COMPUTER LITERACY

CIS-004-65Z (CRN: 22582)

Fall 2022

-100% Online class–

COURSE DESCRIPTION

An introduction to basic computer literacy concepts. History of the computer, hardware, software, operating system mechanics, system management utilities, basics of networking, and 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 are introduced (You do NOT need to have Microsoft Office software installed on your computer to complete this course).

PREREQUISITE SKILLS

Advisory: EWRT D001A or EWRT D001AH or (EWRT D01AS and EWRT D01AT) or ESL D005. You must know how to use a mouse and be able to send and receive email using a personal computer.

INSTRUCTOR INFORMATION: JOSEPH LAM

Office hour <u>dates</u>:	Every Thursday from September 26 to December 16
Office hour <u>time</u>:	6:00-6:50 PM Pacific Time
Office hour <u>method</u>:	https://fhda-edu.zoom.us/j/98551217324
E-mail address:	LamJoseph@deanza.edu
Canvas Website:	https://deanza.instructure.com

DROP POLICY

1. By **SUNDAY** OF THE FIRST WEEK OF THE COURSE (10/02/22) you must complete all the week one assignments found in Canvas and/or SIMnet to prevent from being DROPPED from the class.
2. In addition to deadline above, not completing assignments and tests more than 2 weeks behind in the class (who do no contact instructor) will be dropped from the class.
3. Students who want to be dropped from the class **MUST** take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at https://www.deanza.edu/calendar. Do **NOT** assume you will be automatically dropped from this course. If you intend to drop the course, you must drop yourself!

OBJECTIVES

Upon completion of this course, you will be able to:

- Demonstrate knowledge of the history of computer development within the discipline of computer science.
- Demonstrate knowledge of computer hardware/software components.
- Apply security settings and recognize basic privacy issues.
- Identify terminology and use basic functions of application software.
- Explore network connectivity.
- Explore the Internet to confidently and competently use its features.
- Explore communication and social media tools.
- Utilize and apply introductory operating system concepts.

STUDENT LEARNING OUTCOME STATEMENTS (SLO)

- **Student Learning Outcome**: Manipulate data in a spreadsheet.
- **Student Learning Outcome**: Manage file and folder properties in the operating system.
- **Student Learning Outcome**: Extract information from a database program.

REQUIRED COURSE MATERIALS

Textbook:
Purchasing a SIMnet Registration Code is required. There are two purchase options (online or in the bookstore). I recommend purchasing your code online to receive a discounted price and receive instant access. Go this link (https://help.simnetonline.com/students/registration/self-registration) to obtain the textbook step-by-step directions to purchase, and register your SIMnet code. (You will only perform the steps in this link ONCE).

<u>Note to Financial aid students</u>: If you have not received funding yet, you can start your course with a SIMnet 14-day trial period if you will be purchasing through the bookstore later. IMPORTANT: If you use the 14-day trial, you must purchase the full software **BEFORE** Sunday of the second week of school. I cannot see students in my Gradebook who are on the 14-day free trial—therefore, you will be dropped if you have not upgraded to the full version of the software by the second Sunday of the quarter. Furthermore, because I cannot see the work of those on the trial, you will need to identify yourself (send me an email will work) as a financial aid student to me and show me that you have completed your work. Failure to identify yourself as being on the 14-day free trial will result in being dropped.

Self Registration Guide:
https://help.simnetonline.com/students/registration/self-registration

SIMnet Student Help Site:
https://help.simnetonline.com/students (Visit this first)

REQUIRED COMPUTER COMPONENTS AND AVAILABILITY

Email: You will need an email account in which you can send and receive e-mail. If you do not have an email account, set one up before the course begins.

Internet/Browsers: All assignments in the course require Internet access. The SIMnet program found in Canvas requires a high-speed Internet connection and best to use Chrome browser.

Hardware & Software Requirements: You must have access to a laptop or desktop computer to successfully complete this course; a tablet or phone may not be adequate for all assignments and tests. You do NOT need to have Microsoft Office software installed on your computer to complete this course.

High speed Internet connection: Required.

CANVAS PORTAL

You will be using the Canvas web portal to complete homework, complete online exams, and discussion. You will not be able to log into your course until the first day of instruction.

Please do NOT turn off Canvas "Announcements". Students who turn off Announcements are responsible for any information missed.

To log on to Canvas go to https://deanza.instructure.com and then follow the instructions provided to login.

