CIS 100 Computer Literacy (Fall 2013 Semester)

Instructor: Maribel Garcia   **Email:**   maribel.garcia@imperial.edu
Schedule: Monday, 6:30-8:45pm   **Phone:** 760-554-0352

Text and Materials: Computer Concepts Brief 9th Edition. Authors June Jamrich Parsons, Dan Oja
Additional Materials: Storage Media (optional)

Course Description: A course designed for students with little or no experience with computers. The course includes a review of computer terminology, system components, and software applications typically used on a microcomputer system. In a hands-on environment, the student will learn basic operating system and user interface commands, basic features in a word processing program, and basic concepts for use of Internet resources. (CSU)

Student Learning Outcomes: Upon the completion of this course, the successful student will have acquired new skills, knowledge and or attitudes as demonstrated by being able to:
- Differentiate between computer hardware and software
- Differentiate among hardware devices
- Describe URL's and email basics
- Use a word processing program to create, edit, and print a document

Grade: Your class grade is based on the following

- Participation   10%
- Chapter Tests   30%
- Homework Assignment   30%
- Final Exam   30%

Any Student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP & S) office as soon as possible.

DSP & S
Room 2117
Health Sciences Building
760-355-6312

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from attending the class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog.

Withdrawing from the course: Maintain control over your own records. If you decide not to continue in the class, please drop the course via Webstar prior to the drop deadline. *Do not automatically assume the instructor will do this for you.*

Course schedule:
Week 1	August 19	Introduction to Blackboard & Unit A
Week 2	August 26	Unit A & Unit B
Week 3	September 2	Holiday –No classes
Week 4	**September 9**	**Unit A & B Test** & Unit C
Week 5	September 16	Unit C
Week 6	September 23	Unit D
Week 7	**September 30**	**C & D Test** and A-D review
Week 8	October 7	**Final Exam Units A-D**