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| **Email: gilesk@linnbenton.edu** | **Classroom:** CS120 |
| **Office:** Virtual | **Class Day/Time:** Online |
| **Phone:** 541.570.3251 | **Office Hours: Friday/Sunday 10am – 4pm** |

**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

**Recommended Course Materials:**

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.

**\* As this is an updated Online Course, the Instructor has the right to change/modify/correct the course as they deem due to errors/unreasonable expectations or time constraints. \***

**Grades Table:**

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| **Quizzes/Assignments/Exams** | **Weight** |
| 10 Quizzes – drop the lowest quiz | 20% |
| 10 Assignments – drop the 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% |

**Instructor and Student Responsibilities:**

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| **Instructor Responsibilities** | **Student Responsibilities** |
| I commit to starting all classes on time. | You agree to attend all classes 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 virtual published 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 (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 will show your fellow student respect in the forums/chat/emails of this course. |

**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.

**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 make 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  Jan 6 | * Welcome, introductions, scope & set clear expectations * Week-1 scope = Overview of computers (including Hardware), Operating Systems, and Applications * Week-1 quiz * Week-1 assignment | Jan 12  @ 11:55 pm |
| Week-2  Jan 13 | * 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 want to gain from this class?) | Jan 19  @ 11:55 pm |
| Week-3  Jan 20 | * Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). * Week-3 quiz * Week-3 assignment   NOTE: Final Project Review/Requirments | Jan 26  @ 11:55 pm |
| Week-4  Jan 27 | * 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?) | Feb 02  @ 11:55 pm |
| Week-5  Feb 03 | * Week-5 scope = Intro to MS Office suite and overview of Microsoft Word. * Week-5 quiz * Week-5 assignment | Feb 09  @ 11:55 pm |
| Week-6  Feb 10 | * Week-6 scope = Complete Microsoft Word, Intro to Google Docs and OneDrive Word (including File Format Converting) and midterm exam. * Midterm Exam (will be online – opened Wednesday) * Week-6 quiz * Week-6 assignment * Class discussion-3 (What’s the big deal about Cloud Computing?) | Feb 16  @ 11:55 pm |
| **Week** | **Activity** | **Due** |
| Week-7  Feb 17 | * Week-7 scope = Overview of Microsoft Excel. * Week-7 quiz * Week-7 assignment | Feb 23  @ 11:55 pm |
| Week-8  Feb 24 | * 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 (Submission) | Mar 01  @ 11:55 pm |
| Week-9  Mar 02 | \*\* Thursday & Friday Nov 28 & 29 are Thanksgiving Holiday \*\*   * 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?) | Mar 8  @ 11:55 pm |
| Week-10  Mar 9 | * 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 prepardness (MS Word, Excel & PowerPoint) * Please submit (Please put your name on Project pieces) | Mar 15  @ 11:55 pm |
| Week-11  Mar 22 | * Online Presentations - on Tues, Mar 17 (must be turned in by Deadline) |  |

Additional:

"Communication in this course will be conducted through email and the online discussion board. If you have specific questions pertaining to the course, assignments, projects, etc., post those questions on the Frequently Asked Questions (FAQ) discussion board and/or FAQ Forum Thread. Anyone may answer the FAQs and bonus points may be earned for complete, correct answers. Use email if you have a personal question that should not be posted on the discussion board. Questions posted to the discussion board and sent via email will be responded to within 24 hours."

Please read and confirm the following by sending the instructor an email stating that you understand and agree to the Communication Code of Conduct, by Sunday Oct 6th, 2019.

As a student in this course, I understand the following Communication Code of Conduct, will follow the regulations set, and will abide by any consequences. I agree to:

* Be polite and respectful in my communication
* Be professional in my communication
* Be careful with humor, sarcasm, and tone in my communication
* Be prompt in my communication
* Keep my communication concise and to the point
* Use descriptive subject lines
* Avoid the use of ALL CAPS
* Avoid the use of acronyms
* Avoid text messaging language
* Address the ideas, not the person, when responding to another student's posting or email

Items in the Communication Code of Conduct may be changed to meet the needs of the instructor, course, or student.