



**CIS 004-64Z**  
**COMPUTER LITERACY**  
*Read This Carefully*

**INSTRUCTOR**      **Karina Dundurs**  
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**PREREQUISITES**    Advisory: English Writing 1A or English as a Second Language 5.

**BOOK**              **Understanding Computers Today and Tomorrow**  
Deborah Morley & Charles S. Parker  
Cengage Publishing, 2013  
ISBN: 978-1-285-76730-7

**OBJECTIVES**      In this course, students will have an understanding of:

- A.**    Review the history of computer development within the discipline of computer science.
- B.**    Demonstrate knowledge of computer hardware/software components
- C.**    Apply security settings and recognize basic privacy issues
- D.**    Identify terminology and use basic functions of application software
- E.**    Explore networking concepts
- F.**    Explore the Internet to confidently and competently use its features
- G.**    Explore communication and social media tools
- H.**    Utilize and apply introductory operating system concepts

## STUDENT LEARNING OUTCOMES

- Manipulate data in a spreadsheet
- Manage file and folder properties in the operating system.
- Extract information from a database program.

**ATTENDANCE** Once enrolled, if you wish to drop the class, **it is your responsibility to drop the class before the deadline as noted in the Schedule of Classes. If you do not participate on a regular basis, I may have to drop you.**

**CHEATING** Discussion and exchange of ideas on lab assignments is strongly encouraged expanding your learning experience. However, each person is expected to complete his/her own work. Identical solutions will be given a zero grade.

**ASSIGNMENTS** **All assignments are to be submitted to my email address NOT through Catalyst.**

The assignments measure your ability to apply course concepts to problem solving skills using software applications and discussion forums. Turn in your course work per the class schedule by the assigned due dates. **No late work will be accepted.**

**Discussion Boards are crucial to your grade.** Make sure you participate in the discussions using thoughtful answers. Simple answers will lower or lack of responses back and forth will lower your grade.

## GRADES

Activity	Weight
Discussion Forums	20%
Assignments	40%
Tests	40%

**GRADES A = 90-100%    B = 80-89%    C = 70-79%    D= 60-69%    F = 0-59%**

**STUDENT  
RESOURCES:**

**Link to the following for more information on student services.**  
<http://www.deanza.edu/studentsuccess/>