

<p><u>CS1L Introduction to Computers</u> Tuesday: 1:00 – 3:30 pm 2502 Thursday: 1:00 – 3:30 pm 2502 <u>Office Hours:</u> Before and after class and by appointment See Web for complete hours: http://babyface.cabrillo.edu/salsa/listing.jsp?staffId=156</p>	<p>Gerlinde Brady E-mail:gebrady@cabrillo.edu Phone: 477-5672 Website: http://www.cabrillo.edu/~gbrady</p>
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CS1L: TECHNOLOGY TOOLS – FALL 2011

Introduction

CS1 L is a hands-on computer science class that introduces you to computers and computer technology. You will learn some basic computer concepts and develop skills in Word processing, spreadsheets, Web page design, computer file management, and Internet search techniques. You will need the skills that you develop in this class for projects in your other classes and the rest of your education, since computers have become such an integral part of our lives.

Student Learning Outcomes

- **Demonstrate the use of common software applications (Internet browsers, email, editors, word processors, spreadsheets, email clients, image processors, presentation tools, databases, ftp clients) for use in college-level classes.**
- **Demonstrate the use of the Internet for online research and apply Internet online research techniques to the completion of college-level work.**

Be Prepared for Class – Tools Needed

- **USB flash drive to save your files (very important!)**
- Notebook, lined paper, and writing tools (pen & pencil)
- Course syllabus (<http://www.cabrillo.edu/~gbrady/cs1syllabus.pdf>)
- Handouts needed to complete assignments
- Folder or 3-ring binder to neatly store assignments, etc.
- Patience. Kindness. Hard work.

Learning Objectives

1. Apply the fundamental principles of using an Internet browser for online research including following links and using search engines.
2. Apply the fundamental principles of using email including reading, sending, replying, forwarding, saving, and using attachments.
3. Apply the fundamental principles of word processing including creating a new document, opening existing documents, copy and paste, formatting documents for college classes, and saving documents. (MLA-style formatting)
4. Apply the fundamental principles of using Windows or Macintosh desktop navigation including starting programs, exiting programs, copying files, creating folders, and formatting diskettes. (File Management)

5. Apply the fundamental principles of spreadsheet software including creating a new document, opening existing documents, copy and paste, formatting for college classes, saving documents, formulas and functions and charting.
6. Apply the principles of file compression to the use of a file compression program.
7. Apply the principles of ftp (file transfer protocol) to the use of an ftp program.
8. Compare and contrast common Internet image file types.
9. Apply the principles of images to the use of an image-manipulation software package.
10. Apply the principles of presentation software to the use of a presentation software package.
11. Apply the principles of hypertext to the use of web content authoring tools.
12. Identify popular software applications such as database applications

Student Behavior Ground rules (from our class discussion)

Behavior that helps learning Acceptable in class	Behavior that hinders learning Not acceptable in class
<ul style="list-style-type: none"> • Consideration of others • Staying focused • Paying attention • Being on time • Helping others • Being quiet when teacher (or other students) is talking 	<ul style="list-style-type: none"> • Having a cohesive (well-integrated) curriculum • Listening to iPod • Chewing gum (possibly) • Porn • Social networking sites • chatting

GRADING SUMMARY

Your grade will be based on the following areas:

- Class Participation and Attendance 20%
- Exams Lab Practicals (Hands-on exams) 40%
- Hands-on Assignments 40%

Hands-on assignments and exam scores will be posted in [Blackboard](#). They are private and accessible only to you. **You need to keep track of your progress in class.** You are in charge!

Grading Scale:

Letter Grade	Numeric Average Based on percentage
A	90 and above
B	80 – 89.9
C	70 – 79.9
D	60 – 69.9
F	Under 60

Resources:

For online assistance, look at the Cabrillo Writing Center's website, <http://www.cabrillo.edu/services/writingcenter/index.html>. It lists many links to online resources, including the following:

<http://grammar.ccc.commnet.edu/grammar/>

Webster's Guide to Grammar and Writing, including interactive explanations, exercises, and quizzes on all aspects of writing and grammar

<http://owl.english.purdue.edu/handouts/index.html>

Purdue's extensive handouts on writing and grammar

<http://www.bgsu.edu/offices/acen/writingctr/page29232.html>

Bowling Green State University's writing lab help pages

Class Participation/Attendance

You are responsible for attending class. If you plan on being late or absent, you must call at least 30 minutes in advance to notify me of your absence/tardy. Let me know your reason for being absent and if you will be tardy, when we can expect you.