CLASS SCHEDULE

Please refer to Canvas

DISCUSSION, LESSONS, AND EXAMINATIONS

All assignments and examinations are on SIMnet and discussion is on Canvas.
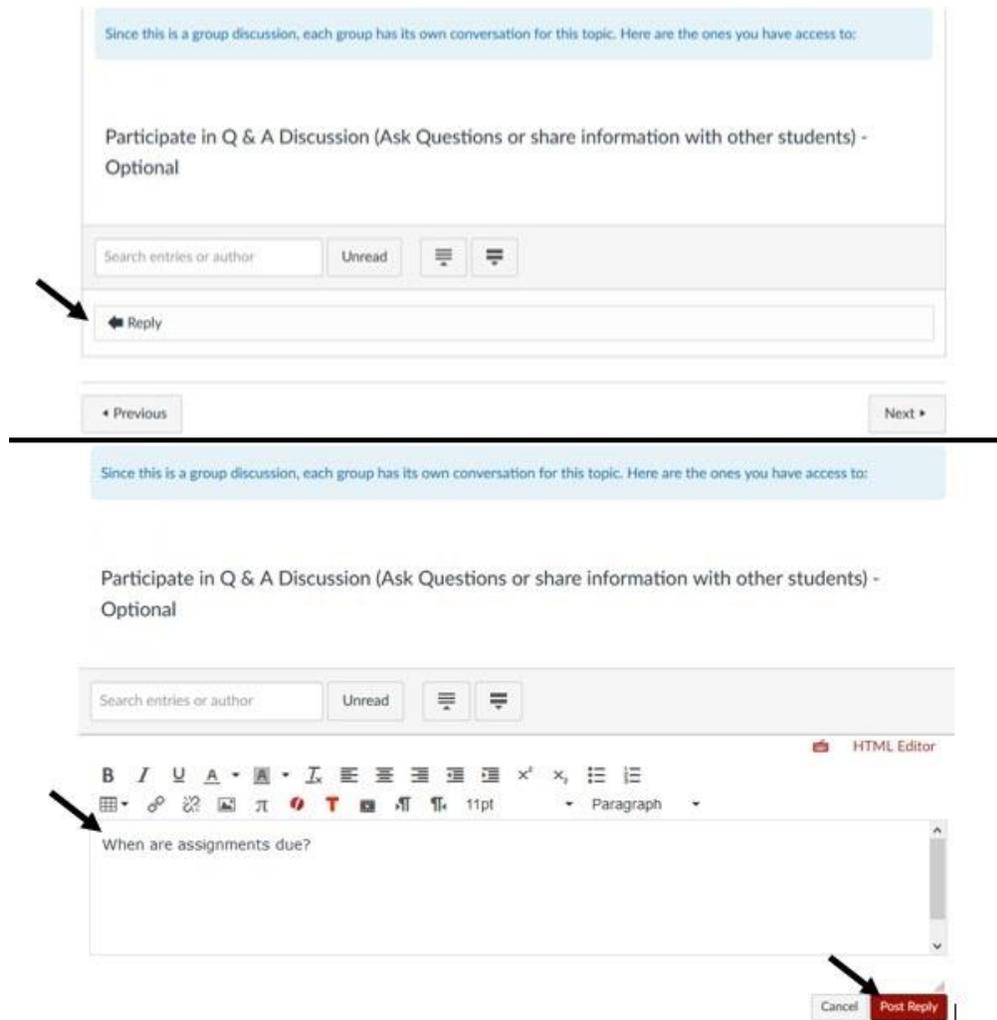
GRADING CRITERIA

	Week #	Points	# of Qs	Time (min)	Open Book	Total Points
Discussion	1	10	4	Unlimited	N/A	10
Lessons	1	5	5	Unlimited	Y	
	2	5	13	Unlimited	Y	
	3	5	19	Unlimited	Y	
	4	5	26	Unlimited	Y	
	5	5	15	Unlimited	Y	
	6	5	26	Unlimited	Y	
	7	5	24	Unlimited	Y	
	8	5	34	Unlimited	Y	
	9	5	45	Unlimited	Y	
	10	5	20	Unlimited	Y	
	11	5	41	Unlimited	Y	55
Exams	2	15	34	60	Y	
	3	15	34	60	Y	
	3	10	12	Unlimited	Y	
	4	15	44	80	Y	
	5	15	22	60	Y	
	6	15	45	70	Y	
	6	10	10	Unlimited	Y	
	7	15	30	70	Y	
	8	15	17	60	Y	
	9	15	22	60	Y	
	10	15	40	90	Y	
	11	15	14	60	Y	
	12	80	22	120	Y	250
Total						315

GRADING SCALE

A	94% - 100%
A-	90% - 93%
B+	86% - 89%
B	83% - 85%
B-	80% - 82%
C+	76% - 79%
C	70% - 75%

DISCUSSIONS

The "Q & A Discussions" in Canvas provides you a way to communicate with others in the class. Using this forum, you will be discussing homework assignments and may post questions that you have about our course. To participate in these discussions, you will first click on the weekly "Q & A Discussions" links in Canvas. You will read the discussion thread, and then click on the "Reply" area to type in your response (shown below). When finished typing your response, you will click the "Post Reply" button (shown below) which will post your response to the other class members through email. This is a very simple tool that will allow us to communicate with each other during the quarter!

ACADEMIC INTEGRITY

If a student is found to have cheated or plagiarized on any particular assignment or examination, the student will receive a failing grade for that assignment or examination, and they will be reported to college authorities.

DISRUPTIVE ONLINE BEHAVIOR

Disruptive online behavior may include (but is not limited to) the following: discussions that do not relate to the discussion topic, posting inappropriate comments on discussion forum, monopolizing discussion time, refusing to participate in online activities, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be notified by the instructor. If the disruptive behavior continues, students may be asked to stop the disruptive behavior and/or eventually be dropped from the course. Specific behavior standards for course can be found on the following page: https://www.deanza.edu/policies/academic_integrity.html

For administrative policies 5510 and 5520 see the following:
http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf
http://fhdafiles.fhda.edu/downloads/aboutfhda/5520ap.pdf

NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five-day notice of the need for accommodations.   Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

OTHER INFORMATION

Important Dates (i.e., Drop Date, etc.): http://www.deanza.edu/calendar/
Student Rights & Responsibilities: https://www.deanza.edu/student-complaints/rights-responsibilities.html
Mutual Respect Policy: https://www.deanza.edu/policies/respect.html
Student Complaints or Concerns: https://www.deanza.edu/student-complaints/

RESOURCES ON CAMPUS

Educational Diagnostic Center: Learning Disabilities Support
Counseling: Counseling & Advising Center
Bookstore: De Anza Bookstore Website