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| Course: | CIOS 105-KD1 Computer Literacy |
| Credit(s): | 3 |
| Prerequisites: | None |
| Course Description: | Introduces computer literacy based on national IC3 standards. Topics include computer concepts, file management, basic editing and formatting functions in common software applications, basic troubleshooting for computer hardware and software, current electronic communication tools, Internet research strategies, and network terminology and components. |
| Location: | Delivered via the Web using http://cios105.asof.org/ and other web tools |
| Days/Times/Dates: | Class sessions will be held online. Students may log on anytime, and a minimum of 10 hours a week. Instructors are available anytime on email or the class web site. The first class will meet on February 6, 2012 . Other course materials (lecture notes, quizzes, and homework) will be posted on the class web site in http://alaskastudentsvoices.collaborizeclassroom.com |
| Instructors: | Roxanne Mourant, Adjunct Faculty, UAS - Juneau |
| Contact Information: | <i>It is very important that we stay in touch!</i> The best way to reach us is via email: roxy@asof.org or Skype: roxykohler Note : Please put CIOS-105 in the Subject line! I receive scores of emails every day and yours may be lost in the shuffle if you do not do this. |

Your success is important to me, and communication is the key to success!

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| Office/Hours: | Tuesdays and Thursdays from 2:00 – 4:00pm and 7:00 – 9:00 pm (please e-mail for online office visit in Skype) Skype (roxykohler). |
| Required Textbook: | <u>New Perspectives on Computer Concepts, 2011, Comprehensive</u> (12th Edition), ISBN-10: 0324780761 or ISBN-13: 9780324780765, Parsons & Oja, Course Technology, 2012 |

Texts available through the Amazon.com. **Warning:** Alaska shipping takes time. Order all of your books in a manner of delivery that allows you to get them on time!

On Line Resources, Usernames & Passwords:

- Class websites:** <http://cios105.asof.org/> &
<http://alaskastudentsvoices.collaborizeclassroom.com>
- **User names & passwords available once registration is received.**

Course Objectives: Throughout this 15-week lecture/lab course you will extend your skills in the following:

1. Identify types of computers, how they process information and how individual computers interact with other computing systems and devices.
2. Identify the function of computer hardware components.
3. Identify how to maintain computer equipment and solve common problems relating to computer hardware.
4. Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded.
5. Identify what an operating system is and how it works, and solve common problems related to operating systems.
6. Manipulate and control the Windows desktop, files and disks.
7. Identify how to change system settings, install and remove software.
8. Be able to start and exit a Windows application and utilize sources of online help.
9. Identify common on-screen elements of Windows applications, change application settings and manage files within an application
10. Perform common editing and formatting functions
11. Perform common printing functions
12. Be able to format text and documents including the ability to use automatic formatting tools.
13. Be able to insert, edit and format tables in a document.
14. Be able to modify worksheet data and structure and format data in a worksheet.
15. Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet.
16. Be able to create and format simple presentations
17. Identify network fundamentals and the benefits and risks of network computing.
18. Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet.
19. Identify how to use an email application.
20. Identify the appropriate use of email and email related “netiquette”.
21. Identify different types of information sources on the Internet.
22. Be able to use a web browsing application.
23. Be able to search the Internet for information.
24. Identify how computers are used in different areas of work, school and home.
25. Identify the risks of using computer hardware and software.
26. Identify how to use computers and the Internet safely, legally, ethically and responsibly.

UAS Competencies: By the end of this course, you will have applied the following competencies:

Communication: demonstrate critical thinking skills through reading, speaking, and writing; use appropriate planning strategies for writing; edit and revise written drafts into polished products; use effective listening and response strategies.

Information Literacy: Learning to use resources available on the World Wide Web to assist you in your studies.

Professional Behavior: Complete tasks in a timely manner; demonstrate professional work habits; self-evaluate work.

Critical Thinking: Analyzing problems, developing possible approaches for their solution, selecting a preferred alternative, and applying technical skills to implement the selected alternative. There will be times when the instructor is not immediately available to help you with questions. It will benefit you if you try to find an answer by reading your syllabus, your textbook, or using the Help information on the computer first. Learning to problem solve by trying these suggestions is useful in all your computer courses, as well as other university courses.

