

**Computer Literacy, CIS-004**  
**Monday, Tuesday, Wednesday, Thursday**  
**12:30 pm – 2:20 pm**

Instructor: Bill Hepburn  
 e-mail: hepburnbill@deanza.edu

**Summer 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	June 29	Course Introduction. Assignments and Overview of On-line activities.
	June 30	Survey overview. Lab overview. A Bit of History.
	July 1	Word Processing Software.
	July 2	Authoring a document using technology.
Week 2	July 6*	Inside the box.
	July 7	Electronic Research.
	July 8	Outside the box.
	July 9 *	Spreadsheet Software.
Week 3	July 13 **	Making the box useful.
	July 14	Presentation Software.
	July 15	Networking.
	July 16	Telecommunications Infrastructure. Distribute Midterm
Week 4	July 20 *	Midterm Due. Internet & Information Infrastructure.
	July 21	Database Software.
	July 22	Project Management.
	July 23	Midterm Review. Project Management Tools and Software.
Week 5	July 27 **	Image Editing Software.
	July 28	Production Time/Peer Review.
	July 29	Computer Security and Risks. Portfolio due.
	July 30	Computers around us.
Week 6	August 3	Portfolio review.
	August 4	Social and ethical issues.
	August 5	The future. Course recap
	August 6	Final Exam.

## ***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 the following 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 “\*\*” has two assignments. To the greatest extent possible, I have moved the homework assignments to be due on a Monday.

## ***Portfolio***

You will be expected to prepare a portfolio of your best work using computer applications. The portfolio will account for 30 percent of your grade and will be due on July 29.

## **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 a demonstration of software skills. The mid-term will be distributed at the end of class on July 16 and turned in at the beginning of class on July 20. The final will be turned in according to the campus finals schedule on the last class meeting. 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. In a summer session, this is critical.

## **Grades**

Course grades will be computed as follows:

<b>Grade</b>	<b>Percent</b>	<b>Grade</b>	<b>Percent</b>	<b>Grade</b>	<b>Percent</b>
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](mailto: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.