
COMPUTER LITERACY

CIS 4

IMPORTANT: PLEASE NOTE THAT AT THE END OF THIS SYLLABUS THERE ARE WEB LINKS FOR STEP-BY-STEP INSTRUCTIONS ON HOW TO PURCHASE SIMNET, BEGIN THIS COURSE, NAVIGATE THROUGH THE COURSE, AND HOW TO COMPLETE THE LESSONS IN THIS COURSE. ALL REGISTERED STUDENTS MUST ACCESS AND COMPLETE THE SIMNET WEEK 1 ASSIGNMENTS AND EXAMS BY SATURDAY AT MIDNIGHT OF THE FIRST WEEK OF THE QUARTER TO PREVENT FROM BEING DROPPED.

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: LINDA WEST

Office Hours Held: On line (there is a communication tool in Simnet or feel free to email me)
Phone/Voicemail: email me
E-mail address: westlinda@deanza.edu

ATTENDANCE POLICY

Students must log into Simnet each week and complete the weekly assignment. Assignments begin on a Monday and end on a SATURDAY AT MIDNIGHT.

DROP POLICY

1. **By SATURDAY AT MIDNIGHT 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 ASSIGNMENTS.
2. **By SATURDAY AT MIDNIGHT OF THE SECOND WEEK OF THE COURSE** you must complete Week 2 assignment OR YOU WILL BE DROPPED from the class:
3. In addition to deadlines above, unsatisfactory performance in this course by not completing assignments and tests more than 1 week behind in the class may result in students being dropped.
4. 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 you 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). We 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 aide 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 SATURDAY 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 **Saturday** of the quarter.

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. I generally will try to respond to email within 24-48 hours. I take weekends off so I don't answer them on Friday, Saturday, Sunday. **You are required to read your weekly email.**

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. You won't have to come to campus for anything- The actual course schedule and due dates for exams and assignments are subject to change.

HOMEWORK ASSIGNMENTS

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

TESTING/GRADING POLICIES/FINAL GRADES

To pass this course, you must complete ALL assignments plus ALL Exams with the minimum scores shown below.

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 SLO Exam

Attempt allows	2 attempts ALL ASSIGNMENTS MUST BE COMPLETED TO PASS THIS COURSE. NO SKIPPING.	Unlimited attempts, 80% score required or redo until you can obtain 80 %. Hint: The better you do on the Lesson/Labs, the higher score you will obtain on your SimNet Exams. ALL ASSIGNMENTS MUST BE COMPLETED TO PASS THIS COURSE. NO SKIPPING.	1 attempt (There are no makeup exams). I will drop lowest score. If your computer freezes on an exam strike F5.—YOU ARE ALLOWED ONLY ONE LOWEST SCORE TO BE DROPPED. You are responsible for having your computer setup correctly before taking an Exam. You can take Exams in the AT203 CIS lab.	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: 73%-76%
- C- 70%-72% not offered
- D+ 67%-69%
- D 63%-66%

Final Grade Mix:

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

- Homework 10% (All must be completed to pass course)
- Lesson Assignments 10% (All must be completed to pass course)
- SimNet Exams 50% (All must be completed to pass course)
- Final SLO Exam 30% (All must be completed to pass course)

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Total= 100%

Academic Integrity: Students who submit work of others as their own or cheat on exams or other assignments will receive a failing grade in the course and will be reported to college authorities.

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 (8648839 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 (AT203) and ask for Mai Or access mhhe.com/support for additional help. Note: Google Chrome and FireFox seem to work well. Try different browsers before calling technical support if things don't work well.

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

1. Click this link (<http://www.deanza.edu/faculty/westlinda/pdf/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://www.deanza.edu/faculty/westlinda/pdf/begin4.pdf>) for step-by-step directions on HOW TO BEGIN AND NAVIGATE YOUR SIMNET Computer Literacy COURSE.