CSIS 1 Computer Literacy

Instructor: Alex Stoykov

Email: **astoykov@gavilan.edu**

Phone: (408) 852 - 2879 (Use email to contact me)

Course Title: Computer Literacy (CSIS 1)

Units: 2 units (**option:** letter grade **or** pass/no pass)

Location: Online

Office Hours: Online, and by arrangement

DESCRIPTION: This class is an introduction to terminology, design, operation, and usefulness of computers for the novice. The student will gain "hands-on" experience by using a microcomputer to run various software programs including Word Processing, Spreadsheet, Presentation Graphics, MS Windows. Multimedia and Internet experience will also be included.
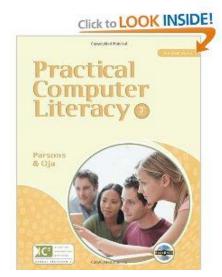
ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122

REQUIRED TEXTBOOKS:
1) **Practical Computer Literacy**
   Authors: Parsons and Oja,
   Thomson Course Technology **3rd Edition**

ISBN # 9780538742153

The above textbook will be needed for the weekly Quizzes.

2) **Microsoft Office 365 and Microsoft Office 2016**

Authors: Beskeen, Cram, Duffy, Friedrichsen, and Redding
Course Technology, **1st Edition**

ISBN # 9781305876026

The above textbook will be used for all the hands-on Assignments.
There is an electronic version of the above textbook for around $60 here :
www.cengagebrain.com/course/preview/2553630

MATERIALS: Additional lab materials (including the MS Office 2016 text, above) are provided by the instructor for use for free in <u>the lab</u>. Materials cannot be taken out of the lab.

REQUIREMENTS: (1) Satisfactory completion of <u>all</u> lab and lecture/independent homework assignments and exercises; (2) Regular attendance

ATTENDANCE: You will need to be active on the class web page. You must log into the page weekly and complete the posted assignments under the current week. If you have not logged into the web page during the first week of class, or if you have not logged in for over 16 days, you are at risk of being dropped.

DROPPING: It is your responsibility to drop the class should you feel that you cannot complete the required work for a satisfactory grade. 'W' does not affect your GPA, but "F" does!

ASSIGNMENTS DUE DATES: All Assignments and Quizzes are due 1 week after they were assigned. For example, you have until the end of Week 2 (Sunday 23:59) to complete and turn in work assigned during Week 1. If you need extra time, please let me know in advance. If you have not turned in Assignments for over 16 days, you are at risk of being dropped.

GRADING: Your CSIS 1 grade is determined by the percentage combination of labs, bonus assignments, and quizzes.

100-94=A	93-90=A-	89-87=B+	86-84=B	83-80=B-	79-75=C+	74-70=C	69-60=D	59 or less=F

Assignments and Quizzes:
- Every week there will be a chapter Quiz from the Practical Computer Literacy text
- Every week there will be Assignment(s) from the MS Office 2010 text
- All Assignments and Quizzes will be submitted on ilearn.gavilan.edu.
- Assignments and Homeworks are due 1 week after they were assigned.
- Your grade is 100% based on completing the Assignments and Quizzes on time.
- Partial points may be given for incorrect work, and late assignments.

BUSINESS SKILLS CENTER

Addendum to Course Outline

HONESTY POLICY

Students are expected to exercise academic honesty and integrity. Violations such as cheating and plagiarism will result in disciplinary action that may include failing the class and recommendation for dismissal.

ADA ACCOMMODATIONS

Students requiring special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Disability Resource Center.

LIMITED ENGLISH STUDENTS IN OCCUPATIONAL/VOCATIONAL COURSES

Limited English language skills will not be a barrier to admittance to and participation in Vocational Education Programs.

ATTENDANCE POLICY

Students missing one more class hour than the unit value for a particular course, without making prior arrangements may, at the instructor's option, be dropped without possibility of credit.

DROP DATES FOR SHORT COURSES

Courses that meet for less than the full semester do not have the same "NRS" and "W" drop dates as full semester courses. For example, courses that meet for half of the semester can be dropped with an "NRS" for approximately the first two weeks and dropped with a "W" up to the fourth week.

PERFORMANCE OUTCOMES: The student will demonstrate ability to: (1) Identify and use the computer hardware components--keyboard, monitor, disk drives and printer. (2) Perform exercises using a variety of applications/tutorials including: MS Windows XP, Word Processing, Spreadsheet, and Presentation Graphics.