
CMIN 201 – Computer Literacy

Delgado Community College

1. Instructor Information

Krista Lawrence Office: 113West—Office 11/Message Phone: 671-6121
Email/best way to contact: klawre@dcc.edu BlackBoard Website: <http://bb73.dcc.edu/>
Office Hours:

2. Division Contact Information

Tutor, Ray Knutsen; rknuts@dcc.edu; 671-6103; Building 1, Room 306E
Academic Advisor, Mike Lucia; mlucia@dcc.edu; 671-6116
Dean, Warren Punecky, Jr.: wpunek@dcc.edu; 671-6100
Department Chair, Warren Duclos, Jr.: wduclo@dcc.edu; 671-6107
Division Secretary, Connie Mathews (emergency only!): 671-6105

3. Course/Section Information

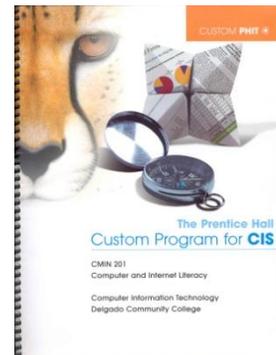
Semester: Spring 2008
Location: City Park Campus, Building: 1, Room #: 307E
Successful completion will earn 3 academic credits (3-0-3).

4. Required Resources/Tools – Textbook, Lab Manual, Media, etc.

The Prentice Hall Custom Program for CIS, CMIN201 Computer and Internet Literacy.
Your textbook is a customized one-volume edition which includes contents from two textbooks: Technology in Action, Fourth Edition, by Evans, Martin, and Poatsy, which provides review and assessment tools for each chapter of the text while offering a direct gateway to resources available on the WWW. Among the features available are:

- Sound Byte Labs to Reinforce Concepts
- Self-Study Materials for Test Preparation
- Active Help Desk Calls
- Audio PowerPoint Lectures

An introduction to each application includes chapters from: Exploring Microsoft Office 2007, by Grauer, Scheeren, Lockley, Hulett, and Krebs. The same features listed above are available for these application chapters.
ISBN: 0536444897 (Grauer/Tech in Action/Myitlab).



Companion website: www.prenhall.com/techinaction
Additional resources for the class: www.myitlab.com
Access to the Internet, email, the Web, and Delgado BlackBoard
Delgado Community College Home Page: www.dcc.edu

How to get your Delgado account information:

<http://faculty-web.dcc.edu/emcgee/orientation/username.htm>

Access to Delgado email: <https://owa.dcc.edu/exchange>

Blackboard Courses: <http://bb73.dcc.edu/>

Blackboard/Online Classroom Orientation and Help:

http://www.dcc.edu/online_classroom/index.htm

Student Services: <https://www2.dcc.edu/ia->

[binp/tsrvweb.exe?&tserve_trans_config=ahomepg.cfg&tserve_host_code=\[tserve_host_code\]&tserve_tiphost_code=\[tserve_tiphost_code\]](http://www2.dcc.edu/ia-binp/tsrvweb.exe?&tserve_trans_config=ahomepg.cfg&tserve_host_code=[tserve_host_code]&tserve_tiphost_code=[tserve_tiphost_code])

Portable storage medium, a USB flash drive (512 MB)

Access to MS Office 2007 – whether on a home, office, or Delgado lab computer (do **not** purchase this until discussed in class). If you purchase the student edition of MS Office it does not come with Access. You are able to obtain a copy of Access through the Academic Alliance. Please provide me with your username, student id #, last four digits of social security #, password, and a blank CD-ROM.

5. Course Description

This course is designed to meet the College's general education requirement in computer literacy; it ensures that a student has the technical skills and knowledge necessary for today's business, professional, and academic world. Topics include: hardware, operating system functions, application software basics (word processing, spreadsheets, presentations), network basics, e-mail, computer ethics, security, and effective use of the Internet. The course prepares students to study for the Certiport Internet and Computer Core Certification (IC3) Exam and to develop basic products using the Microsoft Windows operating system and Office.

6. Course Prerequisites

There are no specific College course prerequisites for this course. However, be sure to read the Student Requirements and Responsibilities section.

