

# INTRO TO COMPUTERS AS TOOLS

## ETEC 110, ONLINE

### FALL 2021

“Teaching for Life-Long Learning, Professional Growth, and Social Responsibility”

Melvin Cobb, M.A. Ed.

Office: LA1-203 E

Telephone: (562) 938-4894

Email: [mcobb@csulb.edu](mailto:mcobb@csulb.edu)

Office hours (held via Zoom in on campus office):

- Wednesday, 2:00pm to 3:00pm

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ETEC 110 is an introduction to operations, terminology, and components of computing systems. It is an introduction to computer applications including word processing, databases, and spreadsheets. It is also an introduction to University e-mail systems and electronic searching.

Student-based Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Identify and define basic computer components.
- Perform basic computer operations.
- Communicate and collaborate using digital tools.
- Locate, evaluate and organize resources using electronic research tools.
- Use word processing, spreadsheet and presentation tools to create content, analyze data, and present information.
- Create electronic documents that are accessible and identify technology resources for accessibility.
- Explain legal and ethical issues related to computer use that model digital citizenship.

### **Assignments**

- All assignments will be submitted via the course dropbox.
  - *The student is responsible to make sure assignments are placed in the correct dropbox folders*

## Grading and Assignments

<b>Assignments</b>	
1. Computer Inventory	15
2. Digital Literacy Newsletter	15
3. Spreadsheet Project	15
4. Graphics Integration Project	15
5. Personal Web Site	15
6. Multimedia Presentation	25
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<b>Practice Activities (6)</b>	<b>30</b>
<b>Key Terminology Quiz</b>	<b>30</b>
<b>Class Participation, Discussion Posts</b>	<b>35</b>
<b>Total</b>	<b>195</b>

Grade		Points
A	-	178-195
B	-	162-177
C	-	145-161
D	-	129-144
F	-	0-128

**Writing:** College-level writing is expected. The grades for some assignments will be based, in part, on writing.

**Late Assignments and Practice Activities:** You are strongly encouraged to keep up with assignments and turn them in on time. Assignments and Practice Activities are due **seven days** after being assigned. Assignments submitted beyond the due date are subject to a **3-point** penalty. Practice Activities are subject to a **1-point** deduction. Late assignments and practice activities are not accepted beyond **three days** past the due date. The final assignment may not be submitted late.

The student is responsible to make sure assignments are placed in the **correct** dropbox folders. Assignments placed in the incorrect dropbox are considered **late** and might not receive credit.

### Participation in Online Discussion Sessions

Online students, perhaps even in a more direct way than on campus students, are expected to have an active role in contributing to the learning of the entire class. In order for us to build meaning together and to learn from each other we need to be involved in conversations with each other. For this reason, it is expected that **students will make at least 2 posts per week (one original, at least 1 reply unless otherwise stated), on at least two different days.** Students are expected to complete online discussion projects during the week the assignment is distributed. **Students who post after the deadline will not receive credit.** To receive full credit for posts, students should observe the following when responding:

- You cannot earn full credit with less than 2 posts.
- Late discussion postings (**after the midnight deadline**) are not accepted.
- Avoid posting response at the last minute (or even few hours). Last minute posts are generally of poor quality and make it difficult for others to respond to. Last minute posts will be penalized. The following tier system will be used for grading the discussion forums:
  - Discussion responses are generally due on a Monday
  - To be eligible to receive full credit (5 points), both responses must be made no later than Saturday at midnight.
  - Responses posted after Saturday night will receive no more than 4 points
- Avoid abbreviated responses – You can post as many 'I agree' or 'great idea', type statements as you like, but these will not count for points. Reply points will be earned by either following the specific directions for that particular discussion, by adding a constructive idea or posing an open ended question to the author.

