Linn-Benton Community College (LBCC)
CS120 – Digital Literacy
Syllabus – Toraj Khavari

Email: khavart@linnbenton.edu	**Class Room:** Virtual and Remote (Zoom and Phone)
Office: Remote	**Class Day/Time:** All hours - PST

Class Day/Time: All hours - PST

Wednesdays @1:30 pm to 3:20 pm	Virtual* using Zoom **
Others	Remote

* - Attend classes in person using Zoom
** - Class Zoom Information as follows.
Toraj Khavari is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://linnbenton.zoom.us/j/99380138468

Meeting ID: 993 8013 8468
Passcode: **CS120**
One tap mobile
+13462487799,,99380138468# US (Houston)
+16699006833,,99380138468# US (San Jose)

Dial by your location
   +1 346 248 7799 US (Houston)
   +1 669 900 6833 US (San Jose)
   +1 253 215 8782 US (Tacoma)
   +1 312 626 6799 US (Chicago)
   +1 646 876 9923 US (New York)
   +1 301 715 8592 US (Washington DC)
Meeting ID: 993 8013 8468
Find your local number: https://linnbenton.zoom.us/u/aZIuqA7ik

Join by Skype for Business
https://linnbenton.zoom.us/skype/99380138468

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Phone: 503-706-3548	Office Hours: Monday and Wednesday @ 12:30 PM
	Monday and Others	Remote – By Appointment as needed
	Wednesday @ noon	Virtual using Zoom and Phone !*

!* - Office Hours Zoom Information as follows.
Toraj Khavari is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://linnbenton.zoom.us/j/97971177605

Meeting ID: 979 7117 7605
Passcode: **CS1201ON1**
One tap mobile
+13462487799,,97971177605# US (Houston)
+16699006833,,97971177605# US (San Jose)

Dial by your location
    +1 346 248 7799 US (Houston)
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 312 626 6799 US (Chicago)
    +1 646 876 9923 US (New York)
    +1 301 715 8592 US (Washington DC)
Meeting ID: 979 7117 7605
Find your local number: https://linnbenton.zoom.us/u/abWLD8ZBnn

Join by Skype for Business
https://linnbenton.zoom.us/skype/97971177605

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 with 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) Access to computer with internet enabled
3) A minimum 2GB USB drive

Recommended Course Materials:

1) Earphones/Earbuds for the computer (can only be used during lab time and remote zoom communications)

<u>Learner Outcomes:</u>

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 Zoom Attendances and Participation (2 points for each day) – must Participate to earn 2 points.	20%
10 Assignments ✱	20%
10 Quizzes ✱	20%
Midterm Exam (50 Multiple-Choice questions).	15%
Final Team Project (MS Word, MS Excel, MS PowerPoint) – see guidelines in Moodle week-0. ✱	25%
TOTAL	100%
Grades: **IMPORTANT:** A grade of "C" or higher is considered passing.	A: 90-100% P: >= 70% B: 80-89% NP: < 70% C: 70-79% D: 60-69% F: < 60%

✱ Due / deadline is 11:59 PM PST/PDT Sunday nights before start of 1st day, Monday, of the following week for a given week. For example, Assignment for week 1 deadline is Sunday 11:59 PM before Monday of week 2.

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Instructor and Student Responsibilities:

Instructor Responsibilities	Student Responsibilities
I commit to starting all classes on time.	You agree to attend all virtual zoom classes, when participating keep camera on, and to comply with college code of conduct.
I commit to showing up to class prepared.	You agree to actively participate in class discussions and exercises.
I commit to balancing class time between lecture and hands-on exercises.	You agree to spend an average of 4 hours per week on readings and assignments outside of class (see Moodle for details).
I commit to holding published and announced office hours.	You agree to complete all readings and course assignments on time (due on Sunday night).
I commit to responding to your email within 24 hours, except weekends (no voice mail please).	You agree to collaborate professionally with fellow students on the class project.
I commit to grading assignments within 3 days (after due date).	You commit to use your LBCC Email account and Moodle.
If I'm unable to come to a class, I commit to doing my best to find a substitute instructor while keeping you up-to-date.	

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) During Zoom meeting, please
   - keep your camera on,
   - enable chat window,
   - mute microphone when not used, and
   - focus, don't use other electronic devices in class including laptops, iPods, iPads, etc.
3) Please respect the learning environment of others and keep distractions to a minimum.

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:

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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).

Basic Needs Statement:

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 (resources@linnbenton.edu , or visit us on the web www.linnbenton.edu/RRC under Student Support for Current Students). 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 direct the student to any resources that are available.

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Week	Activity	Due
Week-1 Wed. 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	March 31 @ 1:30 pm - 3:20 pm
Week-2 Wed. 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 (What do you hope to learn in this class?)	April 7 @ 1:30 pm - 3:20 pm
Week-3 Wed. April 12	➢ Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). ➢ Week-3 quiz ➢ Week-3 assignment NOTE: Project Teams formed.	April 14 @ 1:30 pm - 3:20 pm
Week-4 Wed. 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-2 (How has the Internet changed the world?)	April 21 @ 1:30 pm - 3:20 pm
Week-5 Wed. April 26	➢ Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. ➢ Week-5 quiz ➢ Week-5 assignment	April 28 @ 1:30 pm - 3:20 pm
Week-6 Wed. May 3	➢ Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam. ➢ Midterm Exam Wed. May 5 1:30-3:20 pm (must be in class) ➢ Week-6 quiz ➢ Week-6 assignment ➢ Class discussion-3 (What's the big deal about Cloud Computing?)	May 5 @ 1:30 pm - 3:20 pm
Week-7 Wed. May 10	➢ Week-7 scope = Overview of Microsoft Excel. ➢ Week-7 quiz ➢ Week-7 assignment ➢ Final Project Outline (Only one team member to submit / report out).	May 12 @ 1:30 pm - 3:20 pm
Week-8 Wed. 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 ➢ Class discussion-4 (Why are people concerned about Internet Security?)	May 19 @ 1:30 pm - 3:20 pm
Week-9 Wed.	➢ Week-9 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint.	May 26

May 24	➢ Week-9 quiz ➢ Week-9 assignment ➢ Class discussion-5 (How do you imagine embedded computers will be used 10 years from now?)	@ 1:30 pm - 3:20 pm
Week-10 Wed. May 31	*** Monday, May 31Memorial Day = Holiday *** ➢ Week-10 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager & Backup). ➢ Week-10 quiz ➢ Week-10 assignment ➢ Project teams artifacts (MS Word, Excel & PowerPoint) ➢ Only one team member to submit	June 2 @ 1:30 pm - 3:20 pm
Week-11 Wed. June 7	➢ Team Presentations – Starts at 1:30 pm. Each team will have a time frame agreed upon during prior class (must be in zoom class)	June 9 @ 1:30 pm - TBD pm

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