Reedley College

Fall 2012

8/13/12 - 12/14/12

## Course: **IS 15 COMPUTER CONCEPTS 52507 Web** **Syllabus**

## Class meets: Online

Instructor: David L. Atencio - BA Computer Science, MBA

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Office Hours: TBA

Text Books and Study Material:

1. New Perspectives, Computer Concepts, 2011, ISBN 978-1-133-53341-2

2. SAM 2010 (Office 2010 training program)

1. **Course Description and Information:**

This Information Systems course is taught on-line, and provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database,  presentation and programming), the history of the microcomputer, privacy, legal issues, and telecommunications (email and Internet).

The work in this class includes:

* 20 assignments, 4 quizzes, and a midterm from the textbook “Computer Concepts”
* 2 assignments from the Word (SAM)
* 2 assignments from Excel (SAM)
* 1 assignment from Access (SAM)
* 1 assignment from Power Point
* 2 Class projects
* 18 Class discussions topics
* Final from Excel and Word

Because many of the tools normally available to the traditional styles of teaching and learning are not available as an online class, this type of instruction requires high levels of ***attention to detail***, both in reading and watching various forms of multimedia. While at the same time ***critical thinking skills*** must be exercised often and with more vigor to develop understanding of the course material, in the absence of face to face academic exchanges. Students are to complete all projects, assignments, and tests online. We will not meet in person unless requested, and by appointment. It is critical that work be done on schedule so that work does not pile up and becomes difficult to complete.

Every project and exercise in this course is self paced, and work can be done anytime as long as it is completed before the deadlines assigned to each week. All work must be turned in through Blackboard. After the start of class, I will only communicate with you through your ***student email account*** via Blackboard (which is connected to your ***student email***. It is critical that you set up your ***student email*** as soon as possible.

I will turn on each week the Sunday before, and turn off the previous week. After that time I will not accept work for a past week unless arranged in advanced.

1. **Course Learning Objectives and Outcomes:**

**Objectives:**

* 1. Understand the computer’s potential, its strengths, and limitations.
  2. Recognize the functional elements of the hardware and know how to use the basic elements of the Windows operating system and selected utility programs.
  3. Skillfully use four general applications – word processing, spreadsheet, database, and presentation.
  4. Identify the major contributors and developments of the microcomputer.
  5. Explore privacy and legal issues.
  6. Demonstrate how to use email and the internet.

**Outcomes:**

* 1. Apply the appropriate computer expertise in completing tasks using software to successfully address a specific business need.
  2. Perform basic operations using the essential computer hardware and software configurations.
  3. Create basic word processing documents, spreadsheets, database files and reports, and presentations.
  4. Name some of the pioneers of the microcomputer, software and hardware manufacturers.
  5. Read basic computer related literature with sufficient vocabulary development to understand the material.
  6. Understand the privacy and legal concerns that are unique to the use of computer technology.
  7. Access the Internet for research, email and other forms of communication.

1. **Attendance:** Although this is an online course and “in-person” attendance is not possible, participation is required. *“Attendance”* is determined by participation in discussion board topics, and lab/homework assignment completion. Students are required to participate in all discussion items assigned during the week. To achieve successful completion of the course, it is critical for the students taking this course to participate regularly. I reserve the right to drop you if you have more than 4 consecutive unexcused, discussion board topics.
2. **Policies:** Campus code requires that shoes or sandals and appropriate attire be worn at all times on Eating, drinking, and smoking is not allowed in the classroom or computer labs. Cell phone must be turned off or in the silence mode while class is in session. A student will be subject to discipline if she or he:

* Prevents other students from pursuing their authorized curricular or co-curricular interests.
* Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
* Prevents classified employees from fulfilling their prescribed duties.
* Deliberately endangers the safety of persons or the security of college property.
* Violates Reedley College computers and networks usage policy.

1. **Academic Dishonesty:** Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly obtained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

* **Plagiarism:** Plagiarism is the adoption or reproduction of the ideas or words or statements of another person without due acknowledgment. This can range from borrowing without [attribution](http://en.wikipedia.org/wiki/Attribution) a particularly apt phrase, to paraphrasing someone else's original idea without citation, to wholesale [contract cheating](http://en.wikipedia.org/wiki/Contract_cheating). When plagiarizing, students will often turn to the [Internet](http://en.wikipedia.org/wiki/Internet), due the ease of [copying and pasting](http://en.wikipedia.org/wiki/Copying_and_pasting) from websites. Other more old fashioned forms of plagiarism such as [paper mills](http://en.wikipedia.org/wiki/Essay_mill) and passing off obscure articles or chapters of books of others as original work also still occur. Plagiarized papers are often riddled with gross inconsistencies such as referencing non-existent sections of the essay, changes in spelling and grammar customs, or the argument changing in mid-paragraph.
* **Cheating:** Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers in an attempt to gain an unearned academic advantage. Cheating can take the form of [crib notes](http://en.wikipedia.org/wiki/Cheat_sheet), looking over someone's shoulder during an exam, or any forbidden sharing of information between students regarding an exam or exercise. Also, the storing of information in graphing calculators, pagers, cell phones, and other electronic devices has cropped up since the information revolution began.

