

Ziko Rizk
CS120 – Digital Literacy
Summer 2021 Syllabus

Email: rizkz@linnbenton.edu	Classroom: Online
Office: MKH-101	Class Day/Time: Monday at 10:00 am
	Office Hours: Online (request meeting)

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 thumb drive
- 3) LBCC Gmail account
- 4) Weekly material provided in the Moodle LMS (Learning Management Systems).

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 the lowest quiz	25%
10 Assignments – drop the lowest assignment	25%
5 Forums - class discussions	10%
Midterm Exam (50 Multiple-Choice questions)	15%
Final 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% 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 posting the weekly lectures by the end of Monday and Thursday of each week.	You agree to comply with college code of conduct.
I commit to responding to your email within 24 hours (no voice mail please).	You agree to actively participate in class discussions and exercises.
I commit to grading assignments within 3 days (after due date).	You agree to spend an average of 4 hours per week on readings and assignments outside of class (see Moodle for details).
If requested, I commit to scheduling a Zoom meeting with you within 1 day (Mon thru Thurs).	You agree to complete all readings and course assignments on time (due on Sunday night).

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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).

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 (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 provide any resources that they may possess.

LBCC Student Tutoring:

Each LBCC student is eligible up to 3 hours of free tutoring per week – covered by your tuition. I strongly recommend that you take advantage of this service. Link = <http://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/index.php>

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Week	Activity	Due
Week-1 June 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 quiz ➤ Week-1 assignment 	July 4 @ 11:55 pm
Week-2 July 5	<p style="text-align: center;">*** Monday July 5 is a Holiday – no class ***</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 11 @ 11:55 pm
Week-3 July 12	<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 	July 18 @ 11:55 pm
Week-4 July 19	<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 25 @ 11:55 pm
Week-5 July 26	<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 	Aug 1 @ 11:55 pm
Week-6 Aug 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 quiz ➤ Week-6 assignment ➤ Class discussion-3 (What's the big deal about Cloud Computing?) 	Aug 8 @ 11:55 pm
Week	Activity	Due
Week-7	<ul style="list-style-type: none"> ➤ Week-7 scope = Overview of Microsoft Excel. 	Aug 15

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Aug 9	<ul style="list-style-type: none"> ➤ Week-7 quiz ➤ Week-7 assignment 	@ 11:55 pm
Week-8 Aug 16	<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 22 @ 11:55 pm
Week-9 Aug 23	<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?) 	Aug 29 @ 11:55 pm
Week-10 Aug 30	<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 ➤ Week-10 assignment ➤ Project artifacts (MS Word, Excel & PowerPoint) 	Sept 2 @ 11:55 pm