

COMPUTER LITERACY

MDOC

Winter 2016

Instructor: Mrs. G

OVERVIEW

The course covers computer concepts, storage media, file management, word processing, online learning systems, emailing with attachments, and keyboarding. Students will apply concepts to real-life scenarios through active-learning strategies.

COURSE OBJECTIVES

- Define computer concepts.
- Utilize file management strategies to organize and share computer work
- Effectively upload, download and install files
- Evaluate and utilize different storage medias
- Access and effectively communicate with email
- Create, format, and save word processing and presentation files

REQUIRED TEXTBOOKS:



MyITLab for Office 2013: Skills
for Success & Visualizing
Technology, 3e

REQUIRED TECHNOLOGY: This is a COMPUTER CLASS. You **must have access** to a Computer with Windows and Microsoft Apps to complete the class.

ASSOCIATE DEGREE OUTCOMES

The Board of Trustees of Jackson College has determined that all JC graduates will develop or enhance certain skills and essential competencies while enrolled in the College. This course contributes to the achievement of essential competencies, specifically exhibiting technological literacy. More information about assessment can be found here:

<https://www.jccmi.edu/assessmentofstudentlearning/>

HOMEWORK/COMPUTER ASSIGNMENTS

Each week you will receive homework assignments. Unless otherwise stated all assignments are due one week after they are assigned. **Late assignments may be accepted up to one week after the due date with a 50% deduction.** If this is abused, I reserve the right to refuse late assignments.

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GRADING PROCEDURE

1. Intro Course Quiz – Complete the questionnaire on Page 6.
2. Class Exercises – These points are based on the work done in class and thus cannot be made up. There will be assignments from both the Skills for Success text (page number will be designated with a SFS pgXX) and the Visualizing Technology text (page number will be designated with a VT pgXX).
3. Assignments – These points are work you complete on your own time. Page numbers and the section heading will be designated as My Skills, Visualizing Skills, or by KT/MA/MC. This means to review the Key Terms (KT), and to complete the Matching (MA) and Multiple Choice (MC) on a sheet of paper.
4. Final Project – You will complete a final project that is a culmination of the skills and concepts that you've learned in the course (details on pgs 7-9).

Grading Procedure:

You can figure your grade at any point by taking the total amount of points that you have earned and dividing this number by the total amount of points possible at that point. Then plug this number into the Grading Scale listed below to determine your grade.

Activities:

1 Course Intro Quiz	10
20 Class Exercises @ 10 each	200
13 Homework Assignments @ 20 each	260
1 Final Project @ 100 each	100
Total Points	600

Grading Scale:

Percentage	Grade
94-100	4.0
88-93	3.5
82-87	3.0
76-81	2.5
70-75	2.0
64-69	1.5
58-63	1.0
52-57	0.5
Below 52	0.0

**Assignments, exams, etc. could change throughout the semester as deemed appropriate by the instructor

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PARTICIPATION and ATTENDANCE POLICY

Your success will depend greatly on your participation in class; time spent completing assignments, and time practicing on the computer. Attendance will be reported periodically to the Registrar's Office. Definitions include: "H"—the student is not doing acceptable work and needs "help" to be successful, "Q"—the student has not participated/attended, and "V"—the instructor "verifies" that the student is participating/attending and doing acceptable work. **It is ultimately the responsibility of the student to withdraw from the course.** You should also contact your instructor when considering a withdrawal.

STUDENT RESPONSIBILITIES

The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss an exam and make arrangements to take that exam another time. Details on tests will be posted as the course progresses.

COLLABORATION

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. **File sharing is NOT collaborating; it is cheating and violates academic honesty policy!**

ACADEMIC HONESTY

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Please refer to the **Student Handbook** for **Student Rights and Responsibilities**.

CONSEQUENCES

Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education.