Computer Usage: Knowledge of word processing software; ability to interpret help and screen information and follow instructions for required tasks

Course Procedures:

- **Required Materials:** Students must have reliable access to Internet and email. After registering for the class, students must go to the course web site: <http://cios105.asof.org/> online, find this course, and edit your Student Profile. You will need to have:
 - The textbook, *New Perspectives on Computer Concepts 2012: Comprehensive (New Perspectives)* by June Jamrich Parsons, Dan Oja (available at amazon.com)
 - A reasonably fast internet connection to attend weekly classes and submit homework assignments.

1. **Required Skills:** Students will be expected to enter the class with a level of competency on the computer that includes basic keyboarding skills, a general understanding of using the Internet to access course materials. All students must take an assessment upon enrolling in class. It is expected that students will be able to write at the appropriate (college) level as required. Students must become familiar with (and use) the tools available to them at the University. This includes especially using online forums, Skype, and email.

2. **Attendance/Lateness:** This is an online course. I expect students to visit the class website often (more than once weekly) and attend the scheduled session or keep an office appointment. Consistent participation and homework submission is an important trait of a successful student. If you are not participating, I will be much less sympathetic to pleas. I expect you to use the student discussion board to address issues you are having and to help other students with their questions. I will give you first crack at answering other's questions.

Participation is part of your final grade. Web classes require students to discipline themselves. Keeping up with the class readings is YOUR responsibility.

3. **Assignments/Exams:** Each chapter will have a homework assignment and/or quiz. There will also be two tests and two projects. Details will be posted on the class web site.

4. **Academic Dishonesty/Copyright Laws:** All students are expected to do their own work.

5. **Accommodations:** If you have a documented disability requiring academic or programmatic accommodations, please contact the Disability Support Center (DDS), at 796-6000 as soon as possible.

6. **Internet, Skype and E-mail:** Class materials such as the syllabus, assignments, resources, and announcements will be posted online. You should visit this site frequently to be sure that they have the latest information. I encourage you to subscribe to announcement changes at

the class website. Occasionally, I will broadcast an email if the need arises to notify you of something urgent. *Make sure you have provided me with your latest email address in your class bio (you can list multiple addresses).*

7. **Course Withdrawal:** The last day to drop or to change to audit or no-credit is: 100% refund (tuition and fees)– **February 6, 2012** ; 50% refund (tuition only)– **February 13, 2012** The last day to officially withdraw is **April 2, 2012**.

8. See the UAS course schedule for rules, charges, and other information. All changes must be made with the registrar.

Course Evaluation: This course introduces you to the basics of computers – their make-up, and usage. The best way to succeed is to read the text, watch the lecture presentation, and complete the homework assignments in a timely manner. **Do not fall behind in your work!** Homework is due on the date specified in the schedule. It is easiest for you to simply “drop” your assignments in the **Digital Dropbox of the class website in Blackboard**. Your final grade will be computed based on: up to **5% participation** (discussion board use), **35% from chapter homework & quizzes (including timeliness)**, and **60% from the exams and projects**.

Letter grades will be awarded using the following percentile breakdown:

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| | A | 93-100% | A- | 90-92.9% |
| B+ | B | 83-86.9% | B- | 80-82.9% |
| C+ | C | 73-76.9% | C- | 70-72.9% |
| D+ | D | 60-66.9% | F | <60% |

A minimum grade of C is required for CIOS degree/certificate/occupational endorsement

| Week | Chapter | Topics |
|-------------------------------|---------|---|
| <u>1. February 6</u> | | Course Orientation |
| <u>2. Feb 13, 2012</u> | 1 | Computers and Digital Basics |
| <u>3. Feb. 20</u> | 2 | Computer Hardware |
| <u>4. Feb. 27</u> | 4 | Operating Systems and File Management |
| <u>5. March 5</u> | 3 | Computer Software |
| <u>6. March 19</u> | 3 | Word Processing |
| <u>7. March 26</u> | 3 | Spreadsheet Basics |
| <u>8. April 2</u> | 3 | Spreadsheets, con't |
| <u>9. April 9</u> | 3 | Presentation |
| <u>10. April 16</u> | 5 | Networks: Local (LANS) and Wireless (WLNS) |
| <u>11. April 23</u> | 6 | The Internet |
| <u>12. April 30</u> | 7 | The World Wide Web and E-mail |
| <u>13. May 7</u> | 8 | Digital Media |
| <u>14. May 14</u> | 9 | The Computer Industry |
| <u>15. May 16</u> | | Final |