>• Week 10 assignment</li> <li>• Project teams artifacts (MS Word, Excel &amp; PowerPoint)</li> <li>• Only one team member to submit</li> </ul>	June 12 @ 11:55 pm