CIS 095 Computer Literacy

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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

SUGGESTED MATERIALS   Portable Flash memory stick for file management

REQUIRED TEXTBOOKS:

Computer Concepts: Illustrated Brief, 9th Edition, Dan Oja and June Jamrich Parsons, Course Technology/ Cengage.

We will be using the Online Companion with this book. Your instructor will provide you with a class code. You MUST have this code to complete the homework.

REQUIRED TECHNOLOGY: This is a COMPUTER CLASS. You **must have** access to an Internet connected Computer. You are also expected to have "**backup computer**" plans; at a friend's computer, a relative's computer, JCC, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether your computer works or not. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time, **you are expected to find a way to do the work**.

ASSOCIATE DEGREE OUTCOMES: The Board of Trustees of Jackson Community College has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the College. ADO 7, which is Critical Thinking, is covered in this course.

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to be successful, "Q"—the student has not participated/attended and the instructor believes they have unofficially withdrawn, and "V"—the instructor "verifies" that the student is participating/attending and doing acceptable work.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.

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.

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

LATE POLICY:

All of the course assignments are posted in JetNet. Generally, each assignment is due **one week** after assigned. Assignments submitted after the due date (**for any reason**- even technical difficulties) will be accepted with a **50% deduction**.

Activities: Tentative activities which are subject to change (total 480 points):

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6 In Class Assignments @ 20 each        120
6 Homework Assignments @ 20 each        120
1 Class Quiz @ 10 each @ 10 each         10
4 Concept Review Quizzes @ 20 each       80
1 Course Project @ 100 each             100
1 Final Exam @ 50 each                   50
                                        480
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DROP-IN COMPUTER LAB

The open computer labs are located in William Atkinson Hall within the IT Commons area. Please call for available times and locations (517) 796-8639. Please contact the extension centers directly for their open lab hours.

EXTRA HELP

Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

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 for another exam time.

COLLABORATION

While JCC 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.

ACADEMIC HONESTY AND CONSEQUENCES

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.**

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

CLASSROOM POLICY

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from class.