

# Introduction to Computer Education

## Course Syllabus

### Online

<b><u>Instructor:</u></b>	Dr. Bhriгу Celly	Work Phone: (310) 243-2030
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	<b>Online Office Hours:</b> Saturdays: 12:00 pm-1:00 pm	

### **Required Texts**

The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019, Cengage.  
Course Key - MTPPG20ZLQV4



**PRE-REQUISITE:** None

### **Course Description**

This is an online 3 semester credit hour course. A computer literacy course designed to familiarize the learner with a variety of computer tools and Computer concepts with emphasis on utilizing packaged programs. This course provides an introduction to the use of computers, common software programs and peripherals. Students are instructed in the use of a word processor, drawing program, spreadsheet, database, presentation tools, internet applications, and statistical package in scientific applications.

### **Course Objectives**

On successful completion of this course, the student can:

- Clearly explain what a computer is and demonstrate knowledge regarding the usage, operation and application of personal computers

- Access the information on the World Wide Web and search engines
- Demonstrate knowledge on the use of word processing, spreadsheets, presentation software

### **Course Goals**

- To familiarize students with the basics of computers including hardware and software applications
- To develop student's skills in the use of Microsoft Office applications
- To familiarize students with the basics of information technology and computer networks
- To familiarize students with online learning environment; promote online participation and collaboration

## **STUDENT ACADEMIC APPEALS PROCESS**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, error, or Unfairness of any kind may have adversely affected the instructor's assessment of their academic performance; the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

## **ADA STATEMENT**

Students with disabilities, who believe they may need an academic adjustment in this class, are encouraged to contact the Disabled Student Services office at (310-243-2028) as soon as possible to better ensure receipt of timely adjustments. Once you receive a letter from the office for Disability Service, kindly make an appointment to discuss appropriate academic adjustments for this class.

## **ACADEMIC INTEGRITY**

Academic integrity is of central importance in this and every other course at CSUDH. You are obliged to consult the appropriate sections of the University Catalog and obey all rules and regulations imposed by the University relevant to its lawful missions, processes, and functions. All work turned in by a student for a grade must be the students' own work. Plagiarism and cheating (e.g. stealing or copying the work of others and turning it in as your own) will not be tolerated, and will be dealt with according to University policy. The consequences for being caught plagiarizing or cheating range from a minimum of a zero grade for the work you plagiarized or cheated on, to being dropped from the course.

## **Course Policies**

Each student is expected to conduct himself/herself in a professional manner during the class - whether face-to-face or online - taking full advantage of the learning opportunities available. This includes participating in weekly online discussions and assignments, adhering to proper Netiquette. Netiquette refers to a set of behaviors that are appropriate for online activity-- especially with e-mail and threaded-discussions. The core rules of Netiquette can be found at <http://www.albion.com/netiquette/corerules.html>. Please read through these Netiquette rules to ensure that you are familiar with what will be the expected online behavior for this course.

This online course uses Blackboard as the online teaching media. Reading instructions and homework will be assigned, and all problems will be graded. Please note that online participation is automatically tracked by the Blackboard software that will be used in this course. It is expected that each student will access the course website a minimum of twice per week. It is also expected that each student will participate in all online sessions. Failure to do so will result in a student's grade being lowered. Of special note, because of the intensive nature of online learning; students should expect to allocate at least 6-10 hours per week for this course.

## **HOMEWORK/ASSIGNMENTS:**

There will be homework assignments weekly and all assignments will be online. All homework must be submitted online.

All assignments must be submitted before the midnight of the due date. Late assignments will not be accepted unless prearranged.

## **TEST/MISSED TEST:**

There will be two midterm exams, and one final exam (**Final exam will be administered on site and proctored**). All tests will be online. Each test must be submitted in the specified test date/time. **No makeup or early exams will be administered.**

## **Grading:**

<b>Grade Distribution</b>	
Midterm Exam	20%
Final Exam	30%
Reading/ Activities/ Homework's in Midtap	50%
<b>Total</b>	<b>100%</b>

## Grading Scale:

Grading Scale	
100%–90%	A
89%–80%	B
79%–70%	C
69%–60%	D
59%–0%	F

## Student Preparation for the Class

- Cengage Portal- chapters/ activities assigned per schedule.
- Review objectives from the chapters.
- Make note of any questions you may have to pose during class or via email.
- Browse the online PowerPoint presentations for class.
- Read the weekly announcements.

# Course Schedule

<b>Week</b>	<b>Canvas</b>	<b>Homeworks/ Activities</b>
8/29/22	Unit 1 – Impact Of Digital Technology	Registration / Activity
9/5/22	Unit 2 – The Web	Word 1 / Activity
9/12/22	Unit 3 – Computer Hardware	Word 2 / Activity
9/19/22	Unit 4 – Operating Systems and File Management	Word 3 / Activity
9/26/22	Unit 5 – Software and Apps	Power Point 1 / Activity
10/3/22	Unit 6 – Security and Safety	Power Point 2 / Activity
10/10/22	Unit 7 – Digital Media	Power Point 3 / Activity
10/17/22	Midterm	Activity
10/24/22	Unit 8 – Program and App Use and Development	
10/31/22	Unit 9 – Web Development	Activity
11/7/22	Unit 10 – Networking	Excel 1 / Activity
11/14/22	Unit 11 – Digital Communication	Excel 2 / Activity
11/21/22	Unit 12 – Digital Transformation: Cloud Ecommerce and AI	Excel 3 / Activity
11/28/22	Unit 13 – Database	Access 1 / Activity
12/5/22	Unit 14 – Digital Ethics and Lifestyle	Access 2 / Activity
12/12/22	Final	

