

CIOS 101 - Beginning Computer Skills
Syllabus
0.5 Secondary credit semester course
3 college credit University of Alaska system semester course
Galena Interior Learning Academy
Instructor: Arne Erickson

Term: Fall 2011

Course Title: Beginning Computer Skills

Dept. & Num.: CIOS 101

Credits: 0.5 Secondary, 3 University

Prerequisites: none

Dates: August 22 - December 16, 2011

Days & times: Monday - Friday 12:30-1:50 on B days

Location: Galena Interior Learning Academy

Instructor: Arne Erickson

Position: Computer Applications Instructor

Phone: (907)-656-2053 ext 107

Email: arne.erickson@galenanet.com

Office hours: Monday-Friday 8:00am to 4:00pm

Text: Microsoft Office 2007: Windows XP Edition ©2008 Course Technology, Cengage Learning

Supplemental Readings: Handouts supplied by instructor

Supplies: Computer stations, textbooks, printer, necessary software & data files will be provided.

Course Description: This course is a basic introduction to using a computer. It includes the major components of a computer & their functions, the operating system (Windows XP), file management, Internet essentials (browsing, searching and email), and primary office applications (word processing, presentation software, and spreadsheets).

Skill expectations:

No previous computer experience is required. The purpose of this course is to give students a solid foundation of computer skills.

Course Goals & Student Learning Outcomes:

- Students will learn to use the mouse and keyboard to control the computer
- Students will learn to use the visual interface, toolbars, menus, command icons, and dialog boxes to control the computer
- Students will learn to open and close applications, manipulate documents and application windows.
- Students will learn basic file management skills such as naming files, using a logical file folder hierarchical structure, and saving and opening files.
- Students will learn to organize computer files, including moving, copying, deleting, and organizing files into folders.
- Students will learn to type, cut, copy, paste, and use spell checker and other software tools to produce professional looking documents.
- Students will learn to efficiently browse the World Wide Web.

- Students will learn to use internet search tools to find information on the World Wide Web.
- Students will learn to configure and use email to communicate via the internet, including sending and receiving attachments.
- Students will learn to create basic spreadsheet workbooks & worksheets, including using formulas, functions, formatting, and printing.

Instructional methods:

Hands on project-based learning, face-face instruction.

Grading System:

Projects and assignments: 70%

Attendance, participation & professionalism: 30%

Evaluation:

Students will be evaluated by their participation in class, professionalism in their approach to learning, and the quality and completion of their projects and assignments.

Grading Scale:

A=100-90%

B=89-80%

C=79-70%

D=69-60%

F=59-0%

Meeting Time:

Monday-Friday 12:30-1:50pm on B days

Class Calendar & Topics (eighteen week course):

Week one: Introductions, syllabus, policies.

Week two: Essential computer concepts

Week three: Windows XP operating system & File management fundamentals

Week five: Internet fundamentals, browsing, and searching

Week seven: Introduction to Microsoft Office 2007 suite

Week eight-ten: Word processing skills with Word 2007

Week eleven: Email fundamentals & managing information with Outlook 2007

Week twelve-fourteen: Creating, formatting, and publishing presentations with PowerPoint 2007

Week fifteen-seventeen: Creating, formatting, managing and publishing numerical data with Excel 2007

Week eighteen: Integrating Word, PowerPoint, and Excel

Course Policies:

Students will conduct themselves ethically, responsibly, and professionally, respecting the rights of others to learn in a least restrictive environment.

Attendance is mandatory

Late assignments will not be accepted following the mid-term, quarter, and semester grading deadlines without prior approval of the instructor.

Food and drinks are not allowed near the computer stations.

Students will take care of their personal needs (bathroom, drinks, snacks, during designated hall breaks)
Students will not multitask during direct instruction and demonstration (no browsing the internet, checking email, or other off-task behaviors).

Support Services:

Galena Interior Learning Academy (GILA)

PO Box 359 Galena, AK 99741

907-656-2053

www.galenaalaska.org

GILA Computer Technology offers the following learning supports

After school tutoring and supplementary instruction Monday-Thursday 3:50-4:50pm

Saturday study halls 8:00am-12:00pm

Academic advisory: Monday-Friday 3:20-3:50pm

Career counseling

Disability Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA) and ensures that GILA students have equal access to the campus and course materials. The instructor will work with the Office of Disabilities to provide reasonable accommodation to students with disabilities.