

CLASS NUMBER AND NAME:

TOTAL HOURS/UNITS: 24 HOURS/ 1 UNIT

PREREQUISITES: NONE

TEXTS AND MATERIALS: *Computing Essentials 2017, Making IT Work for You* by Timothy O’Leary, Linda O’Leary, and Daniel O’Leary, McGraw Hill Publishing 2017; (ISBN 9781259737572) LearnSmart e-book and Connect access

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 reading, online assignments, and quizzes.

REQUIREMENTS: The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.

METHOD OF INSTRUCTION: This class is a study of today’s role of Computer Information Technology through examples, references and exercises.

CLASS ATTENDANCE: It is critical to the student’s success to attend class every day.

TESTING: Online Exams will be taken after the reading and assignments.

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 average of overall points and percentages of the chapters, the assignments, and quizzes.

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

**ANTICIPATED LEARNING
OUTCOMES:**

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

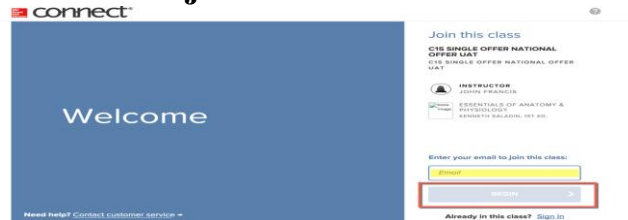
1. Vocabulary, which is a general introduction to the common computer terminology most often used in a home or business office environment.
2. Concepts, which includes practical comprehension of each of the components and their functions in a typical home or business computer system and network.
3. Ability, which includes a working ability to understand the hardware, software, system unit, input and output.
4. Experience, which includes the Internet, the Web, electronic commerce; and the importance of privacy, security and ethics online.

Getting Started Instructions

Required Supplies: Headphones, online access, and access code.

FIRST TIME YOU LOG IN, ALWAYS USE GOOGLE CHROME

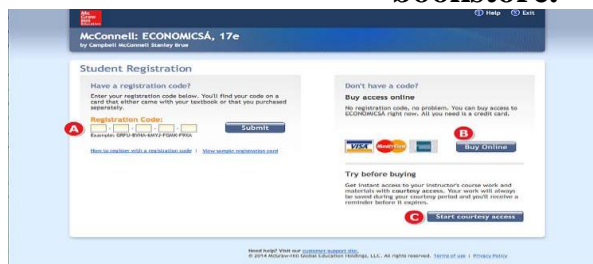
- Step 1: Follow the Connect section web address provided using Google Chrome. <https://connect.mheducation.com/class/c-hanna-computing-essentials>
- Enter your email address to join the class. The class is Computing Essentials.



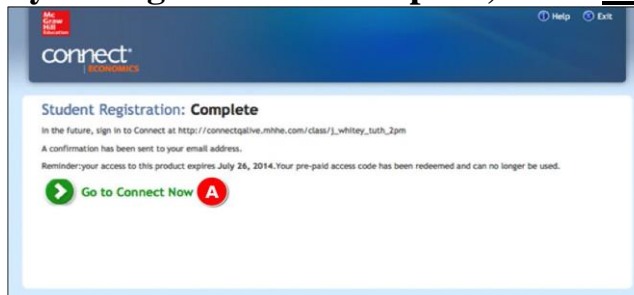
- Each student will enter his or her email address to create an account and fill out the information requested.



- Under “Already purchased,” enter registration code received from the bookstore.



- When your registration is complete, select Go to Connect Now.



- When you enter the online class, go to Chapter 1 and begin reading your SmartBook. The highlighted portions are what’s important in each chapter. You may move from one highlighted section to another. **ALL THE PRACTICE QUESTIONS MUST BE ANSWERED TO RECEIVE CREDIT FOR THE PRACTICE.** After you have completed the chapter, proceed to the Chapter 1 quiz. You will do this for each of the chapters listed on the class schedule.

