

CIS 4 (Computer Literacy) GREEN SHEET - Spring 2017

COURSE SECTION

65Z

COURSE CRN

43676

PREREQUISITES

Advisory: EWRT 1A or EWRT 1AH or ESL 5

COURSE DESCRIPTION

Introduction to basic computer literacy concepts. History of the computer, hardware, software, operating system mechanics, system management utilities, basics of networking and the internet. The social impact and future of computers for communication systems are discussed along with an overview of basic security and privacy concerns. An integrated software package for word processing, spreadsheets, databases, e-mail, Internet and presentations are introduced.

STUDENT LEARNING OUTCOMES

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

INSTRUCTOR

Mary Ann May-Pumphrey

maypumphreymaryann@fhda.edu (<mailto:maypumphreymaryann@fhda.edu>)

OFFICE HOUR

Monday evenings, 7-8 pm, via the Canvas Conference feature, starting 04/18/17. The first week's OFFICE HOUR will be the on-campus orientation in AT-203, 7-8 pm, 04/10/17.

TEXT

Visualizing Technology (Complete) Fifth Edition by Debra Geoghan

ATTENDANCE

Students may be dropped after three consecutive days of not logging into Catalyst. But don't count on this happening! If you need to disappear from the class, drop it yourself to be safe.

GRADING

- Open-Book Quizzes - 25%
- Participation via Forums - 5%
- Participation via Lab Exercises - 30%
- Open-Book Midterm - 20%
- Open-Book Final - 20%

MIDTERM EXAM

Thursday, May 18th, any 2-hour slot starting and ending between 8:00 am and 11:59 pm.

FINAL EXAM (comprehensive)

Monday, June 26th, any 2-hour slot starting and ending between 8:00 am and 11:59 pm.

FINAL LETTER GRADE

Overall Score Letter Grade

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
75-79	C+
70-74	C
67-69	D+
63-66	D
60-62	D-
0-59	F

CHEATING

In the "real world" of high tech, the more collaboration, the better. Thus, you are encouraged to collaborate with your classmates and other acquaintances in order to help you produce the best work possible on your assignments. But since this is still an academic setting, your final "hand-in" work must be your own.

If somebody else does the actual work handed in, that will be viewed as an example of cheating, not collaboration. In addition, the midterm and final exam will be traditional academic exams, in which any collaboration will be viewed as cheating.

Plagiarism via copy/pasting from a web page or entering somebody else's written work, is another form of cheating.

Any student involved in an incident of cheating, even if serving only to provide work to another student, will be given a grade of "0" for that assignment or exam. No excuses, no exceptions.

ONLINE ORIENTATION

If you've never taken an online course before, please spend a few minutes going through this online [New Student Orientation \(https://deanza.instructure.com/courses/1106\)](https://deanza.instructure.com/courses/1106).

CANVAS ORIENTATION

We'll be using the Canvas Learning Management System for this course. If you've never used Canvas before, you are strongly encouraged to take one of the [two on-campus orientations \(http://www.deanza.edu/online-ed/registered/registered.html#catalyst_presentation\)](http://www.deanza.edu/online-ed/registered/registered.html#catalyst_presentation) offered the first week of classes.

CIS 4 ORIENTATION

I am going to provide an orientation specific to CIS 4; it will be similar to what you would expect from the first session of a traditional class. You can choose to attend either of these (identical content but different format) sessions:

(In person) Monday, April 10th, 7-8 pm, in rear of AT 203 on the De Anza Campus.

(Online chat) Tuesday, April 11th, 8-9 pm, via our Canvas course's **Conferences** facility.

The Conference will be recorded, so that anyone who can't make either of these two orientations will be able to review the online Conference one afterwards.

RESOURCES

- [Important Dates \(http://www.deanza.edu/calendar/springdates.html\)](http://www.deanza.edu/calendar/springdates.html) [\(http://www.deanza.edu/studentssuccess/\)](http://www.deanza.edu/studentssuccess/)
- [Tutoring \(http://www.deanza.edu/studentssuccess/\)](http://www.deanza.edu/studentssuccess/) [\(http://www.deanza.edu/dss/\)](http://www.deanza.edu/dss/)
- [Disability Support Services \(http://www.deanza.edu/dss/\)](http://www.deanza.edu/dss/) [\(http://www.deanza.edu/counseling/\)](http://www.deanza.edu/counseling/)
- [Counseling & Advising \(http://www.deanza.edu/counseling/\)](http://www.deanza.edu/counseling/) [\(http://www.deanza.edu/studenthandbook/academic-integrity.html\)](http://www.deanza.edu/studenthandbook/academic-integrity.html)
- [Academic Integrity \(http://www.deanza.edu/studenthandbook/academic-integrity.html\)](http://www.deanza.edu/studenthandbook/academic-integrity.html)
- [Mutual Respect Policy \(http://fhdafiles.fhda.edu/downloads/aboutfhda/4110.pdf\)](http://fhdafiles.fhda.edu/downloads/aboutfhda/4110.pdf)
- [Student Grievance Procedure \(http://www.deanza.edu/studenthandbook/grievance.html\)](http://www.deanza.edu/studenthandbook/grievance.html) [\(http://www.deanza.edu/studenthandbook/studentrights.html\)](http://www.deanza.edu/studenthandbook/studentrights.html)

- **Student Rights & Responsibilities** (<http://www.deanza.edu/studenthandbook/studentrights.html>)

