



Computer Literacy – CSCI C070

Instructor: Daniel Johnson
Location: Learning Resource Center 631 (downstairs)
Schedule: Monday and Wednesday 6:45 - 9:00 pm
August 27th to October 17th

Text: Computer Concepts 10th ed. brief. Parsons and Oja.
Course Technology 2008. ISBN-13 978-1-4239-0608-7

What is a Computer?

The defining feature of a computer is the ability to perform a wide variety of independent tasks. Unlike a calculator used only for math, a computer can be used for math, writing, communication, learning, and an ever increasing variety of possibilities. Congratulations on your decision to harness and enjoy this powerful tool of opportunity.

Notices

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.

The instructor holds the right to change the syllabus when necessary and appropriate. AND if there is a revision it must be clearly communicated to the students in writing.

Grading

16 Assignments for 10 points each
14 Section Readings with Quick Checks for 5 points each
14 Skills Participation for 5 points each
1 Skill Comprehension Evaluation for 100 points

90-100% A, 80-89.9% B, 70-79.9% C, 60-69.9% D, Less than 60% F

Expectations

- All assignments and quick checks must be submitted on paper.
- I will collect assignments the following class and return them the class after.
- Keep track of returned assignments in your folder.
- Most assignments are available a week early.
- Late assignments will not be accepted.
- If you are unable to make it to class you may leave your assignment at the switchboard.
- Arrangements may be made to take the Skill Comprehension Evaluation early.

Pre-requisites and Outcomes

My observation is that success with computers is directly related to how much time you spend with computers. For that reason I suggest you register for an additional computer class this semester. Keyboarding in particular is a skill that will promote success in all other computing activities. In addition, keyboarding has no pre-requisites except a good attitude.

Upon completion of this class you should be comfortable exploring your computer and confident with several basic-use skills. It would seem natural to follow up this class with one of the following:

- Introduction to the Internet – the internet is of itself a very powerful resource
- Microsoft Word – an industry standard application for writing
- Microsoft Powerpoint – an effective application for presentations
- Microsoft Excel – a powerful business application
- Computers 101 is a brief exploration of all things computer and for this class I recommend a confident learner who has a good grasp of basic computer skills.

Course Objectives

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.
- work in the Windows operating system environment to open application programs and create introductory documents including word processing, and spreadsheets.
- practice file management to create, save, copy, delete, and retrieve stored files and folders using a variety of procedures.
- understand and apply basic formatting and editing options common to word processing programs.
- open and use an e-mail account.
- browse the Web using common features of Internet Explorer.

Computer Literacy: a Foundation for Success

As we progress we will introduce fundamental tools for computer users. We will apply these tools in many situations and so reinforce our understanding and build confidence. Your skillfulness with these tools combined with your attention to detail will prepare you for many computer-use obstacles that you may encounter.

Paying attention to detail is entirely up to you.