

Cerro Coso Community College fall 2011

Course Title: Computer Literacy Online

Course Number: CSCIC070 - 70128

Instructor: Roger Warnock – rwarnock@cerrocoso.edu

Duration: 8-week course. August 22nd, 2011 through October 15th, 2011.

Units: 1.0

Grading: A, B, C, D, F and Credit/No Credit

Prerequisites: None; Level 2 Reading is advised.

Required Text/Materials:

Text: Parsons/Oja, *Practical Computer Literacy, 3rd Edition (Practical Series)*, Course Technology, 2011. **ISBN-10:** 0538742151
ISBN-13: 978-0538742153

Software: Microsoft Office 2007 or 2010 (Word, Excel, and PowerPoint) is required to complete 5 special projects.

Operating System and Browsers: Microsoft Windows and Internet Explorer or Mozilla Fire Fox.

Course Description:

Students will learn some basics of the most important topics in Computer Concepts including computer hardware, software, the Internet, e-mail, file management and much more. No prior computer experience with these topics is assumed or required.

You will first be presented with an overview of the text and accompanying Web sites and multimedia elements, followed by an introduction to Computers and Digital Basics. You will then learn about computer hardware, software, operating systems, special computer functions, and file management. By the close of this course, you should have a basic understanding in some of the most relevant topics for a beginning computer class.

This class may prepare you for Cerro Coso's Introduction to Computers 101 class. You might also be prepared to take one of the many Microsoft Applications courses that the college has to offer including Excel, Word, Access, and PowerPoint. Talk to your guidance counselor if you have any questions about taking more computer classes next semester.

Course Outcomes:

Upon successful completion of the course, the student will be able to:

Demonstrate fundamental knowledge of computer hardware and software functions to perform basic computing tasks including but not limited to startup, login, shutdown, and basic input and output procedures.

Recognize and use programs to create and edit introductory word processing, spreadsheet, and presentation software files, including MS Office and other available software programs.

Access and manage login accounts and documents effectively, including downloading, creating, naming, copying, deleting, retrieving, and decompressing files and folders with an awareness of file size, location of saved files and folders, and available space on storage media with a clear distinction between various email, and course login accounts.

Open and use an e-mail account including sending and receiving email with attachments, saving files, and managing the inbox.

Search and navigate the Internet and other types of media environments with an awareness of relevance, authenticity, authority, and currency.

Teaching Methods:

1. **Lectures:** Important material from the text and outside sources will be covered in my online lectures. Students should plan to carefully read the weekly online lecture as well as the assigned text for better understanding and to prepare adequately for quizzes and tests.
2. **Assignments:** End of chapter activities and online activities will be assigned weekly to reinforce material in the text and online lectures.
3. **Quizzes:** Weekly quizzes will be given to help ensure students stay up with assigned material and allow me to measure student learning outcomes.
4. **Exams:** The final exam will be comprehensive in nature. This means that the questions on the final are about the material covered in weeks 1 through 7.
5. **Participation:** Your participation in online discussion forums are mandatory and a vital component to this class. The forums create a sense of the classroom in this online learning environment. Student participation will be graded and points awarded by the level of class participation in the weekly discussion forums.
6. **Special Projects:** Three special projects will be assigned during the course. The special projects allow me to observe and comment about the skills you have learned by taking this course.

Accommodations:

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, contact Special Services at 760-384-6250.

If you have a disability which may require classroom or test accommodations, please contact Special Services-Disabled Student Program and Services (DSPS) in Room Main Bldg 312 or call 760-384-6250. You will need to provide written documentation of your disability. If you think you have a disability but currently have no documentation, DSPS may be able to help you. All information will be kept confidential. This document is available in alternate format upon request.

Assignments:

Since this is an online class you do not have to meet at any specific time and place to complete the work. However, there are strict deadlines you must meet in order to receive points for each weekly reading, writing assignment, forums, special projects, and quizzes. Those deadlines are listed on the class assignment page for each week. A good rule of thumb to follow is to have all assigned work completed and submitted by the 1st Saturday of every week by 10pm. You will have until Sunday by 11:55pm of each week to complete your assignments for weeks 1 through 7 unless otherwise noted in the weekly assignment. All assignments and final exam for week #8 are due by Friday at 11:55pm. There are no exceptions to this rule except for extreme emergencies. Please e-mail me if you have an emergency (see e-mailing instructions below).

Forums (worth up to 40 points per week):

Forums are an important part of the online class structure. Forums give students the opportunity to post their ideas about a given topic then interact with their peers through their replies.

You should get use to posting your initial response to the weekly Forum Discussion question/idea at the beginning of the week. The topic of the Forum for each week will include relevance to the lecture and/or reading assignments for the week. After your initial response to the weekly Forum question/idea you should check back periodically to see if anyone has replied to you; then you can reply back. You should interact with other students throughout the week

discussing your ideas and answers to the weekly Forum question. Please keep your posts to the Forum in sync to the weekly discussion topic.

When you are ready to post to the weekly forum just click on the link provided on the weekly assignment page and follow the instructions.

Your initial post to the weekly forum must have substance. Also, it is important that you offer constructive feedback when replying to other classmate's posts. Remember that this is a college class so spelling, grammar, and content should reflect that. Make sure that your posts and replies are at least 2 but no more than 8 sentences in length. You might earn zero points for 1-sentence posts and reply's. Also, stay away from meaningless reply's such as, "I agree with you," or "I know what you mean." Try to give solid examples about your ideas even if you disagree.

