

Hartnell Community College

Computer System and Information Literacy

Course Syllabus for Jenny Donegan CSS 43 Section 1305

Class Meetings: CAB Building 211
Monday-Wednesday-Friday
12 noon- 1:50pm

Required Texts: *Computers Are Your Future, Complete*, Twelfth Edition, by Catherine Laberta and *A Guide to Microsoft Office 2010* by Jan Marrelli

Instructor: Jenny Donegan
Office hours: by appointment after class in open lab
E-mail: jennydonegan@gmail.com

Course Description: This course serves as an introduction to computer terminology and computer equipment and provides fundamental concepts for using PC-based software. Topics covered include computer hardware and its operation, operating systems, application software, networks and computer communications, the Internet and the World Wide Web, development of information systems, and programming. Emphasis is placed on the use of computers to assist with business issues. The impact of computers on our lives is also explored.

Course Policies

1. Grading

- Participation: 30%
- Examination Mid-Term: 20%
- Web Portfolio and Outcomes: 50%

2. Grading Scale

<u>Letter Grade</u>	<u>Numeric Average</u>
A	90 and above
B	80 – 89.9
C	70 – 79.9
D	60 – 69.9
F	Under 60

3. Testing

Students are required to take examinations on the day and time they are scheduled. If special circumstances require a modification to the test schedule, this must be worked out in advance with the instructor, or students will need to present a university/college valid excuse. If a student misses an exam and is entitled to make it up, it is the student's obligation to contact the instructor to make the necessary arrangements.

4. Hands-on Experience

It is anticipated that students will spend at least 8 hours per week researching information on the Internet and working on the class assignments.

5. Assignments

In addition to any homework assignment given during class, the student must read each chapter of the book prior to the class discussion. Following the class, the student should reread the material and work with the End of Chapter (EOC) questions in the text. Hands-on assignments must be completed as well. Unexcused late work may be turned in the following week with a 10% point deduction, and 2 weeks late with a 20% point deduction. Thereafter, the assignment will not be accepted.

6. Students with Special Needs

All students who have been officially accepted by the university as a student with disabilities should present to their instructor the official documents indicating the special accommodation they require.

7. Ethics/Academic Honor Code

All students should carefully read and understand the code and policies available in the university student handbook. Any violation of the code and policies may be presented to the University Academic Honesty Committee.

Course Schedule (subject to change)

Date	Topic	Reading Assignment
Week 1	Computers and You Ethics	Chapter 1 Spotlight 1 EOC Exercises
Week 2	Inside the System Unit	Chapter 2 EOC Exercises
Week 3	Input/Output and Storage File Management	Chapter 3 Spotlight 2 EOC Exercises
Week 4	System Software Buying and Upgrading Your Computer System	Chapter 4 Spotlight 3 EOC Exercises
Week 5	Application Software: Tools for Productivity Web 2.0	Chapter 5 Spotlight 4 EOC Exercises
Week 6	Test Chapters 1- 5 Spotlights 1- 4	
Week 7	The Internet and the World Wide Web Cloud Computing Networks: Communicating and Sharing Resources	Chapter 6 Spotlight 5 Chapter 7 EOC Exercises

Date	Topic	Reading Assignment
Week 8	Wired and Wireless Communications	Chapter 8
	Privacy, Crime, and Security	Chapter 9 EOC Exercises
Week 9	Careers and Certification	Chapter 10 EOC Exercises
Week 10	Test Chapters 6- 10 Spotlight 5	
Week 11	Programming Languages and Program Development	Chapter 11 EOC Exercises
Week 12	Databases and Information Systems	Chapter 12 EOC Exercises
Week 13	Systems Analysis and Design	Chapter 13 EOC Exercises
Week 14	Enterprise Computing	Chapter 14 EOC Exercises
	Digital Life	Spotlight 6
Week 15	Review all chapters, major topics, and key terms	Review
Week 16	Test Chapters 11- 14 Spotlights 6	