
COMPUTER LITERACY

CIS D004-01Z

CRN - 43305

Spring 2024

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 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 (You do NOT need to have Microsoft Office software installed on your computer to complete this course). You will use a simulated, internet-based, interactive learning program called SIMnet.

PREREQUISITE SKILLS

Advisory: EWRT 1A or EWRT 1AH or (EWRT 1AS and EWRT 1AT) or ESL 5. You must know how to use a personal computer and be able to send and receive email using a personal computer.



INSTRUCTOR INFORMATION: TACEY BASKETT

Class Dates	Every Tuesday from April 8 - June 28
Class Time:	3:30 PM – 4:20 PM Pacific Time
Office hours <u>Online</u> :	Thursday 10:00 AM – 11:00 AM Pacific Time
Office hours method:	Canvas Chat or Phone
Phone/Voicemail:	(208) 925-0923
E-mail address:	basketttacey@fhda.edu (Please use Canvas INBOX for class messages)
SIMnet Website:	https://deanza.simnetonline.com
Canvas Website:	https://deanza.instructure.com

COURSE COMMUNICATION POLICY

Please contact your instructor through Canvas Inbox Messages so there is a record of the messages attached to the class. Be sure to include the exact name of the assignment if you have questions as well as [screenshots/snips](#) if applicable. It is required to check your Canvas course regularly. Check Canvas for both Inbox Messages and Announcements. Please allow 24 hours for instructor replies (not including weekends or holidays).

OFFICE HOURS

Office hours will be held via Canvas Chat or Phone during the hours posted above. If you would like a Zoom meeting, please send me a message at least two hours in advance so I can send you the link. Please remember you can also email me anytime with questions!

DROP POLICY

1. By **THURSDAY** OF THE FIRST WEEK OF THE COURSE you must Purchase and log into [deanza.SimNetonline.com](https://deanza.simnetonline.com).
2. By **SUNDAY** of Week 1, you must have successfully completed ALL the Week 1 SIMnet ASSIGNMENTS OR YOU WILL BE DROPPED from the class.
3. Attendance is documented by student participation. Unsatisfactory performance in this course by not completing assignments and tests more than 2 weeks behind in the class is considered excessive may result in students being dropped unless the instructor is contacted.

4. 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!

ONLINE AND ZOOM CLASSES

This class will meet on Zoom on **Tuesdays from 3:30-4:20 PM**, and the rest of the course will be taught asynchronously on Canvas. The Zoom classes will be recorded and posted in the course announcements for you to review if you can't attend class. The link to access the Zoom class is in your Canvas class.

On the first day of class, log into Canvas at <https://deanza.instructure.com> and view the following module content before our Tuesday Zoom class: Course Information, Syllabus and Schedule and SIMnet Information Modules.

Zoom Spaces on campus: <https://www.deanza.edu/students/zoom-spaces>

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act. Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Canvas. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only. Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor-generated material for this course, such as exam questions, lecture notes, or homework solutions, without the instructor's consent.

ZOOM ETIQUETTE:

- Professionalism is a must.
- Join using a computer or a laptop, but not a phone.
- Join early – Up to five minutes before the meeting starts.
- Have your video on throughout the meeting.
- Use your real name to be admitted to the class
- Write your name in the chat box and say hello once you join
- Write your name in the chat box and say bye once you leave
- Mute your microphone when not talking.
- Find a quiet space without interruptions and background noise.
- Have a plain background – avoid virtual backgrounds. They might be distracting or inappropriate.
- Avoid backlight from bright windows behind you.
- Avoid doing other tasks, including checking emails, texting, shopping, eating, sleeping, driving, etc.
- Leave your phone away from you, so that it won't be distracting.
- Wear appropriate clothes.
- Do not eat or drink during the meeting.
- Do not bring your pets, children or anyone else to the Zoom meeting.
- Be prepared, have a pen and paper ready and take notes.
- Use a bathroom before class begins.

ETIQUETTE IN REGARD TO PEER PRESENTATIONS IN ZOOM MEETINGS:

When you or your peers are presenting, there will be a higher expectation for Zoom etiquette. Speaking to a screen full of attentive faces is far more engaging and dynamic than a screen full of black boxes. When you

or your peers are presenting, you must be on video with your camera steady and your face visible for the duration of the class meeting. Any distracting activity or participation that is deemed less than adequate will result in you being expelled from the meeting. I mean it. Show up for each other.

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.

* You do **NOT** need to have Microsoft Office software installed on your computer to complete this course.

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

1. 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. Click this link (windows.deanza.edu/purchase4.pdf) 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).

Note to Financial aid students: If haven't 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 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 your 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 don't 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 Requirements: A PC or Mac is required with a camera/microphone for Zoom classes. Smartphones or tablets are not compatible with this course.

Software Requirements: You DO NOT need to have the Microsoft Office Suite installed on your computer. You will be accessing a SIMnet program that will simulate the Microsoft Office Suite. You only need to purchase the SIMnet access.

High speed internet connection required.