To get full credit for the forum assignment each week you must:

1. Post your response to the initial Forum Discussion question before midnight on Friday of every week.
2. Reply 2 other times during the week to your classmates. To get credit for your first reply it must be done at least 2-hours after your initial response on a separate logon; to get credit for your second reply it must be done at least 2-hours after that on a separate logon. However, you may reply as many times as you like during each logon.
3. All initial posts to the weekly topic must be completed by Friday of each week.
4. Read and respond if necessary to your classmates replies to your post

Make sure to let me know right away if you don't understand the Forum assignment.

Reflective Writing Assignment (up to 20 points per week):

Part of your weekly assignment for weeks 1-8 is to write a reflection about your experience in class during the week. Your reflection should be a summary of your learning experience in this class during the week. I would like you to include feedback about any of the objectives, assignments, and projects for the week that seemed relevant or not to you. Please include any goals you have set or obstacles you may have run into. You must write at least 4 sentences to get full credit for this assignment.

The Reflective Writing assignment is unlike the Forum assignment because your classmates will not be able to see what you have written. I take this opportunity to better understand your needs, concerns, and/or suggestions.

The Reflective Writing Assignment should be done after all other weekly assignments are completed; it should be the last assignment of the week. To access the reflection writing assignment click on the link provided in the weekly assignment page.

Special Projects:

You will have 5-special projects to complete throughout the course. Those projects are worth 30 points each for a total of 150 points or 12.5% of your grade. You must have access to Microsoft Word, Excel, and Powerpoint to complete those projects.

1. Google Search
2. Spreadsheet
3. Word Processing – Typewritten summary of special topic sent as an e-mail attachment.
4. File Management.
5. PowerPoint Presentation

You will see your project assignment on the class page during the week that it will be due. You will also read about the special project within the lecture of the week that it is due.

Weekly Grading:

I will do my best to post points and grades keeping up with the assignments that you turn-in. However, sometimes I might need a little extra time to get your points posted but will try to get them done by Tuesday of every week.

Dropping Classes:

If you wish to drop the class, it is your responsibility to officially do so by contacting the admissions and records office. Failure to complete a course you have not dropped in time can result in an "F" grade for the course.

Students who do not logon to the course by the 2nd evening of the class start date will be dropped by the instructor.

The following is your responsibility if you choose not to complete or attend any class for which you have registered:

- It is your responsibility to withdraw from courses prior to the 30% date of the enrolled course in order to not have a 'W' on your permanent record.*
- It is your responsibility to withdraw from courses prior to the 60% date to receive a 'W' and not receive a substandard grade on your permanent record.*

*Instructors may at their discretion drop students without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of the total hours of class sessions, up to the 10th week of the semester or the 60% date of the enrolled course. This is an 8-week class so the 10% and 60% dates come quick. You will not be dropped from any class after the 60% point. You will be assigned the appropriate letter grade based on points earned:

See the following point grading system for this course:

1080+ pts. = A

960 to 1079 pts. = B

840 to 959 pts. = C

720 to 839 pts. = D

below 720 pts. = F

Final Exam = 350 pts.

Quizzes = 280 pts. (7 x 40 points max)

Forums = 280 pts. (7 x 40 points max)

Reflection = 140 pts. (7 x 20 points max)

Special Projects = 150 pts. (5 x 30 points max)

1200 pts.

Course Policies:

Assignments: All weekly assignments, projects, and forum discussion participation are due no later than Sunday at 11:55pm of each week. Late submissions will not be accepted so plan ahead and make sure you follow the weekly instructions early in the week. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be cause for various disciplinary actions by the instructor and/or college. For this class, it is permissible to assist classmates in general discussions of computing techniques as general advice and interaction amongst students are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, other tasks, and exams unless otherwise noted in the directions.

Posting of Grades: I do my best to keep you informed and updated with your grades on a weekly basis. I will post a grade summary on the weekly assignment page by Tuesday of week #3 (points for weeks 1-2). You should be able to keep track of your points and match them up with the grading scale outlined above. If you have a question about your grade or have waited more than a week for a response or grade to your weekly assignments, please e-mail me with your concern.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

E-mail:

All students taking this course should have a student e-mail account assigned by Cerro Coso. All email communication with me, for the duration of this class, should be done using your Cerro Coso student e-mail address. You can access your student e-mail when logging on the Insidecc.com portal.

When communicating with me via e-mail with questions or submitting your assignments you must include the following information in the subject line of each e-mail you send me:

Type your first and last name along with the course name and number.

Example: Roger Warnock Computer Literacy - 70128

Otherwise, I may never get to read your e-mail.

Netiquette:

Netiquette is the short way to say, "Network Etiquette." We all have different ways to articulate our feelings in person. However, when we write an assignment in an e-mail, forum discussion, or other digital/computerized arena we must consider how people are going to feel after reading our writings. Please pay attention to the following ideas when posting to your weekly forums and sending e-mails:

1. Remember the human side of it all.
2. Act online as you do in real life (be yourself!).
3. Know your cyber surroundings before you speak (post to a forum).
4. Be clear and concise in your communication while online.
5. Be careful with spelling and grammar.
6. Share your experiences and knowledge in a giving way.
7. Mean what you say and say what you mean. However, sometimes we must think about keeping our strong opinions out of our online communication.
8. Respect other people's privacy.
9. Do not ridicule others because you may have more knowledge than they do on a given subject.
10. We are all human! We all make mistakes. Do not humiliate others online. If you want to help somebody who seems to be struggling with their communication or whatever, it may be better to send a private message to help.

Changes:

The instructor holds the right to change the syllabus when necessary and appropriate. If there is a revision it will be clearly communicated to you via e-mail and/or in writing.

Be sure to let me know if you are struggling with the content of this course. I am here to help you and encourage you to ask for help as soon as you need it.

Take care,
Roger Warnock, Instructor
Computer Literacy Online
Cerro Coso Community College