

Cabrillo College

Syllabus: CS 1L – Introduction to Computers and Computer Technology

Gerlinde Brady Phone:

831-477-5672

Class Meetings: Tuesday 1:00 pm – 3:00 pm room 1302

Office Hours: before class room 2552 (check web site at

<http://www.cabrillo.edu/~gbrady>)

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Learner Outcomes

- **Demonstrate Skills In Producing Word-Processed Documents** (margins, headers, endnotes/footnotes, typefaces, indentation, and paragraph spacing, etc.)
- **Demonstrate Skills In Producing Spreadsheet Documents** (entering, editing and formatting data, entering formulae, using help/content and index, and chart creation)
- **Produce A Multi-Paged Website** (images, hyperlinks, headers, color, typefaces, tables, ordered and unordered lists, and text)
- **Demonstrate Effective Computer File Management** (including saving, copying, moving, renaming files and folders; following folder paths; searching for and finding folders and files)
- **Demonstrate Effective Internet Search Techniques** (including the use of search engines, simple and advanced search techniques, and proper Internet citation used in research assignments)
- **Demonstrate Competence with Basic Computer Hardware.** (Students will identify the purpose and function of basic computer hardware, compare methods for storing information in a computer, and describe what software provides to the computer hardware.)
- **Demonstrate Competence in Written Communication.** (Students will produce email communication and paragraph-based assignments implementing correct sentence structure, spelling, punctuation and grammar.)

Materials

Author: Course Technology

Title: **Course Notes: Word, Excel, PowerPoint**

ISBN: 978-0-324-81026-4

Edition: 1 Year: 2008 (Purchase at Cabrillo bookstore)

- USB Flash Drive (highly recommended)
- Three-ring binder
- Note paper

Attendance

Attendance is very important. Students who attend all classes are more likely to pass the course.

- Please call your instructor at **477-5672** or send an e-mail before class meeting
- You are responsible for class material missed when absent

Assignments

- Homework assignments will be given during the semester and posted on Blackboard. Each assignment is worth 10 points unless otherwise noted.
- Homework is due at the beginning of class.
- If you have an excused absence, your homework will be accepted at the next class meeting.
- Assignments need to be turned in by the deadline to receive full credit.

Open Lab Hours - Hours to be Arranged (TBA)

The Cabrillo schedule of classes lists open lab times for you to complete assignments and practice new skills of "+2 hr 10 min open lab per week". These open lab hours are at times of your choosing in the Computer Technology Center (CTC - room 1400). The CTC is open as shown here: [CTC Lab hours](#). It is the student's responsibility to make use of these available hours every week. You will need to sign in at the CTC when you go there to complete your work.

HOMEWORK TIME: It is anticipated that students will spend about 4-6 hours per week reading, researching information on the Internet, and completing class assignments. All assignments will need to be done on the computer and will be submitted to Blackboard.

Passwords

Computer Access Accounts at Cabrillo College : Cabrillo Network

Account Name: _____ Password: _____

Blackboard: User ID _____ Password: _____

Write your new passwords somewhere safe and accessible. You will need them every day of this class.

Homework formatting and page headers:

- Complete all assignments on the computer
- Use the header specified on assignments
- Present all work professionally: organized, logical, neat, legible, and complete

GRADING SUMMARY

Your grade will be based on the following areas:

- Hands-on exercises
- Lab Practicals (tests)

Homework assignments and exam scores will be posted in **Blackboard**. They are private and accessible only to you.

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

HINTS FOR SUCCESS

1. Keep this syllabus and schedule handy or go to the class website or [Blackboard](#). In fact, keep all handouts, papers, assessments, outlines, and notes in a folder or notebook.
2. If you have a disability, including an "invisible" one like a chronic disease or learning disability, please verify the accommodations needed through Cabrillo's Disabled Student Programs and Services, or the Learning Skills Program. As required by the Americans with Disabilities Act (ADA), accommodations are provided to insure equal opportunity for students with verified disabilities. If you need assistance with an accommodation, please contact Disabled Student Services, Room 810, 479-6379, or Learning Skills Pogram, Room 1073, 479-6220. Then meet with Gerlinde Brady.
3. Please make use of college learning resources that are available through the [Math Learning Center](#) , [Computer Technology Center \(Wat. 4510\)](#).