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|  | **Instructors** |  |  |
|  | Instructor  Office  Office Hours  Email  Telephone | Greg Schulberg  E-111  1pm M-R, 10am Friday  [greg.schulberg@bmccmathcs.org](mailto:greg.schulberg@bmccmathcs.org)  541-278-5812 | Gary Parker  E-109  9am daily and by appointment  [math.coach.parker@gmail.com](mailto:math.coach.parker@gmail.com)  541-278-5772 |

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|  | **Course Description** |
|  | Students in this course will study computers and their applications (note: this is not a "first" or "beginning" computer course). Student will develop an understanding of concepts and terminology related to computer systems and develop skills and understanding in the use of software. Concepts include an overview of computer systems, system & applications software, networks, the Internet, and societal & ethical issues. Hands-on experience will include intermediate to advanced word processing, spreadsheets, database, graphics, presentation graphics, and web publishing. As this is a 4 credit course, you are expected to spend a minimum of 8 hours per week outside of class on reading and other course activities. |

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|  | **Course Prerequisites** |
|  | * CS 80 or equivalent (basic word processing, email, Internet research, and file management skills are expected). * Students must be able to read, write, follow directions, and use a keyboard and mouse (or other pointing device). Students must also have used a word processor, web browser, and email program, including the ability to send and receive attachments. |

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|  | **Expectations** |
|  | You are expected to participate in class and online. Each week you will have three assignments.   * Assigned readings and videos * Research and report * Application project   Although using a computer to perform different tasks is an important part of being computer literate, you should also know about how computers work, how they affect our lives, and how computers are evolving.  You have weekly assignments that are usually due by Sunday night. For late work you will lose 10% per day late, compounded. |

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|  | **Required Materials** |
|  | * A Google account * An account in Moodle at BMCC |

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|  | **Testing** |
|  | There will be occasional quizzes. These will usually be done on your own, but sometimes in class.  There will be a midterm exam and a final exam. |

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|  | **Method of Evaluation** |
|  | Your final grade will be a weighted average of all of you work.   |  |  |  | | --- | --- | --- | | Projects | 40% | A ≥ 90% | | Research & Report | 40% | B ≥ 80% | | Quizzes & Tests | 20% | C ≥ 70% | |  |  | D ≥ 60% | |  |  | F < 60% | |

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|  | **Special Services and Student Accommodations** |
|  | Students requiring assistance beyond the services provided in the regular classroom activities must seek out the instructor after class. Additional assistance is available at the Special Programs Tutoring Center. Persons having questions about or requests for special needs and accommodation should contact the Assistant Director, Admissions and Advising at Blue Mountain Community College, 2411 N.W. Carden, Pendleton OR 97801, Phone 541-278-5931 or TDD 541-278-2174. Contact should be made 72 hours in advance of the event. |

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|  | **Disclaimer** |
|  | The syllabus may change depending upon the needs of a particular class. Please verify topics, tests and other due dates with your instructor.  This product is meant for educational purposes only. Any resemblance to real persons living or dead is purely coincidental. Void where prohibited. Some assembly required. List each check separately by bank number. Batteries not included. Contents may settle during shipment. Use only as directed. No other warranty expressed or implied. Do not use while operating a motor vehicle or heavy equipment. Postage will be paid by addressee. Subject to CAB approval. This is not an offer to sell securities. Apply only to affected area. May be too intense for some viewers. Do not stamp. Use other side for additional listings. For recreational use only. All models over 18 years of age. If condition persists, consult your physician. No user-serviceable parts inside. Freshest if eaten before date on carton. Subject to change without notice. Times approximate. Simulated picture. No postage necessary if mailed in the United States. Please remain seated until the ride has come to a complete stop. Breaking seal constitutes acceptance of agreement. For off-road use only. As seen on TV. One size fits all. Many suitcases look alike. Contains a substantial amount of non-tobacco ingredients. Colors may fade. We have sent the forms which seem right for you. Slippery when wet. For office use only. Drop in any mailbox. Edited for television. Keep cool; process promptly. Post office will not deliver without postage. List was current at time of printing. Return to sender, no forwarding order on file, unable to forward. Not responsible for direct, indirect, incidental or consequential damages resulting from any defect, error or failure to perform. At participating locations only. Not the Beatles. Penalty for private use. See label for sequence. Substantial penalty for early withdrawal. Do not write below this line. Falling rock. Lost ticket pays maximum rate. Your canceled check is your receipt. Add toner. Place stamp here. Avoid contact with skin. Sanitized for your protection. Slightly higher west of the Mississippi. Employees and their families are not eligible. Beware of dog. Contestants have been briefed on some questions before the show. Limited time offer, call now to ensure prompt delivery. You must be present to win. No passes accepted for this engagement. No purchase necessary. Processed at location stamped in code at top of carton. Shading within a garment may occur. Use only in a well-ventilated are. Keep away from fire or flames. Approved for veterans. Booths for two or more. Check here if tax deductible. Some equipment shown is optional. Price does not include taxes. No Canadian coins. Not recommended for children. Prerecorded for this time zone. No solicitors. No alcohol, dogs or horses. No anchovies unless otherwise specified. Restaurant package, not for resale. List at least two alternate dates. First pull up, then pull down. Call toll free number before digging. Driver does not carry cash. Some of the trademarks mentioned in this product appear for identification purposes only. Objects in mirror may be closer than they appear. Record additional transactions on back of previous stub. Unix is a registered trademark of AT&T. Do not fold, spindle or mutilate. No transfers issued until the bus comes to a complete stop. Package sold by weight, not volume. Your mileage may vary. Management reserves the right to refuse service to anyone.  This supersedes all previous notices. |