COMPUTER LITERACY

CIS 4-01Y (CRN: 43305)
SPRING 2015

- Lecture class -

COURSE DESCRIPTION

In this course you will learn how to use a personal computer's software and hardware and peripherals. To master the concepts in this course, you will use a simulated, internet-based, interactive learning website called Deanza.SimNetonline.com

PREREQUISITE SKILLS

You must know how to use a mouse and be able to send and receive email.

INSTRUCTOR INFORMATION: MARK SHERBY

Office Hours Held:	From **Monday, April 6 to Monday, June 22**
Office hours:	Monday, Wednesday 5:00-5:50PM ---- Tuesday, Thursday 12:30-1:20PM
Phone/Voicemail:	(408) 864-5471
Office Location:	F-51D
E-mail address:	Sherbymark@deanza.edu
Websites:	Catalyst.deanza.edu, deanza.simnetonline.com

ATTENDANCE POLICY

Students are required to attend all class meetings every **Tuesday and Thursday, 1:30-3:20PM** in **AT 312**. See drop policy below.

DROP POLICY

1. By **THURSDAY** OF THE FIRST WEEK OF THE COURSE you must complete these two requirements OR YOU WILL BE DROPPED from the class:
    a. Purchase and log into deanza.SimNetonline.com
    b. Successfully complete ALL the Week 1 Simnet ASSIGNMENTS.
2. In addition to deadline above, unsatisfactory performance in this course by not completing assignments and tests more than 2 weeks behind in the class will result in students being dropped. Students who miss more than 2 full class meetings and do no contact me with valid reason will be dropped from the class.
3. 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!

OBJECTIVES

Upon completion of this course, you will be able to use a personal computer and understand the following personal computer objectives.

- Demonstrate knowledge of computer operating systems and computer hardware/software components
- Utilize and apply an operating system concepts
- Apply security settings and recognize privacy issues
- Use application software including Word, Excel Powerpoint, Access and Outlook *
- Explore networking concepts
- Explore the Internet
- Explore communication and social media tools

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

STUDENT LEARNING OUTCOMES FOR THIS COURSE:

1. Manipulate data in a spreadsheet.
2. Manage file and folder properties in the operating system.
3. Extract information from a database program.

REQUIRED COURSE MATERIALS

1. **Textbook:**
   SimNet Registration Code Required. There are **two purchase options** for your SimNet code (online or in the bookstore). I recommend purchasing your code online to receive a discounted price. **IMPORTANT:** See the **end of this syllabus** for links to the step-by-step directions on how to **purchase** and **register** your SimNet account and start your SimNet course.

   Note to Financial aid students: If haven't received funding yet, you can start your course with a 21-day trial period if you purchase through the bookstore. **IMPORTANT:** If you use the 21-day trial, you must purchase the full software BEFORE Thursday OF THE FIRST WEEK OF SCHOOL. I cannot see students in my Gradebook who are on the 21-day free trial—therefore, you will be dropped if you have not upgraded to the full version of the software by the first Thursday 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 21-day free trial will result in your being dropped.

2. **High speed internet connection** (not dial up) required IF you work at home.
3. **Headset**: Any headset with 1/8" connector plug if you work in the CIS lab.

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: Most assignments in the course require you to use the Internet. The SimNet website that you will be accessing requires a high-speed Internet connection. Since browser requirements may change; if necessary, please go to deanza.SimNetonline.com for most recent browser requirements.

Hardware Requirements: A PC or Macintosh computer is required.

Software: None required. You DO NOT need to have the Microsoft Office Suite installed on your computer. You will be accessing a Web site called deanza.SimNetonline.com (SimNet) that will simulate the Office Suite.

Computers in CIS Lab:
If you need help with your course, you can get assistance from the CIS Lab staff. For CIS computer lab hours access **http://www.deanza.edu/buscs/lab/hours.html**

SUBMITTING WEEKLY SIMNET LAB ASSIGNMENTS

This course uses a website called SimNet. All course information including assignments, quizzes, homework, course deadlines, etc. will be available to you on-line in your SimNet course. When you enter your SimNet on-line course, you will see a list of assignments that you will complete. The actual course schedule and due dates for exams and assignments are subject to change.