7. Course Goals

This course teaches the average novice computer user the literacy concepts and principles, plus the skills needed for today's professional environment. International standards established as IC3 (computer and internet literacy) are used to develop and teach all components of the course. After completing this course successfully, the student will be prepared to study and to take the IC3 Certification Exam. For hands-on learning, Windows XP and Office 2007 are used.

8. Course Objectives

Upon completion of this course, the student should be able to:

- o Manage files in the windows environment
- o Identify the types of computers and their components
- o Explain the interaction between hardware and software
- o Evaluate computer equipment for purchasing
- o Identify the purpose and functions of the operating system

- o Create, edit and print files
- o Use graphic tools
- o Format text, paragraphs and tables in a word processing environment
- o Work with spreadsheet applications
- o Work with presentation software
- o Identify network fundamentals
- o Identify the relationship between computer networks, telephone networks and the internet
- o Work effectively with e-mail
- o Effectively search and evaluate information on the internet
- o Be able to identify how computers are used in education, work and home
- o Use computers and the internet safely, legally, ethically and responsibly
- o Explain privacy rights and threats as they relate to the internet

9. Course Content

- o Why Computers Matter to You: Becoming Computer Fluent
- o Looking at Computers: Understanding the Parts
- o Using the Internet: Making the Most of the Web's Resources
- o Application Software: Programs That Let You Work and Play
- o Using System Software: The Operating System, Utility Programs, and File Management
- o Understanding and Assessing Hardware: Evaluating Your System
- o Networking and Security: Connecting Computers and Keeping Them Safe from Hackers and Viruses
- o Mobile Computing: Keeping Your Data on Hand
- o Behind the Scenes: A Closer Look at System Hardware

Applications:

- Microsoft Word: What Will Word Processing Do for Me?
- Introduction to Excel: What Can I Do with a Spreadsheet?
- Introduction to Access: Finding Your Way Through a Database
- Introduction to PowerPoint: Presentations Made Easy
- Outlook

10. Resources

CATT Center, Flexlab, and Tutors

The outside-of-class times for use of the CATT Center (Building 10, Room 224) open student computer lab is limited. The hardware and software programs and files you must use to complete graded assignments are available in this lab

Flexlab

The outside-of-class times for use of the Flexlab (Building 1, Room 306E) is for Business and Technology students only. The hardware and software programs and files you must use to complete graded assignments are available in this lab

Tutor

Ray Knutsen; rknuts@dcc.edu; 671-6103; Building 1, Room 306E

11. Student Requirements and Responsibilities

The student will need to:

- Have or develop the ability and motivation to pursue College-level course work, especially language (i.e., reading and writing skills), thinking skills, and problem solving methods
- Have or develop the ability to read, understand and follow College textbooks and a long series of written and oral information, and the ability to demonstrate this memory during tests and exams
- Have and use good standard English in all written and oral communications; there can be no special treatment or exceptions on the requirement that you must use good standard English in this course
- Have or develop the ability to read and hear computer skill directions, the time to practice them outside of class, the mental facility to study and remember them, and the ability to demonstrate this memory during tests and exams
- Have and use (for ALL course work) a Delgado email account and the course Blackboard site
- Attend all classes regularly and attentively, from the start of the class period to the end
- Begin exercises and assignments during class, then complete them on your own
- Have or develop basic eye-hand coordination and set aside time outside of class to practice using a mouse and a keyboard
- Schedule own outside of class work time for hands-on projects on a computer of your choice and seeking help when needed from the Tutor; the CATT Center Lab Building 10, Room 224; the Flexlab Building 1, Room 306e.
- Schedule own outside of class time to read and study assigned materials for tests, and to complete all Assignments in Blackboard.

12. Assessment of Student Learning

Here is information on how you will be graded in this course.

General

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with this course.

If an absence occurs, **it is the responsibility of the student to make up all work missed.**

Under no circumstance will an absence, **for any reason** excuse the student from completing all work assigned in this class.

Service Learning

The service learning project will combine information from all 3 classes (English 101, CMIN201, and PSYC127) to assist a community service organization to inform and educate the general public about the mental health recovery in New Orleans, LA. There will be joint assignments, using various types of media and learning styles, to produce several major projects including a brochure, posters, and a televised public service announcement. The usual types of intra-course assessments will be used, including writing assignments, various

tests and quizzes, and computer application simulations, evaluation of classroom discussions, and successful completion of the English 101 Exit Exam. We will also work in close conjunction with a service learning project in the television production program.