SECOND TIME YOU LOG IN

- Using Google Chrome, go to <http://connect.mheducation.com>
- Login using your email and password.
- When logging back in after you have already started a Practice, click on **Menu** at the top left corner (which opens the navigation bar on the left of the screen), Click on **Classes**, Click on **Computing Essentials**, Click on arrow of the relevant Assignment and where you left off, Click on Continue.
- As you do the Practice, you can Click on **Read About This** or the **Read** button to find out more about the question.
- You can go back and forth between the **Practice** button and the **Read** button.
- To end a session, Click on the Menu icon on the top left corner of the screen, Click on Leave SmartBook, log off. (You can continue where you left off the next time you login).
- Follow the schedule by reading each chapter and completing the questions. Each chapter is followed by a short quiz to be completed only after you have a good understanding of the chapter.

CMN100—Computing Essentials Schedule

Schedule	Using Google Chrome, read each chapter, complete the questions, and take the quiz for each of the following chapters.
Week 1	<p>Chapter 1: Information Technology, the Internet, and You – Read and answer the practice questions</p> <ul style="list-style-type: none"> • After opening the assignment for each chapter by clicking on it, a PowerPoint will open. At the bottom of the screen, click on NEXT HIGHLIGHT to get to the area that is pertinent to this assignment. Continue going through the entire PowerPoint in this way. • At the bottom left corner of the PowerPoint screen for each chapter, click on the button that says “PRACTICE”. This allows you to try practice questions. You can then go back to the PowerPoint by clicking on the button that says “READ”. You can go back and forth between PRACTICE & READ. <p>Chapter 1: Quiz—Complete the quiz after you have an understanding of the chapter.</p> <ul style="list-style-type: none"> • When taking the quiz, click on the correct answer and then click on NEXT at the bottom of the screen. When you have answered all of the questions, be sure to click SUBMIT on top right corner of the screen. You have three attempts on the quiz but your final score will be the average of all three attempts.
	<p>Chapter 2: The Internet, the Web, and Electronic Commerce—Read and answer the practice questions</p> <p>Chapter 2: Quiz—Complete the quiz after you have an understanding of the chapter</p>
	<p>Chapter 3: Application Software—Read and answer the practice questions</p> <p>Chapter 3: Quiz—Complete the quiz after you have an understanding of the chapter.</p>
Week 2	<p>Chapter 4: System Software—Read and answer the practice questions</p> <p>Chapter 4: Quiz—Complete the quiz after you have an understanding of the chapter.</p>
	<p>Chapter 5: The System Unit—Read and answer the practice questions</p> <p>Chapter 5: Quiz—Complete the quiz after you have an understanding of the chapter.</p>
Week 3	<p>Chapter 6: Input and Output—Read and answer the practice questions</p> <p>Chapter 6 Quiz—Complete the quiz after you have an understanding of the chapter.</p>

Week 4	Chapter 7: Secondary Storage—Read and answer the practice questions Chapter 7: Quiz—Complete the quiz after you have an understanding of the chapter.
Week 5	Chapter 8: Communications and Networks— Read and answer the practice questions Chapter 8: Quiz—Complete the quiz after you have an understanding of the chapter.
Week 6	Chapter 9: Privacy, Security, and Ethics—Read and answer the practice questions Chapter 9: Quiz—Complete the quiz after you have an understanding of the chapter.
Write down all your quiz scores as you go along on the Checklist. When you have completed all the PRACTICE sessions and QUIZZES, show the RESULTS screen to your instructor and hand in the Checklist. (To get to Results, go to MENU, RESULTS, and COMPUTING ESSENTIALS).	

CMN100—Computer Literacy Schedule and Grade Sheet

Name: _____ Instructor: _____ Module Start Date: _____ Day/Evening _____

Schedule	Chapter Results	Quiz Results
Week 1	1.	1.
	2.	2.
Week 2	3.	3.
	4.	4.
Week 3	5.	5.
	6.	6.
Week 4	7.	7.
Week 5	8.	8.
Week 6	9.	9.