**CIS205 Computer Literacy** Code **Lec** **40139 / Lab 40440** **Fall 2013** College of Alameda
TTh 10-12:20 PM **9/5/2013 to 10/10/2013** in room **A225**

**Instructor**: M. T. Uy Email: muy@peralta.edu Website: alameda.peralta.edu/manuel-uy
Office: D225 Office Phone: 748-2389 Office Hours: MW 11–12 noon, TTh 12:30-1:30 PM

**Textbook** : Kim Lindros, PC Basics with Windows 7 and Office 2010, ISBN: 9781449622763, Jones & Bartlett Learning

**Course Description**: Introduction to computers and information technology for people with no background in nor knowledge of computers.

**Student Learning Outcomes**: Students will be able to explain the basic components of a networked computer system and to create and edit documents in the four areas of an industry office application software like MS Office 2010 Word, Power Point Presentation, Excel Spreadsheet, and Access Database.

**Week#/Date** **Homework (TYEAH = Test Yourself Exercises At Home and EOCP=End Of Chapter Project)**

**01:09/05R** **Part I Essential Computer Knowledge**
01:09/05R Chapter 1 Getting Started, TYEAH due **09/10**
02:09/10T Chapter 2 Computer Hardware in Depth, TYEAH due **09/10**
**02:09/10T** **Part II Applications**
02:09/10T Chapter 3 The Internet, TYEAH due **09/12**
**02:09/12R Part III The Operating System**
02:09/12R Chapter 4 Windows 7 Basics, TYEAH due **09/12**
02:09/12R Chapter 5 Windows 7 Files & Folders, TYEAH due **09/12**
03:09/17T Chapter 6 Windows 7 Programs, TYEAH due **09/17**
**03:09/19R** **Part IV Essentials of Word Processing**
**03:09/19R** Chapter7Microsoft Word 2010 Basics, TYEAH and EOCP due **09/19**
04:09/24T Chapter8 MS Word 2010 Formatting, Tables, and More, TYEAH and EOCP due **09/24**
**04:09/26R** **Part V Essentials of Spreadsheets**
04:09/26R Chapter 9 Excel 2010 Basics, TYEAH and EOCP due **09/26**
05:10/01T Chapter 10 Excel 2010 Formulas, Functions, and Charts, TYEAH and EOCP due **10/01**
**05:10/03R Part VI Essentials of PowerPoint Presentation**
05:10/03RChapter11 Microsoft PowerPoint 2010, TYEAH and EOCP due **10/03**
06:10/08TMicrosoft Access Database Project due **10/08**
**06:10/10R** **Final Exam** on Chapters 1 through 11 **from 10:00 to 12 noon**

**Grading Policy (No make-up Homework, no make-up exams,** and **no incomplete grades allowed)**

**Categories HW TYEAT MS Office Final Exam Total**
**Distribution** 50 points 30 points 20 points **100 points**

**Brackets** **90 to 90+** **80 to <90** **70 to <80** **60 to <70** **0 to <60**
**Letter Grades** \*\*\***A**\*\*\* \*\*\***B**\*\*\* \*\*\***C\*\*\* \*\*\*D\*\*\* \*\*\*F\*\*\***

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