Examinations, Tests, and Quizzes

There will be two tests, plus a mid-term exam and a final exam. Content and structure will be announced during classes. There will also be several unannounced quizzes taken at the beginning of class. Students cannot make-up an In Class Quizzes.

Assignments – as well as their due dates – will be posted in Blackboard. Work submitted after the due date will not be accepted. As every semester is different and “things happen”, the schedule is subject to modification. In the event of unforeseen circumstances during the semester, you may be required to do less work, but never more.

Attendance - will count for 6% of your grade. After 3 absences you will lose 2 percentage point per absence (per the school attendance policy after you miss 6 classes you can be dropped from the course).

Grading Scale (subject to adjustment)

<u>Percentage Range</u>	<u>Letter Grade</u>
100-90%	A
89.9-80%	B
79.9-70%	C
69.9-60%	D
59.9% and below	F

13. Instructor’s Policies and Practices

- General tip: although this is an “introductory” course, it is **not** an “easy little computer course”; although computers can be fun if the student enjoys working with them, this is a course that requires **working** with computers, not using computers for entertainment. It is a structured technology course that moves and builds quickly; and students must strive to focus and keep up with the pace. Regular, attentive class attendance is required for effective learning, or you will fall behind and not complete the course successfully.
- Attendance: it will not be possible for the student to successfully complete this course without regular, focused attendance. Class roll will be taken; **students who are absent for 10% of the classes (any 6 classes) may be removed/dropped from the official roster and will not longer be in the course.**
- No attendance in classes will be permitted to anyone not officially enrolled in the course. It is the student’s responsibly to make certain you are officially enrolled.
- Any disabilities or special needs the student has must be communicated in writing to your Instructor (together with formal professional documentation), in order to be considered for any special considerations. You may contact the Office of Disability Services at (504) 671-5161 voice/tdd or gpeopl@dcc.edu. The office is located in Building 10 Room 120.
- Delgado email must be used in all correspondence in this course.

- Class/Lab professional practices: if you are to respect the rights of all students in the course and prepare for a professional future, you need to simulate a professional attitude and environment in this course
 - no eating or drinking in class; no food or beverage containers are permitted, sealed or unsealed
 - no audio devices, iPods, headphones, mini-televisions, etc.
 - no cell phones, beepers, BlackBerries, etc. are to be used in the classroom (Set them to vibrate mode; turn them off during tests, exams, quizzes. Please step outside the room if you must use any of these devices.)
 - use the student computers for activities as appropriate to this course, not to catch up on your email, browse the web, watch movies, etc.
 - always come to class prepared, having read assignments and completed exercises
 - bring all materials needed for class: textbook, lab manual, portable storage media, syllabus, and other as directed by your instructor
 - only registered students may enter the room/lab; the College prohibits class attendance by children or guests
 - treat your work area with respect for other students – keep it neat and clean, discarding waste in the trash receptacles in the room
 - chatting and commentaries only disturb fellow students; be respectful of the professional atmosphere and focus on learning
 - raise your hand and wait to be recognized when you want to ask a question; don't just call it out
- File management and portable notebook storage media: in order to complete the exercises and the lab tutorials, you will need to copy various files from your student data CD, a file server, the Course website, or the hard drive of a computer in several of the labs. You will need to save your work on your portable storage media. You will be responsible for safeguarding and storing your media, and for having them in class with you. You will have an opportunity to learn how to do this in Windows and other labs.
- Outside of class work and time: it is not an objective of this class to provide sufficient lab time for you to master the content of the selected tutorials during class hours. The class lab periods are to introduce program capabilities. You are expected to spend additional time on the computer outside of class time.
- No work on assignments, exercises, proficiencies, or projects will be accepted if they are past the due date, unless specifically discussed in class.
- Make-up exams and tests: the instructor must be notified ahead of time if a student must miss a test or the mid-term exam. After one week has passed, no make-ups will be permitted.
- Final exam: there is no acceptable excuse for missing your final exam. A grade of zero (0) will be recorded and averaged for anyone missing the final exam for whatever reason. Make sure you know when the final exam is scheduled and be there. There are no retakes on final exams.
- Grades are not posted or given out at the division office. You may call for grades at the end of the semester at 483-1915 (outside New Orleans: 1-800-377-7285); or click

on the hyperlink Check Your Grades on the Delgado Community College website <http://www.dcc.edu>. During the semester, check your progress grades in Blackboard.