NOTE: The Cabrillo College Catalog defines excessive absences and states that those are reason for an instructor to drop you from the course. For CS1L, missing two classes qualifies as excessive absences. Since this class is part of the ACE, program, if you miss two classes, I will ask you to attend one of our faculty meetings. See the Cabrillo College Catalog at:

<http://www.cabrillo.edu/publications/catalog/current/wrap/academicpolicies.pdf>

Class Rules and Regulations

- Develop and follow the Traits for Successful Students (see below).
- Show respect for yourself and others.
- Hang in there! Developing yourself as a professional can sometimes be challenging inner work.

Academy for College Excellence - Traits of Successful Students

One of the major goals of the Academy is to help you become a successful student. We've found that if students develop the traits listed below, they will achieve success in school. Not only that, but these traits will also bring success in your work, your long-term career and your overall life. In order to help you develop these traits, we've created Academy policies that re-enforce them. All Academy faculty follow these policies in their classes. You will receive feedback on the following traits during the semester because these behaviors are as important to your career success as your academic abilities.

Trait #1: Successful students attend every class!

Successful students are dependable. College work is much more intense than high school. In the past, students who have missed class have found that it's very difficult to catch up. The Academy is special because all of the classes are linked and worked together.

But we also know that illness occurs and emergencies happen. If you must be absent because of an illness, a death in the family, an ill child, childcare problems, official government appointments, or an accident on the freeway, please call someone in your study group to find out what you missed. You'll be expected to have all your missing work completed and to be caught up by the next class.

If you leave class early without discussing with the faculty and receiving approval before the class begins then this will be counted as an absence.

Four absences, in any one of your classes, will lead to a meeting with the Academy faculty at their weekly meeting. To succeed, you need to be here, and you need to come to all of your classes, not just some.

Trait #2: Successful students come to class on time!

Successful students are ready to learn when class begins. As a matter of fact, they usually get to class early if at all possible. The Academy considers being tardy as anyone who arrives 3 or more minutes after the class starts. After three tardies in any class, students must talk to your instructor about why they are coming late and come up with a strategy to avoid it. Three tardies are equal to one absence.

Trait #3: Successful students take exams!

Sometimes an absence may prevent you from taking a scheduled exam. If you have an absence, you are responsible for making up the exam.

Trait #4: Successful students are prepared for class and complete their homework on time!

Successful students are ready to learn, care about school, are prepared and organized, and make and keep agreements. Please do not bring food to class. Finish your snacks or meals before class begins. You'll succeed in the Academy if you focus on completing all of your assignments on time. Unlike other classes in college, Academy faculty coordinates the scheduling of your homework and the due dates for big projects. We have given you a college-level workload, one that we know you can handle. Any late assignment will lose points and thus will lower the grade you will receive on the assignment.

Trait #5: Successful students pay attention in class, stay focused and do not distract others from doing their work!

You'll get the most out of your classes if you concentrate and keep engaged, if you share in class, if you respect others in the class, and if you openly acknowledge the help others give to you. When you engage in distracting behavior, you prevent yourself from learning and can cause problems for other students too. Disruptive behavior is anything that disturbs other students so they can't learn or disturbs the faculty so we can't teach. Here are some examples:

- Text messaging or using any other electronic devices during class time (including during computer activities or film screenings)
- Not listening or participating in side conversations while someone else is talking
- Interrupting others, swearing in class or walking out of class
- Talking out loud during quiet time or reading magazines during class
- Putting down, making fun of classmates or the teacher, or name calling
- Making sexual innuendos about classmates
- Leaving in the middle of class to feed the parking meter or move your car
- Taking excessively long bathroom breaks; using bathroom breaks to make phone calls or for texting
- Packing your backpacks before class is officially over
- Doing your homework or studying for another course during class time
- Cheating or copying another's work during quizzes or tests
- Arriving intoxicated to class
- Having headphones in your ears during class discussions

Remember, these are only examples and we haven't thought of everything. The instructor will determine whether a behavior is a distraction to students or teacher. We have zero tolerance for physical violence or threats, and any form of sexual harassment and can lead to immediate expulsion from the Academy.

Trait #6: Successful students actively support a drug and alcohol free academic environment.