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Tentative Course Calendar

	SFS= Skills for Success; VT = Visualizing Technology		
Sec.	Topics	Class Exercises	Assignments
1	Course Introduction Common Microsoft Features Word Chapter 1	Course Intro Quiz Common Features Chapter 1 (SFS pg86-101) Word 1 – My Skills (SFS pg148)	Chapter 1 – KT/MA/MC (SFS pg110-111)
2	Computer Concepts Word Chapter 2 Practice Word Chapter 3 Practice	Getting Started with Computer Concepts Chapter 1 (SFS pg2-22) Word 2 – Visual Skills Check (SFS pg182) Word 3 – Skills Assessment I (SFS pg213) or Visual Skills (SFS pg215)	Chapter 1 – KT/MA/MC (SFS pg27-28)
3	Windows File Management Practice 1 Word Chapter 4 Practice	Getting Started with Windows (SFS pg30-50) File Management Practice 1: (VT pg94-100, do102-103) Word 4 – Visualizing Skills Check (SFS pg249)	Chapter 2 – KT/MC/MA (SFS pg54-55)
4	File Management Practice 2 Excel Practice (review Common MS Features Chapter 1 SFS pg100-103)	File Management Practice 2: Follow (SFS pg42-49) to organize your files on FlashDrive, take snip Excel 1 – Start Visual Skills Check, (SFS pg303)	Excel Chapter 1 – KT/MA/MC (SFS pg297-298)
5	Excel Chapter 1 Practice Excel Chapter 2 Practice	Excel 1 – Finish Visual Skills Check, (SFS pg303) Excel 2 – Visual Skills Check, (SFS pg337)	Excel Chapter 2 – KT/MA/MC (SFS pg330-332)

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	Hardware/Devices	Discuss Running Project (VT pg143)	Read (VT pg140-153)
6	Excel Chapter 3 Practice	Word 3 – Skills Assessment I (SFS pg369) or Visual Skills (SFS pg371)	Excel Chapter 3 – KT/MA/MC (SFS pg364-366)
	Excel Chapter 4 Practice	Excel 4 – Skills Assessment I (SFS pg403) or Visual Skills (SFS pg405)	Excel Chapter 4 – KT/MA/MC (SFS pg398-400)
	Hardware/Devices	Discuss Hardware (VT pg154) & Discuss Running Project (VT pg 153)	
7	PowerPoint Chapter 1 Practice		PowerPoint Chapter 1 – KT/MA/MC (SFS pg608-610)
	PowerPoint Chapter 2 Practice	PowerPoint 1 or 2 – Visual Skills Check, (SFS pg615 or pg649)	PowerPoint Chapter 2 – KT/MA/MC (SFS pg642-644)
	Internet/Email		Read VT pg274-277, 290-293
8	Internet/Email	Discuss "good" Passwords	Read VT pg422-429, Do VT pg430
	PowerPoint Chapter 3 Practice	PowerPoint 3 – Visual Skills, (SFS pg683)	PowerPoint Chapter 3– KT/MA/MC (SFS 676-678)
9	Internet/Email	Discuss Web Address vs Email Address	Read VT pg316-321
	PowerPoint Chapter 4 Practice	PowerPoint 4 – Skills Assessment I (SFS pg715) or Visual Skills (SFS pg717)	PowerPoint Chapter - KT/MA/MC (SFS pg710-712)
10	Access Database Practice	Access 1 – Skills Assessment I (SFS pg457) or Visual Skills (SFS pg458)	Access Chapter 1 – KT/MC/MA (SFS pg455-456)
11	Practice	Open Lab: Application Practice for Finals	Final Project
12	Practice	Open Lab: Application Practice for Finals	Final Project

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13	Finals	Final Project Due	
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COURSE INTRO QUIZ

CIS 095

EVALUATE AND SUMMARIZE YOUR CURRENT TECHNOLOGY LITERACY ABILITY

This is a pass/fail quiz. If you complete this and turn it in, you pass 😊!!! Please be honest about your ability to complete each of the skills listed below to best help your instructor facilitate your learning!

I am confident in my ability:	1 Not	2 A Little	3 So-so	4 Some- what	5 Very
1. Using Windows to operate a personal computer					
2. Typing more than 20 words per minute					
3. Using word processing software (e.g. Word)					
4. Creating a memo or letter					
5. Using spreadsheet software (e.g. Excel)					
6. Creating simple add/subtract formulas in spreadsheets					
7. Creating logical or other functions					
8. Using presentation software (e.g. PowerPoint)					
9. Inserting slides and changing layouts					
10. Modifying bulleted and numbered lists					
11. Applying and modify animation settings					
12. Applying transitions					
13. Using database software (e.g. Access)					
14. Establishing relationships between tables					
15. Creating queries and adding criteria					
16. Searching Windows for files and applications					
17. Copying or moving files to from storage devices					
18. Organizing digital files into folders					
19. Creating new profiles, usernames and passwords					
20. Inserting pictures or images in a document					
21. Formatting font with bold, color, shading, underline, etc					

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22. Copying, cutting and pasting					
23. Creating and formatting tables					
24. Creating and formatting charts					
25. Navigating and searching websites					
26. Printing multiple pages					
27. Emailing files to multiple recipients					

28. Provide an example of an email address: _____

29. Provide an example of a website URL:

30. Briefly describe how you've used computers and applications in the past:

FINAL PROJECT INSTRUCTIONS CIS 095

1) Select a scenario for your project. Use your text and other external resources to complete research your content.

