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| **Email:** ?? | **Class Room:** ?? |
| **Office:** ?? | **Class Day/Time:** ?? |
| **Phone:** ?? | **Course CRN:** ?? |
| **Office Hours:** ?? |  |

**Course Description and Objectives**:

In this course students will learn basic Microsoft Windows 10 Operating Systems skills (including Core PC Hardware Components, Graphical User Interface, Local and Cloud File Management, Applications, Internet Browsers, Security, and key System Utilities), Google Email, Contacts, Calendar, and Drive applications, as well as introduction to Word Processing, Spreadsheet and Presentation applications. Additionally, students will learn to create and convert documents between different format (Microsoft and Google apps).

**Required Course Materials:**

\*\*No textbook

\*\*A minimum 2GB USB drive

\*\*Earphones for the computer (optional)

**Learner Outcomes:**

1. Identify and describe the core hardware components of a computer.
2. Summarize the functions of an Operating System.
3. Demonstrate basic Microsoft Windows 10 skills (Navigation, Local and Cloud File System, Key Utilities, Installing and Running Applications).
4. Demonstrate the ability to use Gmail, Google Contacts and Calendar.
5. Demonstrate understanding of Internet and WWW and the ability to use browsers, search and navigation the Internet.
6. Demonstrate basic use of MS Word, Excel, PowerPoint and equivalent Google Apps.

**Grades Table:**

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| --- | --- |
| **Quizzes/Assignments/Exams** | **Weight** |
| Quizzes (10 X 10 pts) – drop lowest quiz | 20% |
| Assignments (10 X 10 pts) – drop lowest assignment | 30% |
| Midterm Exam:   1. Multiple-choice = 25 pts 2. Hands-on = 50 pts | 20% |
| Final Exam:   1. Multiple-choice = 25 pts 2. Hands-on = 50 pts | 20% |
| Participation (2% points for each day missed) | 10% |
| TOTAL | 100% |
| **Grades:**  **IMPORTANT:** A grade of “C” or higher is considered passing. | A: 90-100%  B: 80-89%  C: 70-79%  D: 60-69%  F: < 60%  P: >= 70%  NP: < 70% |

**Academic Honesty:**

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

**Classroom Conduct:**

* Please silence cell phones and do not use during class.
* Please do not bring other electronic devices to class including laptops, iPods, iPads, etc.
* No food or drink in the classroom.
* Please respect the learning environment of others and keep distractions to a minimum.

**LBCC Center for Accessibility Resources:**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact the Center for Accessibility Resources, 541-917-4789. If you have documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

**LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**LBCC Statement of Inclusion:**

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

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| Week | Activity | Due |
| Week-1  Sept 26 | * Welcome, introductions, scope & set clear expectations * Week-1 scope = Overview of computers (Including Hardware), Operating Systems, and Applications. * Week-1 quiz * Week-1 assignment | Oct 2  @ 11:55 PM |
| Week-2  Oct 3 | * Week-2 scope = Overview of Windows 10 Operating System, File System, and Snipping tool. * Week-2 quiz * Week-2 assignment | Oct 9  @ 11:55 PM |
| Week-3  Oct 10 | * Week-3 scope = Overview of Computer Networks, Internet, Browsers, and Cloud Computing (Google Drive & Microsoft OneDrive). * Week-3 quiz * Week-3 assignment | Oct 16  @ 11:55 PM |
| Week-4  Oct 17 | * Week-4 scope = Overview of Google Gmail, Contacts, Calendar and Deeper Dive into Google Drive & OneDrive. * Week-4 quiz * Week-4 assignment | Oct 23  @ 11:55 PM |
| Week-5  Oct 24 | * Week-5 scope = Overview of Computer Security and Key System Utilities (Defender, Disk Cleanup, Defrag, Task Manager & Backup). * Week-5 quiz * Week-5 assignment | Oct 30  @ 11:55 PM |
| Week-6  Oct 31 | * Midterm Exam (must be in class) * Week-6 scope = Overview of Microsoft Office Options and Microsoft Word. * Week-6 quiz * Week-6 assignment | Nov 6  @ 11:55 PM |
| Week-7  Nov 7 | * Week-7 scope = Complete Microsoft Word and Intro to Google Docs and OneDrive Word (including File Format Converting). * Week-7 quiz * Week-7 assignment | Nov 13  @ 11:55 PM |
| Week-8  Nov 14 | * Week-8 scope = Overview of Microsoft Excel. * Week-8 quiz * Week-8 assignment | Nov 20  @ 11:55 PM |
| Week-9  Nov 21 | \*\*\* Thursday Nov 24 is Thanksgiving Day = Holiday \*\*\*   * Week-9 scope = Complete Microsoft Excel and Intro to Google Sheets and OneDrive Excel (including File Format Converting). * Week-9 quiz * Week-9 assignment | Nov 27  @ 11:55 PM |
| Week-10  Nov 28 | * Week-10 scope = Overview of Microsoft PowerPoint and Intro to Google Slides and OneDrive PowerPoint. * Week-10 quiz * Week-10 assignment | Dec 4  @ 11:55 PM |
| Week-11  Dec 5 | * Final exam on ?? Dec ?? @ ?? am/pm (must be in class!) |  |