Computer Basics Syllabus
Eastfield College
WinterMester 2019-2020
4-Week Course

Instructor Information
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Course Information
Course Title: Computer Basics
Course Number: POFI-1301
Section Number: 42490
Semester/Year: WinterMester 2019
Credit Hours: 3
Class Meeting Location: Online
Class Meeting Time: Online
Certification Date: December 17, 2019
Last Day to Withdraw: January 6, 2020

Course Prerequisites
Recommended: Keyboard Proficiency
Course Description
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course may be repeated if topics and learning outcomes vary. (2 Lec., 3 Lab.)

Student Learning Outcomes
Course Objectives:
Students must apply the basic skills of reading, writing, keyboarding, and following directions. Critical thinking, decision-making, and problem-solving skills will be utilized to complete assignments; numerous SCANS skills are an integral part of the curriculum. Students will develop the following capabilities:
A. Define basic computer concepts
B. Understand computer hardware/software basics
C. Define operating systems and computer file management techniques
D. Explore application software and multimedia software/hardware
E. Understand basic computer architecture terms, i.e., CPU, RAM, I/O, etc.
F. Identify computer networks
G. Understand Internet basics including email and search engines
H. Explore computer security issues
I. Use backup and restore features
J. Explore anti-virus software
K. Research technology trends

End-of-Course Outcomes:
1. Organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
2. Identify and describe the key components and the relationships between computer hardware, networks, system and application software.
3. Recognize and evaluate ethical, privacy, and security issues related to using computers in society

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)
Working with Information – Acquire/evaluate; Process information with computers.
Applying Systems Knowledge – Understands systems; Monitor/correct system performance; Design/improve systems.
Using Technology – Select equipment and tools; Maintain/troubleshoot technologies.
Demonstrating Thinking Skills – Decision making.
Exhibiting Personal Qualities – Sociability; Integrity
Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN 9780357700006 (Cengage Unlimited)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Graded Work
The following tables provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work
Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Training and Review Assignments, and Module Tests. Most grades are available within 1-2 business days upon submission.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>9%</td>
<td>90 points</td>
</tr>
<tr>
<td>Training Assignments</td>
<td>52%</td>
<td>520 points</td>
</tr>
<tr>
<td>Review Assignments</td>
<td>26%</td>
<td>260 points</td>
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<tr>
<td>Module Tests</td>
<td>13%</td>
<td>130 points</td>
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<tr>
<td>TOTAL: 1,000 points</td>
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Final Grade
Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>0-699</td>
<td>0-59%</td>
<td>F</td>
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</table>

Description of Graded Work

Discussion Boards
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade. Initial response for each weeks discussion board should be completed by Wednesday, with final replies completed by Sunday.

Training and Review Assignments
The training and Review Assignments are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. The training assignments are accompanied by lots of video vignettes, while the review assignments emphasize the tasks learned in the corresponding training assignments.
**Tests**
Each module has a test covering the material learned in the training and review assignments along with the content sections of the chapter. Each test can be taken 2 times, with the highest grade scored.

**Assignments**
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless stated otherwise.

**Attendance and Your Final Grade**
Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences in 8-week class or four (4) absences in 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence. Blended classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

**Late Work Policy**
Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

**Other Course Policies**
The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.

**Institutional Policies**
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Eastfield Institutional Policies](http://www.eastfieldcollege.edu/syllabipolicies)
Course Outline

This course is divided into 13 modules as follows:

Module 1: Introducing Today’s Technologies
Module 2: Connecting and Communicating Online
Module 3: Computers and Mobile Devices
Module 4: Programs and Apps
Module 5: Digital Security, Ethics, and Privacy
Module 6: Computing Components
Module 7: Input and Output
Module 8: Digital Storage
Module 9: Operating Systems
Module 10: Communicating Digital Content
Module 11: Building Solutions
Module 12: Working in the Enterprise
Module 13: Web Development

Course Schedule

See next page for weekly course schedule of due dates.
## POFI 1301 – Computer Basics
### Due Date Tracking

*Note: All work is due by Sunday night at 11:59pm unless otherwise stated*

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>DISCUSSION BOARDS</th>
<th>TRAINING ASSIGNMENTS</th>
<th>REVIEW ASSIGNMENTS</th>
<th>TESTS</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>1</td>
<td>Discussion Board #1</td>
<td>Training Module 1</td>
<td>Review Module 1</td>
<td>Module 1</td>
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<tr>
<td>Due December 22, 2019</td>
<td>2</td>
<td>Discussion Board #2</td>
<td>Concepts Lab Training Module 1</td>
<td>Concepts Lab Review Module 1</td>
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<td></td>
<td>3</td>
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<td>Training Module 2</td>
<td>Review Module 2</td>
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<td>Concepts Lab Training Module 2</td>
<td>Concepts Lab Review Module 2</td>
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<td>5</td>
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<td>Training Module 3</td>
<td>Review Module 3</td>
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<td>Concepts Lab Training Module 3</td>
<td>Concepts Lab Review Module 3</td>
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<td>Concepts Lab Training Module 5</td>
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<td>Weeks 2 and 3</td>
<td>6</td>
<td>Discussion Board #3</td>
<td>Training Module 6</td>
<td>Review Module 6</td>
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<tr>
<td>Due January 5, 2020</td>
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<td>Discussion Board #4</td>
<td>Concepts Lab Training Module 6</td>
<td>Concepts Lab Review Module 6</td>
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<td>Training Module 7</td>
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<td>Training Module 8</td>
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<td>Week 4</td>
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<td>Discussion Board #5</td>
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<td>Due January 10, 2020</td>
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<td>Concepts Lab Training Module 10</td>
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<td><strong>Friday due date</strong></td>
<td>Web</td>
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<td>Training Module 11</td>
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<td>Training Module Web</td>
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<td>Concepts Lab Training Web</td>
<td>Concepts Lab Review Web</td>
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