

CLASS NUMBER AND NAME:	<b>CM100—COMPUTER LITERACY</b>
TOTAL HOURS/UNITS:	25 HOURS/ 2.5 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	<i>Practical PC</i> by Parsons and Oja, 6 <sup>th</sup> Edition; Cengage, Course Technology, 2010; text and CD.  USB drive.
CLASS DESCRIPTION:	This class is designed to be an introduction to computers, terminology, procedures, and computer usage by society and individuals.
COURSE OBJECTIVES:	To provide the student with basic computer knowledge with practical simulations and testing.
CLASS FORMAT OVERVIEW:	The class will consist of a series in-class exercises and practice tests utilizing the CD that is provided with the book.
METHOD OF INSTRUCTION:	This class is a hands-on exploration of computers.
CLASS ATTENDANCE:	It is critical to the student’s success to attend class every day.
TESTING:	Practice Quizzes will be taken after the QuickChecks.
LATE TESTING:	There will be a 10 percent penalty for all late work and tests. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.
CHEATING:	“Empire maintains a code of conduct for students that prohibit passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.
GRADING POLICIES:	The grading will be based on points. QuickChecks and Quizzes may be repeated to obtain maximum points.

FINAL GRADE:

The final grade will be based on the following percentages:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- 59% and Below = F

50 percent Average of QuickChecks A and B  
50 percent Average of Quizzes

ANTICIPATED LEARNING  
OUTCOMES:

After finishing this class, the student should be able to demonstrate a working knowledge of :

1. Vocabulary, which is a general introduction to the common computer terminology most often used in a home or business office environment.
2. Concepts, which includes practical comprehension of each of the components and their functions in a typical home or business computer system.
3. Ability, which includes a working ability to read and follow written directions on software, hardware, and procedures with a computer system.
4. Experience, which is a hands-on exposure to many types of simulations and practical computer commands, routines, and procedures.

# Getting Started Instructions

**Required Supplies: Headphones, Textbook, and USB Drive.**

## FIRST TIME YOU LOG IN

- o Place jump drive in the computer
- o Click on the Practical PC Icon on the Desktop if you are using an Empire WYSE computer. (If you are not using that type of computer or are working from home, insert the Practical PC CD into the computer.)
- o Allow program to auto load (this may take a minute; if it does not auto load, click My Computer and double click the D: drive).
- o Click Save Tracking Data
- o **Click on Create a New Tracking File and enter the following information:**
  - o **First Name:**
  - o **Last Name:**
  - o **User ID: Use your student number**
  - o **Section: Use your student number again**
- o Click Continue
- o Click My Computer and Double click your D drive from a WYSE computer. If working from home or another computer, go to My Computer and double click your portable drive.
- o Choose Save and OK
- o You should see the message: Tracking data will be stored in the d://tracking.trk if you are using an Empire Wyse computer, or the drive designated for your portable drive, E://tracking if you are in Room 100.
- o Click OK

Begin reading Chapter 1 on the screen. The book has the same information as you see on the screen. When you get to the **QuickChecks** at the end of the chapters, complete the questions and check (**Check It!**) your answers. You may repeat as many times as you want for a higher score. After completing the Quick Checks, click on **Get It?** to take the quiz. **You may repeat the Quick Checks and Quizzes as many times as you like for a better score.** Only record your best score on the sheet attached to this outline. Complete all 19 QuickChecks A/B (skip 14B if you are not using headphones) and all 19 Get It (Quizzes) at the end of each chapter. **Check your tracking location before each session to make sure your data is recorded on your D or E drive depending on the computer you're using.**

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## SECOND TIME YOU LOG IN

- o Insert drive in the computer
- o Insert Practical PC CD into the computer
- o Check to see if your data is saving to your D or E drive by opening the tracking file. If it is not set up correctly, please ask your instructor to assist you. If the work is not saved to the D or E drive, you may have to redo your assignments. It is important to check daily.
- o Click Open and OK

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## Turning in Your Work

When you have completed all 19 QuickChecks A/B and all 19 Get It? (Quizzes), please use the following guidelines to submit your Gradesheet and Tracking Portfolio.

- o Print your Tracking Report. All QuickChecks and Quizzes must be recorded on it.
- o Highlight the highest scores for each QuickCheck and Quiz.
- o Transfer those scores to the Gradesheet attached to the syllabus if you haven't been doing that already.
- o Check with your instructor to make sure you have correctly completed the sheet and marked your highest scores. Attach the Tracking portfolio and Gradesheet to an assignment cover sheet. Check with your instructor who will help you calculate your grade and submit the sheet for grading.

# CM100—Computer Literacy

## Day and Evening Schedule and Grade Sheet

Name: \_\_\_\_\_ Instructor: \_\_\_\_\_ Module Start Date: \_\_\_\_\_ Day/Evening \_\_\_\_

Evening Schedule		Day Schedule	QuickChecks		Quizzes
6-Week	3-Week	5-Week	QuickCheck A	QuickCheck B	Get It Quiz Score
<b>Week 1</b>	<b>Week 1</b>	Week 1	1.	1.	1.
			2.	2.	2.
			3.	3.	3.
			4.	4.	4.
<b>Week 2</b>		Week 2	5.	5.	5.
			6.	6.	6.
			7.	7.	7.
			8.	8.	8.
<b>Week 3</b>	<b>Week 2</b>	Week 3	9.	9.	9.
			10.	10.	10.
			11.	11.	11.
<b>Week 4</b>		Week 4	12.	12.	12.
			13.	13.	13.
			14.	14. Skip—100 percent	14.
<b>Week 5</b>		<b>Week 3</b>	Week 4	15.	15.
	16.			16.	16.
<b>Week 6</b>	Week 5		17.	17.	17.
			18.	18.	18.
			19.	19.	19.

- To calculate your grade, add each column and divide it by 19; this will give you the average for each column.
- Add Quick Checks A and B and divide by 2.
- Take that total, add it to the Practice Test average, and divide by 2.
- This will give you the class average.
- The grading scale is listed on this syllabus.
- **Review tracking sheet and grade report with your instructor, attach the Tracking portfolio and Grade Sheet to an assignment cover sheet, and submit to your instructor for grading.**