CANVAS PORTAL

You will use the Canvas web portal to complete homework, online exams, and discussions. 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. **TESTING/GRADING POLICIES/FINAL GRADES**

CLASS SCHEDULE

All lessons and exams are provided in SIMnet and must be completed no later than midnight of the date shown on the schedule link below and within Canvas/SIMnet. NO late assignments will be accepted for any reason.

It is highly suggested the students print a copy of this schedule and refer to it often.

[Weekly Assignment Deadline Schedule](#) for CIS4 Computer Literacy:

DISCUSSION, LESSONS, AND EXAMINATIONS

All assignments and examinations are on SIMNet, and discussion is on Canvas. Late assignments are not accepted after the deadline.

Grading Criteria				
	Written Homework Assignments in Canvas	SIMnet Lesson/Lab and multiple-choice homework assignments.	Weekly SIMnet Exams	Final SIMnet Exam
Attempts allowed	1 attempt	Unlimited attempts	1 attempt Open notes exams must be started no later than Sunday at 10PM. There are no makeup exams.	1 attempt Open notes exam The exam must be completed in ONE sitting.

Time Allowed	See due dates in Canvas	See due dates in Canvas	60 minutes	120 minutes
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Exam Grading Scale:

A+	100%+
A	93% - 99.9%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
D+	67%-72%
D	63%-66%
F	Below 63%

The grade in Canvas is the correct grade, the SIMnet gradebook is only to be used to check for assignment submissions. Final grades will be found in Myportal.deanza.edu.

Final Grade Mix:

The following percentages reflect how the final grade will be determined:

Canvas Assignments	15%
SIMnet Lesson/Lab Assignments	15%
SIMnet Exams	45%
Final Exam	25%
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Total= 100%	

GROUP 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!

FINAL EXAM

The Final Exam for this course is in SIMnet and is due at midnight on Friday during the final week of the semester.

IMPORTANT DATES AND INFORMATION:

Holidays, Drop/Withdrawal Dates, etc. :

<https://deanza.edu/calendar/>

How to Request a Pass /No Pass

<https://www.deanza.edu/apply-and-register/register/passnopath.html>

How to add or drop a class:

Steps to receive a refund or credit:
<https://www.deanza.edu/cashier/refunds.html>

Academic Integrity:

WORKPLACE READINESS SKILLS POLICY:

Attendance/Punctuality (including timely assignment submissions)	Responsibility	Time Management
Problem-solving Skills	Initiative (going above and beyond)	Written Communication Skills (including messages to your instructor)

Respectfulness (especially towards authority)	Professionalism	Verbal and Non-Verbal Communication Skills
Active Listening Skills	Policy Awareness	Teamwork
Business Ethics	Leadership	Customer Service
Technology Skills	Adaptability/Flexibility	Critical thinking/Decision-making Skills
Conflict Resolution	Work Ethic	Positive Attitude/Enthusiasm
Critical Observation	Self-Confidence	Analytical/Quantitative Skills
Interpersonal Skills	Detail-oriented	Organizational Ability
Strategic Planning Skills	Resilience/Grit	Networking

While you may not practice all skills in this course, you will have opportunities to demonstrate some. Acquiring and showcasing these skills are vital for your future career success.

LATE ASSIGNMENT POLICY:

Due dates are non-negotiable, reinforcing respect and fairness to classmates. Missing a deadline results in a zero without exceptions. Assignments/exams may be completed earlier, aligning with workplace readiness skills. In emergencies, provide documented evidence (e.g., a doctor's note or police report). Proactively working ahead is encouraged. Technology failures/outages do not qualify as an emergency. Please have a Plan B planned out ahead of time.

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 forums, 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. The instructor reserves the right to remove any student from class for disruptive behavior in order to ensure a safe environment that is conducive to learning and participation. If the disruptive behavior continues, students may be dropped from the course.

Specific behavior standards for the course can be found on the following page:

https://www.deanza.edu/policies/academic_integrity.html

The Student Code of Conduct can be found here:

<https://go.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U2UC77B2DA5>

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

Students who have been found to be eligible for accommodations by Disability Support Services (DSS), please follow up to ensure that your accommodations have been authorized for the current quarter. If you are not registered with DSS and need accommodations, please go to the DSS office in the Registration & Student Services Building (RSS) – Room 141 for information on eligibility and how to receive support services. You can also go online to <https://www.deanza.edu/dsps/Links to an external site.> for additional information.

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/>
FERPA Policy: <https://www.deanza.edu/policies/ferpa.html>

RESOURCES ON CAMPUS

Educational Diagnostic Center: [Learning Disabilities Support](#)

Counseling: [Counseling & Advising Center](#)

Bookstore: [De Anza Bookstore Website](#)

Student Success: <https://deanza.edu/studentsuccess/>

Financial Aid: <https://www.deanza.edu/financialaid/index.html>

Resources for Basic Needs: <https://www.deanza.edu/resources/index.html>

This syllabus is subject to further change or revision, as needed, to best realize the educational goals and needs of the course.