



Syllabus



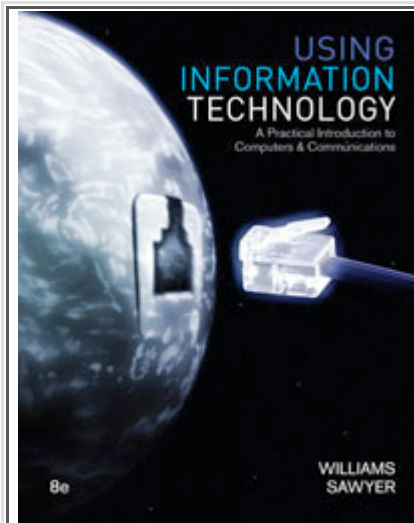
CIT-12 Computer Literacy DESCRIPTION AND REQUIRED MATERIALS

Description

Course Purpose/Objectives: The objectives of this introductory course are to introduce common computer terminology and experience popular software packages including word processing and spreadsheets. The class examines computer hardware, networking, databases, the Internet, current and future uses of computers and social issues created by computers. By the end of this course the student should be able to:

1. Operate a microcomputer;
2. Use popular personal productivity tools;
3. Discuss some of the widespread uses of computers;
4. Utilize the Internet, WWW, and email;
5. Consider problems computers are creating in the world; and;
6. Make an informed decision when buying a personal computer.

Required Materials



Textbook

Using Information Technology, 8th Edition, Williams & Sawyer, McGraw-Hill, 2007, ISBN: **ISBN: 0073516759**.



Application Software
SimNet Office 2007 Online
fcc.simnetonline.com



Headset with microphone

USB headset microphone is shown, but regular audio and microphone jacks work as well, [see example](#).

Textbook and Headset is required to complete Week 2 tasks and SimNet for Week 3 tasks. The textbook and software are sold as a bundle at the FCC bookstore, the headset will need to be purchased separately.

If you are ordering your required materials online make sure you plan accordingly, no additional time will be given for acquiring needed materials.

**If you do not have MS Office (preferably 2007 version) you can either visit the lab on FCC campus or find someone that has MS Office loaded on their system to complete the projects.*

Optional Materials

- Optional Lab Books: Microsoft Office Excel 2007 Introduction, 1st Edition Linda I O'Leary, ISBN: 978-0-07-329452-0 Microsoft Office Word 2007 Introduction, 1st Edition, Linda I O'Leary, ISBN: 978-0-07-329450-6
- Additional Materials: Storage Media, more commonly called a USB memory device. A computer with internet access is necessary to complete lab assignments. Microsoft Office Word, Excel, and PowerPoint 2007 are required for completing three projects in this course. If you are having computer issues or slow internet connection either visit the FCC computer lab or register for CIT 260 or CIT 261 computer lab (one unit) class is recommended.

How to contact your instructor

TENTATIVE SCHEDULE AND GRADING

Tentative Schedule

	Thursday at midnight	Monday midnight
Week 1	Who's in the House	Week 1 Quiz
Week 2	Live Classroom and Introduce Your Computer	Week 2 and Chapter 1
Week 3	Simnet (Vista or XP)	Simnet IE and Office Overview and Classwork
Week 4	Your HomePage	Week 4 and Chapter 2 Quiz
Week 5	Simnet Word Unit A	Simnet Word Unit B Classwork
Week 6	ScreenShot and Typing Speed	Chapter 3 Quiz
Week 7	Browsers and Internet Speed	Word Project
Week 8	Computer Purchase and Voice Board for CH1 thru CH4	Chapter 4 Quiz and Classwork
Week 9	Simnet Excel Unit A	Simnet Excel Unit B

Week 10	Task Manager	Chapter 5 Quiz and Classwork
Week 11	Aspect Ratio and Resolution	Excel Project
Week 12	Network Commands	Chapter 6 Quiz and Classwork
Week 13	Simnet Power Unit A	Simnet Power Unit B
Week 14	Google U Voice Board	Chapter 7 Quiz and Classwork
Week 15	Personal Technology	PowerPoint Project and
Week 16	Chapter 8 Quiz	Chapter 9 Quiz and Classwork
Week 17		
Week 18	Last Day to ask for Late Grade - Wednesday Dec 16 at 5pm	Final Due Thursday Dec 18

Weighted Grade Breakdown Per item

Chapter Quizzes	25%	10 Quizzes each one is worth 2.5%
Simnet Assignments	25%	8 Assignments each one is worth 3.125%
Hands On Discussion	25%	11 Threads each one is worth 2.27%
Projects	10%	3 Projects (Word, Excel and PowerPoint) each one is worth 3.33%
Classwork	10%	7 Assignments each one is worth 1.43%
Final	5%	1 Quiz worth 5%
Total	100%	

Grading Scale

Range	Letter Grade
100 - 90	A
89 - 80	B
79 - 70	C (You need a C to pass this class)
69 - 60	D
Below 59	F

COURSE POLICIES

Computer Platform: This course will utilize the Windows Operating System (Windows XP and Vista), student utilizing other OS's (like MAC and Linux) will be successful in completing most

items, but some work may require them to gain access to a Windows Computer.

Additional software: Other software will be required to be load into your computer, but will be open source (free) software that free of [malware](#).

Late work: This course has two due dates per week, if you miss work you can make-up the work missed but you score will be reduced by 25% of the total points available. It is your responsibility to ask the Instructor to grade make-up work, email Instructor (riowaller@gmail.com) and ask for work to be graded.

Academic Dishonesty: Plagiarism and cheating are serious violations of school policy and will not be tolerated. Unless specified, all assignments are expected to be done individually. Completing a non-group assignment as a team is considered cheating. Cheating on an exam or assignment will result in receiving a zero for the entire exam or assignment, having a copy of a Dishonesty Infraction Form put in your permanent record and can lead to expulsion from the class or the University.

Discussion Board: Writing in discussion boards is a very important part of this course, when replying to your classmates or the Instructor make sure you ask yourself the following question - "Is this appropriate for an academic environment."

Dropping the Class: Excessive absences may result in a student being dropped from class. Missing the Thursday 5pm due date is your attendance, if you miss two of these dates you will be subject to drop. However, do not count on being dropped. It is the responsibility of the student to drop this class if he/she wishes to do so. **Final date to drop this class is Oct 16, 2009 (Friday).**

Extenuating Circumstances: The school has a policy for extenuating circumstances. Any student experiencing an unusual situation that affects their class participation or assignments, please contact the instructor to discuss dropping/grading options.

Internet & Email: Most assignments for this course will require the use of the Internet including email, SIMNET and Blackboard. Students need to enter their email address in Blackboard during the first week of class. If they do not have an active email address, they need to set one up.

Need for Assistance: If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. All video for this course is closed captioned.

Technical Difficulties: The student is responsible for submitting assignments on or before due dates regardless of technical difficulties.