

CIT102

Advanced Computer Literacy

Spring 2005

Instructor: Richard Collette
Instructor E-mail: richard@linuxtimes.net
Class website: www.richardsclass.com

COURSE DESCRIPTION

Expands upon the basic fundamentals of computer concepts, theory and software applications by creating word processing, spreadsheet, database and presentation graphics.

Associate Degree Applicable/Course credit transfers to CSU for elective credit.

MEETING TIME AND PLACE

Monday, Wednesday, 8:00 AM-9:20 AM, in A203

TEXTBOOK AND SUPPLIES



Discovering Computers 2004: A Gateway to Information, Complete

Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat
ISBN: 0-7895-6704-0



Microsoft Office 2003: Advanced Concepts and Techniques

Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat
ISBN: 0-619-20025-1

2 floppy disks or other removable storage devices.

COURSE POLICIES

Student Conduct in Class Policy: Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated.

Children in Class Policy: Children are not permitted in the class.

Electronic Devices in Class Policy: Cellular telephones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes.

Examination Policy: Four **announced** examinations and **several on line** quizzes will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled. **No quiz make-ups are allowed.**

No exam will be given to a student who enters the class after the first student to complete the exam has left the room.

The lowest score from an announced examination will be dropped.

To prepare for examinations, attend lecture and read the chapters. At least 90 % of the questions are taken directly from the reading material and from the handouts.

If you are absent or late, you are responsible for getting the course notes you missed. Handouts given in class will be available on the class web page. www.richardsclass.com

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Disabilities Policy: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

Cheating Policy: Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
4. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course..

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Dropping policy: *It is a student's responsibility to drop this class.* The instructor reserves the right to drop a student for any valid reason, including but not limited to missing more than five classes, cheating and improper behavior.

Viewing Your Grades: Your grade will be available on Campus Central at SBVCs web site. www.valleycollege.edu

GRADING

Exams (4@100 points,-lowest dropped)	300
Lab Assignments	380
On line quizzes (6 quizzes, 20 points each)	120
Final	200

Point System

1000 total assigned points	
A	>= 900
B	>= 800
C	>= 700
D	>= 600

Class Schedule:

Week	Monday	Wednesday
01/10/05	Introduction	Introduction
01/17/05	HOLIDAY	LEC: Review Chapter 1,2,3,4
01/24/05	LEC: Word	LAB: Word Project 4
01/31/05	LEC: Review Chapter 5,6,7,8	LAB: Word Project 4
02/07/05	LEC:Word	LAB: Word Project 5 Take home Test 1 (chapters 1-8)
02/14/05	Test 1 Due: LEC: Chapter 9	LAB:Word Project 6
02/21/05	HOLIDAY	LAB: Work Project 6
02/28/05	LEC:Chapter 10	AB: Excel project 4
03/07/05	LAB: Excel project 4	TEST 2 (chapters 9-10) On line Quizzes 9-10 Due
03/14/05	SPRING BREAK	
03/21/05	LEC:Chapter 11	LAB: Excel Project 5
03/28/05	LAB: Excel Project 5	LAB: Excel Project 6
04/04/05	LEC:Chapter 12	LAB: Excel Project 6
04/11/05	LEC: Powerpoint	TEST 3 (chapters 11-12) On line Quizzes 11-12 Due
04/18/05	LEC:Chapter 13	LAB: Powerpoint 3
04/25/05	LAB: Powerpoint 3	LAB: Powerpoint 4
05/02/05	LEC:Chapter 14	LAB: Powerpoint 4
05/09/05	Review	TEST 4 (chapters 13-14) On line Quizzes 13-14 Due
05/16/05	FINAL WEEK - MONDAY MAY 16th 8:00AM	