- The Family Educational Rights and Privacy Act of 1974 prohibits instructors from
 - giving a student his/her grades over the phone or over email, or
 - discussing a student's performance to a concerned parent over the phone.

14. College and Division Policies – Mandated for All Syllabi

Be sure to read your Delgado College Catalog for all College policies. In addition, here are some that are required to be included in course syllabi.

Disability Policy

It is the general policy of Delgado Community College to provide an equal opportunity for academic success to all students. Reasonable accommodations for a student with a disability will be made provided the student has self-identified with the Office of Disability Services and has provided the required documentation. Instructors will appropriately modify their methods of instruction, course and examination requirements and general procedures to accommodate the special needs of the student provided the academic integrity of the course or examination is not violated and the accommodation does not jeopardize the health and welfare of all students. No accommodations will be made without the letter of accommodation from the Office of Disability Services.

You may contact the Office of Disability Services at (504) 671-5161 voice/tdd or gpeople@dcc.edu. The office is located in Building 10 Room 120.

Cheating Policy

Students are expected to uphold the college's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of academic work they submit. The guiding principle of academic integrity shall be that a student submitted tests, quizzes, and assignments must be that of the student's own work. Students shall be guilty of violating the honor code by:

- Cheating—the misrepresentation of mastery of information on an academic exercise
- Plagiarism—the use of someone else's words or ideas without acknowledging the source

[Consider the real world case of stories written by Jayson Blair and published during the tenure of former Times executive editor Howell Raines, who resigned in June in the wake of the Jayson Blair scandal. Raines and former managing editor Gerald Boyd left after a Times (N.Y. Times 5/26/2004) investigation found fabrications or plagiarism in dozens of Blair's stories (War in Iraq). Courtesy, Cheryl Brown, Instructor in CMIN, Delgado Community College, Westbank Campus.]

See: <http://www.slate.com/id/2082741/>

- Representing the work of others as their own (**duplication of work**)

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a 0 grade for the assignment. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation. Students may work together on graded assignments but must submit their own work. Students may not use or copy another's work and represent it as his/her own. See page 36, Student Judicial Code in the Fall 2007 Student Handbook http://www.dcc.edu/classification/students/StudentHandbook_SummFall07web.pdf.

Equal Opportunity

Delgado Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, disability, marital status or veteran's status in the admission to, participation in, or employment in the programs and activities of the college.

Computer Usage Policies

Students are responsible for knowing and observing all computer usage policies. See Delgado website.

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-959/1822-2A.doc>

Student Fee Statement

Students who elect to pay all remaining or outstanding tuition and fees on a payment plan are responsible for paying the remaining fees on the dates specified. Failure to pay by the specified date will result in the students being withdrawn from all classes, not receiving a final grade, or to be eligible to be enrolled at Delgado Community College at any future date, until all fees are paid.

Syllabus Disclaimer

This syllabus is subject to change at the discretion of the instructor. Changes will be handed out in written form as an addendum to the syllabus. The course goals, objectives and student objectives/competencies do not change.

Tentative Course Calendar

Week	Content
August 20	Orientation
August 27	Chapter One - Why Computers Matter to You: Becoming Computer Fluent
September 3	Chapter Two - Looking at Computers: Understanding the Parts
September 10	Chapter Three - Using the Internet: Making the Most of the Web's Resources
September 17	Windows XP
September 24	Chapter Four - Application Software: Programs That Let You Work and Play
October 1	Microsoft Word
October 8	Chapter Five - Using System Software: The Operating System, Utility Programs, and File Management
October 15	Microsoft Excel
October 22	Chapter Six - Understanding and Assessing Hardware: Evaluating Your System
October 29	Microsoft PowerPoint
November 5	Chapter Seven - Networking and Security: Connecting Computers and Keeping Them Safe from Hackers and Viruses
November 12	Microsoft Access
November 19	Chapter Eight - Mobile Computing: Keeping Your Data on Hand
November 26	Chapter Nine - Behind the Scenes: A Closer Look at System Hardware
December 3	Last Day of Class
December 4-10	Final Examination Period