**Discussions will be graded using the following general criteria and specific criteria listed with each assignment:**

<b>Not Satisfactory</b> <b>0 – 1</b> (less than 100 words)	<b>Satisfactory</b> <b>2 – 3</b> (100 -150 word minimum)	<b>Outstanding</b> <b>4 – 5</b> (225 word minimum)
No Original Postings (Replies do not count as original) Rambling or unorganized thoughts Lack respectful consideration of classmates opinions Grammar and spelling errors detract from expression of thought Use of IM grammar Incomplete response	Original posting with at least 1 appropriate reply to classmates. Includes all information asked for Postings done on only one day of the week, or clustered at the beginning or end. First posting of the week done after noon on Saturday Demonstrates appropriate writing skills	Original posting contributes to overall learning and knowledge of the class. Replies expand upon classmates contributions. Succinct and to the point Demonstrates appropriate writing skills Two or more postings on at least two different days. Both responses posted prior to Saturday evening

## Netiquette

Just as respectful conversational techniques are expected in an on campus classroom, proper netiquette is important when taking an online class. Please remember that using the written word as we do in an online class can be difficult since we don't have facial expressions or body language to aid us in understanding what you are saying. Good online resources for you to check out are: <http://www.albion.com/netiquette/>

## Student / Instructor Communication

Here are some important email communication tips:

- **Email:** I will generally respond to message sent to me within 24 hours. However, I do not respond to email on Sundays. Any messages received on Sunday will be responded to on Monday.
- **Office Hours:** I conduct office hours on a weekly basis at the time stated on the first page of the syllabus. I will be using Zoom to conduct the meetings. Please note these meetings are not mandatory as this course is delivered in as asynchronous format.

- **Class Lounge:** Please use this area to post questions regarding coursework - and if you have happened to have the answer, feel free to provide it to your fellow students. While I will post responses as well, this forum is primarily for student-to-student communications.

**Registration/withdrawal:** See the *Schedule of Classes* for registration and withdrawal policies and procedures. After the third week, you must demonstrate serious and compelling reasons to withdraw from a class, and “serious and compelling” is defined more narrowly as the semester progresses. If you do obtain permission to withdraw after the third week, you will receive a “W” (withdrawal) on your transcript.

**Students with disabilities:** Students with disabilities who need reasonable modifications, special assistance, or accommodations in this course should direct their request to the course instructor. If a student with a disability feels that modifications, special assistance, or accommodations offered are inappropriate or insufficient, he/she should see the assistance of the Director Disabled Student Services on Campus.

**Cheating and plagiarism:** See the *Schedule of Classes* for definitions of cheating and plagiarism. Depending on the circumstances, penalties may include a zero score on the involved assignment/exam, an “F” for the course, and/or referral to the Office of Judicial Affairs. In some cases, the Office of Judicial Affairs may impose possible probation, suspension, and/or expulsion.

**Final exam:** Will be distributed via the course web site and must be completed by the date specified in the attached schedule. It is recommended that you complete the exam at least two days before the end of the course in case any unforeseen technical issues arise.

# Course Schedule

## Week 1: August 23

### Reading:

- Review Syllabus

### Activities:

- Course Orientation
- Student Bio (Online)

## Week 2: August 30

### Focus Topic:

- Digital Literacy

### Lecture Activities:

- Practice Activity #1: Building a Mac
- Assignment #1: Computer Inventory
- Discussion Forum Topic #1

## Week 3: September 6

### Focus Topic:

- Integrating Word Processing Tools

### Lecture Activities:

- Practice Activity #2: Using Word Processing Tools
- Assignment #2: Digital Literacy Newsletter
- Discussion Forum Topic #2: Using the Word Processor

## Week 4: September 13

### Focus Topic:

- Integrating Spreadsheet Features

### Lecture Activities:

- Practice Activity #3a, 3b, 3c: Formatting, Calculating and Charting Data
- Assignment #3: Gradebook
- Discussion Forum Topic #3: Integrating Spreadsheet Features

## Week 5: September 20

### Focus Topic:

- Integrating Graphics & Visuals

### Lecture Activities:

- Practice Activity #4: SmartArt Graphics
- Assignment #4: Creating Useful Graphics
- Discussion Forum Topic #4: Integrating Graphics & Visuals

## Week 6: September 27

### Focus Topic:

- Integrating Cloud Tools

### Lecture Activities:

- Practice Activity #5: Information Literacy
- Assignment #5: E-Portfolio Web Page
- Discussion Forum Topic #5: Integrating Cloud Tools

## Week 7: October 4

### Focus Topic:

- Creating Effective Multimedia Presentations

### Lecture Activities:

- Practice Activity #6: Modifying a PowerPoint Presentation
- Assignment #6: Narrated Multimedia Presentation
- Discussion Forum Topic #6: Integrating Presentation Tools

## Week 8: October 11

### Focus Topic:

- Course Assessments

### Activities:

- Key Terminology Quiz