- Digital Piracy
- Recycling Computers
- Computer Ergonomics
- Buying a computer
- One of your choice, must have instructor approval

2) Using Microsoft Word, create a memo and report like that which we did in class (see example on SFS pg 146) to answer the questions and address the topics featured on the page(s) for your scenario.

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- Your first page should be a memo from you to your instructor that introduces your final project topic. There should also be a paragraph in the memo that is a self reflection/summary of how comfortable you are with each of these items (review your Course Intro Quiz to recall where you started):
 - File management and MS Windows
 - Word processing and/or other software
 - Computer hardware and storage
 - Email and Internet

3) Using Microsoft PowerPoint, create 5 slide presentation that summarizes your report

- Include images on every slide.
- Include 3 different layouts styles.
- Change the background color on at least one slide.
- Make sure each slide has a title and content, and the font is a large enough to read from the back of the room.
- Add transitions to each of your slides.
- Your final slide must include a Snip-It image of your final file management structure, which shows your Course Project files and how they are filed.
- Your presentation will be viewed on a computer monitor so adjust your colors and slide layouts accordingly.

Review the Scoring Rubric to ensure you have all the correct pieces included.

Final Course Project Scenario Choices

Address the questions/statement below each bold scenario topic in your presentation and letter. Be sure to use credible sources in your research as well as your text, and cite your sources in your presentation.

Digital piracy

- What is digital piracy - what are examples of items pirated?
- Do you think there are ways that software publishers can control piracy in the United States? In other countries?
- Do you think that most software pirates understand that what they are doing is illegal?
- Do you believe that piracy is a serious issue? (be sure to include YOUR position and also the OPPOSING position.)

Recycling

Research options for recycling electronic equipment in your local area. Explain the positive and negative factors regarding recycling an old computer. Include specific names and details for recycling or donating computers and other electronic devices, such as names, addresses and cost/ prices.

Ergonomics

Do you make a habit of spending long hours in front of a computer? Do you try to take frequent breaks? How difficult is it to adjust your working habits to be healthier as you work at the computer? Do you believe that healthy habits will prevent computer-related injuries? Research current products and techniques for helping people work healthier at their computers.

Buying a new computer

Do some research to determine what kind of computer you would purchase if you were going to purchase one right now. In your presentation, indicate how you will be using the computer, then make sure to include the kind of computer/device that it is, what RAM, hard drive space and speed will be and how much it will cost you. Also, be sure to indicate why this computer with these specs are suitable for your needs.

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FINAL PROJECT SCORING RUBRIC CIS 095

Task	Points Available	Points Earned
Word Processing Letter <ul style="list-style-type: none">• An appropriate scenario was selected (5 pts)• Page 1 is a memo to the instructor, with appropriate line and paragraph spacing (4 pts)• Page 2 is a report with a centered title (2 pts)• Report has sections have with underline headings and indented paragraphs (4pts)• 3 words are bolded (2 pts)• Background shading is applied to at least three words (3 pts)• Your name is in italics (2 pts)• There are no misspellings/typos/grammar errors (3 pts)• Report contains sufficient amount of content/information (5 pts)• Report contains a thorough self-reflection summary (10 pts)• File was saved properly as a pdf to the course project folder on the flashdrive (5 pts)	45	
PowerPoint Presentation <ul style="list-style-type: none">• 5 slides (5 pts)• 3 layouts (3 pts)• 2 themes (2 pts)• 1 different background (2 pts)• A title and content is present on each slide (3 pts)• Font is large enough to be read from back of room (3 pts)• Slide transitions are present (2pt)• Images are featured on every slide (5 pts)• Content adequately represents report (3 pts)• TAKE AN IMAGE of your file management structure to feature all course folders and files created for CIS 095, including course project files and add to the end of your PowerPoint (15 pts)• File was saved properly to the course project folder on the flashdrive (2 pts)	45	
Class Presentation <ul style="list-style-type: none">• Voice was loud and clear (5 pts)• Adequate eye contact with audience (5 pts)	10	
Total	100	