

Winter 2016 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	Jan 5	Course Introduction. Overview of On-line activities.
	Jan 7	Survey overview. Lab overview. Portfolio requirements.
Week 2	Jan 12	Word Processing Software.
	Jan 14	Authoring a document using technology.
Week 3	Jan 19 *	A Bit of History.
	Jan 21	Electronic Research
Week 4	Jan 26	Inside the box.
	Jan 28 *	Spreadsheet Software.
Week 5	Feb 2 *	Outside the box.
	Feb 4 *	Presentation Software. Distribute midterm.
Week 6	Feb 9	Making the box useful. Midterm Due.
	Feb 11 *	Telecommunications Infrastructure.
Week 7	Feb 16	Midterm review. Database Software.
	Feb 18	Networking.
Week 8	Feb 23 *	Project Management, Tools and Software
	Feb 25	Internet & Information Infrastructure.
Week 9	Mar 1 *	Image Editing Software.
	Mar 3	Production Time/Peer Review.
Week 10	Mar 8	Computer Security and Risks. Portfolio due.
	Mar 10	Computers around us.
Week 11	Mar 15	Portfolio review. Social and ethical issues.
	Mar 17	The future. Course recap.
Week 12	Mar 22	Final Exam. Per finals schedule, Tuesday 1:45 – 3:45 pm.

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, 2016. 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, although I reserve the right to do so.

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.

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 March 8.

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 February 4 turned in at the beginning of class on February 9. The final will be turned in according to the campus finals schedule on Tuesday March 22. 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:

Grade	Percent	Grade	Percent	Grade	Percent
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. However, I do NOT accept assignments via e-mail unless special arrangements are made in advance. The messaging system through the Catalyst on-line materials is not an effective way of contacting instructors.

I am generally available for a half-hour before class. I will announce in class exactly where I will be during that time.