Scientific evidence indicates that students are unable to focus, think clearly, and reach their full academic potential while under the influence of mind-altering substances. Academy experiences support this finding. Students must refrain from using mind-altering substances before and during school related activities, including homework.

Many students in the Academy are in recovery and actively working on their sobriety. Successful Academy participants support each other's recovery and avoid behaviors that encourage drug or alcohol use. Students who come to class intoxicated or otherwise impaired will be asked to leave the classroom for that period and will not receive credit for that class.

Related disruptive behaviors that condone drug or alcohol use:

- Encouraging classmates to participate in drug or alcohol use.
- Disrespecting sobriety or those students struggling to maintain their sobriety.
- Glorifying drug or alcohol experiences.
- Inviting classmates to activities where drugs or alcohol will knowingly be served in violation of local, state or federal laws.

Handling Disruptive Behavior:

The following are the steps taken in the Academy to deal with disruptive behaviors. Faculty may skip steps if they feel a situation warrants it.

1. When you do something that is disruptive, the Academy faculty will take you aside and talk to you about it. Sometimes, if it's for something minor, they'll give you another verbal warning.
2. If the disruptive behavior occurs again you'll be given another verbal warning. You'll also be required to talk with your instructor and will need to answer some specific questions in writing. The Faculty will need to notify the ACE Program Director and consider filing a Disruptive Behavior Report with the Dean of Students.
3. The third time the disruptive behavior occurs, you'll be asked to leave class that day. This will be counted as an absence. You'll also need to come to the Academy faculty's weekly meeting to discuss your written answers to questions about what can be done to help you improve your behavior. If you continue your disruptive behavior, you may be asked to leave the Academy.

Plagiarism:

In addition, successful students do their own work! Using someone else's words, work, or ideas as if they were your own is considered plagiarism, and is against the rules of both ACE and this college.

Plagiarism is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another's work and submits it, un-credited, as his or her own work. A failure to credit others may result in one or more of the following: a student receiving a failing grade on the assignment, a failing grade for the course, or suspension from college enrollment. Students are expected to know how to credit sources, how to quote and paraphrase, and how to avoid plagiarizing the work of others. If you are unsure, ask your instructor for assistance before you submit your work for credit.

Examples which may be considered plagiarism and can result in the consequences listed above:

1. when you are doing a research project on the Web and you cut and paste the text without saying where you got it,
2. when you copy directly out of a book without naming the book and the author,
3. if your answers are very similar to another student's on an exam.
4. if you have someone else complete your homework for you, or if you turn in a homework assignment and your answers are very similar to another student's, this may be considered plagiarism and may result in the consequences listed in the previous paragraph.

Cabrillo has a website on recognizing and avoiding plagiarism:
<http://www.cabrillo.edu/services/writingcenter/Plagiarism.html>.

Cell phones:

Cell phones need to be turned off during class. If you have a sick child or some other emergency that requires that your phone stay on, tell your instructor in advance before class begins and set the phone to vibrate. Remind the instructor quietly why you have to take the call and leave the room to talk. Return as soon as the call is complete. If you answer your cell phone or let it ring when it's not an emergency and you have not told your teacher in advance, the same four steps as listed above will apply.

If you find that you are having trouble paying attention in class and staying engaged, don't hesitate to talk to Academy faculty about it. We have lots of tricks to share with you about how to get the most out of your classes. We also have sympathetic ears and want to know about whatever may be going on that's preventing you from being focused. Successful students get enough sleep and eat a balanced diet.

Students with Disabilities:

Students with disabilities: "All students needing accommodations should inform the instructor ASAP. Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries which through the American with Disabilities Act (ADA) entitles the use of accommodations to ensure equal opportunity for students with verified disabilities. To determine if you qualify or need assistance with an accommodation, please contact Disabled Student Services, room 810, 479-6379, or the Learning Skills Program, Room 1073, 479-6220."

Drug-Free Environment: "Cabrillo College is committed to providing students and employees alike with a drug-free environment for both work and study. All members of the college community are encouraged to be actively involved in the prevention of alcohol and other drug abuse. Prevention, education, and early intervention programs are available, along with counseling and referrals to appropriate mental health and medical services."

Students are expected to abide by the above policies in *all* ACE courses!

CS1L Fall 2011 Weekly Schedule You will always find the most up-to-date schedule on my Web site at: <http://www.cabrillo.edu/~gbrady/cs1l.html>