Computer Literacy, CIS-004   Instructor: Bill Hepburn
Tuesday, Thursday 1:30 pm – 3:20 pm   e-mail: hepburnbill@deanza.edu

Winter 2015 Course Syllabus

Requisites:

Advisory: English Writing 1A or English as a Second Language 5.

Meeting Schedule

<u>Week</u>	<u>Date</u>	<u>Classroom Topic</u>
Week 1	Jan 6	Course Introduction. Assignments and Overview of On-line activities.
	Jan 8	Survey overview. Lab overview. A Bit of History.
Week 2	Jan 13	Word Processing Software.
	Jan 15	
Week 3	Jan 20	Authoring a document using technology.
	Jan 22 *	Inside the box.
Week 4	Jan 27	Electronic Research.
	Jan 29	Outside the box.
Week 5	Feb 3 *	Spreadsheet Software.
	Feb 5 *	Making the box useful. Distribute midterm.
Week 6	Feb 10	Presentation Software. Midterm Due.
	Feb 12	Telecommunications Infrastructure.
Week 7	Feb 17 *	Midterm review. Networking.
	Feb 19	Internet & Information Infrastructure.
Week 8	Feb 24	Database Software.
	Feb 26	Image Editing Software.
Week 9	Mar 3 *	Project Management, Tools and Software.
	Mar 5 *	Production Time/Peer Review.
Week 10	Mar 10	Computer Security and Risks. Portfolio due.
	Mar 12	Computers around us.
Week 11	Mar 17	Portfolio review. Social and ethical issues.
	Mar 19	The future. Course recap.
Week 12	Mar 26	Final Exam. Per finals schedule, Thursday 1:45 – 3:45 pm.

Course Description

Introduction to basic computer literacy concepts. History of the computer, hardware, software, operating system mechanics, system management utilities, basics of networking and the internet. The social impact and future of computers for communication systems are discussed along with an overview of basic security and privacy concerns. An integrated software package for word processing, spreadsheets, databases, e-mail, Internet and presentations is introduced.

Required Texts

- CIS-004 Lecture Notes and Handouts, 2015. W. Hepburn.

- One of several Microsoft Office Suite reference books. Options will be discussed in class.

Class Participation

A portion of most class sessions will be dedicated to discussing occurrences in the news that relate to material discussed in class. You will be expected to participate in these discussions, and to bring topics for discussion. Class attendance and participation will account for 10 percent of your grade.

My students generally find that attendance at class sessions is helpful and there is a strong positive correlation between grades and attendance; however, I do not automatically drop students for poor attendance.

On-line Component

This section of CIS-4 is designed as a "Hybrid" of both on-line and classroom activities. On-line activities consist of selected reading activities, viewing videos of demonstrations, and completing sections for your portfolio. We also have a "forum" where you may post messages for your classmates and instructor. The rules of classroom etiquette apply here as well as in class. This section is equivalent of 2 hours per week of in class work. Log into the course material through https://catalyst.deanza.edu.

Homework

Several sections of the course have short practical exercises associated with them. These exercises must be completed and turned in as described in class. I will grade them and return them at the next class meeting. The homework assignments will be averaged, and that average will count 20 percent of your grade. Days on the meeting schedule marked with an "*" have a homework assignment due that day.

Portfolio

You will be expected to prepare a portfolio of your best work using computer applications. The portfolio will count for 30 percent of your grade and will be due on March 10. We will conduct "peer reviews" of portfolios in class on March 5.

Tests

There will be two written tests, a mid-term and a final. Each will require a short written discussion of topics that we have discussed and demonstrations of software skills. The mid-term will be distributed at the end of class on February 5 and be turned in at the beginning of class on February 10. The final will be turned in according to the campus finals schedule on Thursday, March 26 between 1:45 and 3:45 pm. Each will count 20 percent of your grade.

Academic Integrity

From the California State Educational Code (#76130): "The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by the college: cheating, plagiarism or knowingly furnishing false information in the classroom or to a college officer." Violations will result in a grade of "0" for that assignment.

Time Management

Much of your work will not be turned in until late in the quarter. Use your time effectively and do not wait until the last minute. Remember this is a four and one half-unit course. You must allocate an appropriate amount of time both inside and outside of class to complete the work.

Grades

Course grades will be computed as follows:

Grade	Percent	Grade	Percent	Grade	Percent
A+	> 97	B	83 – 86.9	D+	67 – 69.9
A	93 – 96.9	B-	80 – 82.9	D	63 – 66.9
A-	90 – 92.9	C+	77 – 79.9	D-	60 – 62.9
B+	87 – 89.9	C	70 – 76.9	F	< 60

Late submissions of assignments will be assessed a 10 percentage point penalty for each class day they are late without documentation of illness, death in the family, etc. All work must be turned in by the final exam date.

Contacting the Instructor

The best way to contact me outside of class is by e-mail at hepburnbill@deanza.edu. I check my e-mail frequently. However, I do NOT accept assignments via e-mail unless special arrangements are made in advance.