HOMEWORK ASSIGNMENTS

Homework assignments will include writing projects and answering multiple choice questions.

ATTENDANCE/PARTICIPATION

You must attend lectures and participate in class discussions to receive Attendance/Participation credit.

CATALYST PORTAL

Catalyst can be used as the portal for completing all assignments. To post to the class any discussion questions, use Catalyst.deanza.edu. The online portion of the class is conducted online and I will be available **Tuesdays from 4:30PM to 5:45PM** to answer questions you may have in Catalyst or through email during this time. However, you are not restricted to ask questions during this time period. Email me anytime.

TESTING/GRADING POLICIES/FINAL GRADES

To pass this course, you must complete ALL assignments plus ALL Exams with the minimum scores shown below**.** Weekly deadlines for each assignment are posted inside the SimNet course. I will drop your lowest SimNet exam score (not counting SLO Final exam).

Number of attempts allowed when completing SimNet activities
See SimNet for the tentative weekly schedule (subject to change)

	Written Homework Assignments	SimNet Lesson/Lab and multiple choice homework assignments.	SimNet Exams	Final Exam
			Open book open notes exam. Must be completed in AT312 at times specified by instructor. Final will contain many of the same questions as weekly SimNet exams. You may NOT access the SimNet <u>lessons</u> during the exam. Any notes for exam must be printed out prior to exam. Lowest exam score will be dropped. If you miss an exam for any reason that will be counted as one of your lowest scores. There are no makeup exams. Note: All Simnet exams should be completed in-class. If you prefer to complete exams at home and run into any technical problems, you will not be able to retake the exam and will need to accept the score recorded!	Final exam held **Wednesday June 24 at 1:45 p.m.-3:45 p.m. in AT311.** Open book open notes exam (paper based notes only). You may NOT access the SimNet lessons during the final exam. No electronic notes or devices allowed during final.
Attempt allows	1 attempt	Unlimited attempts, 80% score required	1 attempt (There are no makeup exams)	1 attempt
Time Allowed	See due dates in SimNet	See dues dates in SimNet	30-45 Minutes	2 hours

Exams Grading Scale:
- A   93% - 100%
- A-   90%-92%
- B+   87%-89%
- B   83%-86%
- B-   80%-82%
- C+   77%-79%
- C   70%-76%
- D+   67%-69%
- D   63%-66%

Final Grade Mix:

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

Homework	10%	
Attendance/Participation	10%	(Attendance required)
Lesson Assignments	10%	
SimNet Exams	45%	(Lowest exam score will be dropped)
Final Exam	25%	(Based on **lectures** and SimNet exams)
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Total=	100%	

Academic Integrity:

If a student is found to have cheated or plagiarized on any particular assignment or examination, the student will receive a failing grade for that assignment or examination, and they will be reported to college authorities.

DISRUPTIVE CLASSROOM BEHAVIOR

Disruptive classroom behavior may include (but is not limited to) the following: talking when it does not relate to the discussion topic, sleeping, reading other material (e.g. newspapers, magazines, textbooks, from other classes), eating or drinking, monopolizing discussion time, refusing to participate in classroom activities, leaving cell phones and pagers on, texting, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be approached by the instructor. If the disruptive behavior continues, students may be asked to leave the classroom and/or eventually be dropped from the course.

NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

TECHNICAL DIFFICULTIES

If you have technical problems with the SimNet website, please contact SimNet Technical Support directly at http://mpss.mhhe.com/products-simnet.php or complete your course work using our computers in the CIS lab. Or access http://mhhe.com/support for additional help.

HOW TO PURCHASE SIMNET, REGISTER, AND BEGIN YOUR SIMNET COMPUTER LITERACY COURSE

1. Click this link (http://windows.deanza.edu/purchase4.pdf) to obtain the textbook ISBN #, and step-by-step directions to purchase, register, and start your SimNet course. (You will only perform the steps in this link ONCE.)
2. Click on this link (http://windows.deanza.edu/begin4.pdf) for step-by-step directions on HOW TO BEGIN AND NAVIGATE YOUR SIMNET Computer Literacy COURSE.