

COMP 1100 – Windows & Computer Concepts Syllabus

CREDIT:	1 semester hour
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
INSTRUCTOR:	Kathryn Hulet, CIT Department Faculty, hulet@dixie.edu
PROGRAM DIRECTOR:	Linda Rogers, 652-7838, rogersl@dixie.edu
YEAR:	2015-2016
OFFICE HOURS:	Please e-mail or call me at above number for appointments
MATERIALS REQUIRED:	SAM License for SAM 2013 Assessment and Training v1.0 Buy at Bookstore for a best price and correct version of SAM as compared to online.



COURSE DESCRIPTION

This course is recommended for all students who need a basic foundation in the use of a computer. It is designed as the basic foundation course for all further computer courses. This course is designed to give the student a basic knowledge of Computer Concepts, Windows operating system, Internet Explorer and E-mail. The basics of computer hardware and software will be discussed as well as file management and the Accessories programs found in the Windows operating system. Course work will also cover Internet Basics including Web browsers, domains and addresses, searching the Web, and Email. This course is a self-paced course that provides flexibility for students to set their own daily schedules to meet deadlines, however, the student should plan on spending 4-6 hours a week to meet course requirements. This course is a graded course which will meet elective credit guidelines but is not designed to meet the computer literacy requirement nor can be used to meet transfer requirements for business-related programs. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in college catalog or student handbook).

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services. If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

Program Learning Outcomes:**Windows with Internet Explorer: Exhibit functional mastery of the Windows operating system and understand basic computer concepts, the Internet Explorer, and E-mail**

- ✓ PLO 1 Knowledge – Understand the relationships of key components behind computer concepts such as hardware, data storage, operating systems, and software programs.
- ✓ PLO 2 Skill – Effectively organize, manage, and present data, using contemporary software applications such as spreadsheets, word processing, databases, financial accounting and electronic presentation software.
- ✓ PLO 3 Skill – Create and manage files using various types of data storage including local and cloud storage.
- ✓ PLO 4 Skill – Utilize computing digital solutions to retrieve, store and submit data.

Learning Outcomes:

- ✓ LO 1 Log onto a computer and/or logon to a computer network
- ✓ LO 2 Exhibit a mastery of computer terminology and identify, by name, elements found in the operating system
- ✓ LO 3 Understand file and folder management concepts
- ✓ LO 4 Learn how to personalize your computer to fit your needs
- ✓ LO 5 Utilize on-line help facilities and/or reference materials
- ✓ LO 6 Demonstrate proficiency in identifying the major components of a computer
- ✓ LO 7 Understand concepts of computer architecture and operations
- ✓ LO 8 Use Internet Explorer for browsing, searching, adding favorites, and understand and use the icons of the Internet
- ✓ LO 9 Use an E-mail program to include sending and receiving and adding attachments to email

COURSE COMPLETION SCHEDULE

The Weekly Due Dates Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule, but the work needs to be turned in by the weekly deadlines. There is no extra credit for this course. **If SAM Projects are not completed by due date, the SAM projects will no longer be available to be submitted.**

TESTS

There will be one final proctored test to be taken after all homework is completed. Test score must be 80% or better, and you are allowed 1 retake on the test. When folder is cleared to take your tests, take your course folder and a picture ID to the Grading Station. Allow one hour for each test. Submit completed Report to the Grading Station for submission to your instructor. There will be a penalty for late tests.

GRADING

The student's final grade is based on points earned from completing assignments and the final proctored test.