

CMAP 1505 Introduction to Computers Section N60

Semester/Year: Fall 2015

Lecture Hours: .5

Lab Hours: 1

Credit Hours: 1

Class Time: Internet

Days: Internet 8/24 - 10/16

Room: Internet

Instructor: Mrs. Sheri Coughenour

Email: Please use the MCC Moodle Mail email account within Moodle. If you are unable to access the course in Moodle, I can also be reached at scoughenour@caspercollege.edu

Office Hours: Please contact me to arrange a meeting time.

Course Description: This course is designed as an introductory course for students new to the computer realm. It is a general overview of pertinent aspects computer users need to know. Topics include different types of computers and the features that make them unique, computer networking, computer hardware and peripheral devices, an overview of operating systems and the tasks they provide, an introduction to computer software applications, the role of privacy and security in the digital environment, how to use the World Wide Web by navigating and searching the Web, concepts related to ecommerce and consumer safety, and exposure to the social aspect of the Web.

Statement of Prerequisites: There are no prerequisites for this course.

Required Text, Readings and Materials:

- *Our Digital World with SNAP Access Code*, 3rd ed., Gordon et. al. Paradigm Education Solutions. [ISBN: 978-0-76386-310-4](#). (Also available as an ebook with access code. ISBN: 978-0-76386-312-8.)
- If you will be using a lab computer, a USB flash drive (512 MB minimum) is recommended to save files on.

Technical Requirements:

- Internet Cable or DSL (broadband) connection to the Internet minimum. Dial-up is not acceptable.
- **Google Chrome** or **Mozilla Firefox** is the required browser. They are the most compatible with the Moodle features and other cloud based apps used in the course on Windows or Mac systems.
- Up to date [Adobe Flash](#) player and [Java](#) to view the course videos, open files and interact with sites.
- [Adobe Reader](#) to view PDF files.
- Activation and use of your [Casper College student Google account](#).

Goal/Objectives: To give students an in-depth understanding of the need for computer literacy as 21st century tool for business and society by learning the fundamentals of computer terminology, processes, ethics and security issues along with an introduction to software and the Internet.

Outcomes: Successfully completion of this course will enable students to:

- describe the components of a computer and explain their purpose
- distinguish between types, sizes, and functions of computers in various categories
- recognize and understand fundamental terminology relevant to computers or computing processes
- identify and describe various Internet connections and types of Internet access providers
- explain the purpose of a Web browser and be able to demonstrate appropriate use of the Internet for information seeking purposes
- identify components of a web address
- locate information on the Internet and analyze it for accuracy
- send and receive email
- describe the ways computers can connect to form a network
- identify general categories and key features of programs and apps
- differentiate the Internet from the web
- describe the types of input, output and storage options
- differentiate between storage and memory
- explain issues surrounding information privacy, information accuracy, and intellectual property rights
- describe cloud computing and identify its uses
- describe the functions of an operating system and utility programs
- identify key features of security, file and disk management tools
- describe various types of Internet and network attacks and explain ways to safeguard against them
- demonstrate safe and ethical behavior when using a computing device.

This course meets the following Casper College Gen Ed outcomes:

1. Demonstrate effective oral and written communication.
3. Solve problems using critical thinking and creativity.
6. Use appropriate technology and information to conduct research.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from the students' work product.

Methodology: Delivery of instruction will be completed through Moodle using a variety of methods, including: weekly detailed assignment/information files, discussions, email, and/or video clips. The class Moodle site will contain the information needed for this class and the means for which to communicate, discuss, view instructor messages, and submit assignments. I typically respond to your email within 24-48 hours, excluding weekends and holidays.

A successful online student will be highly self-motivated; be an active participant in the class; be able to independently read materials/view tutorials, comprehend and apply that knowledge to complete assignments. In an on-campus section, you would spend approximately two and a half hours per week in class and should expect to spend a similar amount of independent time on this class. Class time does *not* include homework or study time. (Keep in mind that the amount of time may vary depending on your comfort level with technology, internet connection speed, possible technical difficulties, and reading/comprehension speed.) The general homework guideline is an additional two hours outside of class for every hour in class. Each week assignments will be posted. Students are expected to view posted videos, thoroughly read all material and related links. Student participation in discussion of assigned reading materials, reading for direction and information, project collaboration, and asking questions to clarify understanding is expected and are all a part of the interaction of the distance education classroom. *You are encouraged to discuss projects with others, establish support networks, obtain technology tips, and gain insights and ideas for assignment completion. However, you must submit your own, original work.*

Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

Evaluation Criteria: Assignments with associated submission deadlines can be found in the *Upcoming Events* and *Calendar* blocks in Moodle. To earn full credit on these assignments, complete the work carefully, completely, and on time. Correct grammar, spelling and sentence structure should be used at all times. I, your instructor, a future employer, or both will be viewing your documents so be sure they are free of spelling or grammatical errors. *Keep in mind that the way you present your material is a reflection on you.*

Grades will be computed on a point scale and weighted. Using a grading software program, points will be totaled at midterm and the end of the semester to calculate your percentage grade. Your grade will be recorded in Moodle but keep in mind the grades you see in Moodle do not reflect the subjective factor of your grade or the category weights. Your final grade will be weighted as follows:

The course grade will be comprised of:		Grading Scale:	
Lab Assignments	35%	A	90-100%
Quizzes	10%	B	80-89%
Final Project	45%	C	70-79%
Subjective Factor*	10%	D	60-69%
		F	0-59%

**An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.*

Class Policies: *It is your responsibility* to use the correct browser, familiarize yourself with Moodle and the class layout in order to find materials, assignments and quizzes, install/use the required programs and/or contact the instructor or [Digital Learning](#) should problems arise.

This course requires you to be an active participant in the class; to participate in discussions, independently read materials/view tutorials for direction and information, and comprehend and apply that knowledge to complete assignments/projects following the posted due dates. New assignments/instructions files will be posted weekly with assignment due dates throughout the week. All assignments for the week can be submitted as soon as instructions are available. You are expected to log in to class a minimum of three a week to check for new material and/or messages. Emailing the instructor concerning questions to clarify understanding is expected as part of the interaction of the distance education classroom.

Late work and/or quizzes will not be accepted without PRIOR approval AND with extenuating circumstances. EXCUSED late work will be reduced by half credit; UNEXCUSED late work will receive zero credit. If an assignment is due, your absence (not checking into Moodle) does not excuse the submission. Also, participating in extracurricular activities or college sponsored activities does not excuse an assignment. Daily life can sometimes throw you a last minute unexpected roadblock, so, you may turn in *one assignment* late (within 24 hours of the due date) *one* time without being penalized. You do not need prior approval but must enter "Late Work Exception" in the comments with your submission to receive this exception.

Assignments submitted at least 36 hours before the deadline can be resubmitted prior to the deadline in an attempt to earn a higher score.

Last Date to Change to Audit Status or to Withdraw with a W Grade: *October 16th, 2015.*

Student Rights and Responsibilities: Please refer to the [Casper College Student Conduct and Judicial Code](#) for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the [Casper College Student Code of Conduct](#) for more information on this topic. "Shared" work or "borrowed" work from another student is not representative of your work. Do not ask another student if you can copy his/her work. Any student who shares work with another student or receives that shared work will receive failing grades.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is where you will find course evaluation link(s) during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307)268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Schedule of Activities: Posted in Moodle