Incidents of cheating and plagiarism may result in a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course at the discretion of the instructor and depending upon the severity and frequency of the incidents.

1. **Accommodations for students with disabilities**: If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act please contact me as soon as possible.
2. **Learning Methods:**
   1. Computer Based Training
   2. Required reading
   3. Online Class projects and assignments (lab work)
3. **Outcomes assessment:**

***Computer Concepts:***

Quizzes (4 @ 20 points each) 80 Points

Assignments (8 @ 10 points each) 80 Points

Midterm 50 Points

***SAM 2010 Training***

Internet Explorer 9 Training 50 Points

Windows 7 Training 50 Points

Word Training & Exam 1 50 Points

Word Training & Exam 2 50 Points

Excel Training & Exam 1 50 Points

Excel Training & Exam 2 50 Points

Access Training 1 50 Points

Power Point training 1 50 Points

***Other***

Discussion Board (18 @ 20 points each) 360 points

Final Exam/demonstration 100 points

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Total 1070 points

Grading scale:

90-100% = A 80-89% = B 70-79% = C 60-69% = D <60% = F

1. **Final Drop Date:** The final drop date for this class is: September 2, 2011 (to avoid a “W”) and October 14, 2011 (to avoid a letter grade)
2. **Examinations and assignments:** All examinations must be completed individually. Students may make use of the help feature of any application provided in their computers. Students may use their books and notes for all examinations. I will keep open the previous week, current week and one future week at all times for assignments and exams. Once a week is closed out it will be too late to make up the work.

1. **Schedule:** ( NOTE\*\*\* I reserve the right to make changes to the schedule without notice)

| **Week** | **Computer Concepts 2011**  **Reading and Companion Website Assignments** | **SAM 2010**  **Training and Assignments** | **Quizzes, Tests, and Other Assignments** |
| --- | --- | --- | --- |
| ***Week 1***  ***Aug 13*** | **1. Sign up for Computer Concepts Website**  **2. Read Chapter 1 - Computers and Digital Basics**  **3. Complete: CC1 – Chapter 1 Student Edition Labs: All** | **1. Read all course materials i.e. welcome letter, and syllabus**  **2. Sign up for SAM 2010** | **Week 1 discussion topic**  **Read:**  **1. Welcome letter**  **2. Syllabus**  **Complete:**  **Week 1 discussion topic**  **Watch the following movies:**  **- Binary conversion final** |
| ***Week 2***  ***Aug 20*** | **Read:**  **Chapter 2 - Computer Hardware**  **Complete: CC2 – Chapter 2 Student Edition Labs: All** | **SAM Training:**  **Internet Explorer 9** | **Week 2 discussion topic**  **Watch the following movies:**  **- Basic computer v3**  **- Motherboard basics 2** |
| ***Week 3***  ***Aug 27*** | **Read: Chapter 3 - Computer Software**  **Complete: CC3 – Chapter 3 Student Edition Labs: Spreadsheets, and Databases** |  | **Week 3 discussion topic**  **Quiz # 1 (Ch 1 & 2)**  **Extra credit - Excel tens** |
| ***Week 4***  ***Sep 3*** | **Read:**  **Chapter 4 - Operating Systems and File Management**  **Complete: CC4 – Chapter 4 Student Edition labs: Maintaining a Hard Drive** |  | **Week 4 discussion topic**  **Watch the following movies:**  **- Taskbar basics**  **- System tools**  **- Control panel** |
| ***Week 5***  ***Sep 10*** | **Read:**  **Chapter 5 - LANs and WLANs**  **Complete: CC5 - Chapter 5 Student Edition Labs: Networking Basics** | **SAM Training:**  **Windows 7 training** | **Week 5 discussion topic**  **Quiz # 2 (Ch 3 & 4)**  **Optional\*\* Extra Credit - Essay** |
| ***Week 6***  ***Sep 17*** | **Read:**  **Chapter 6 - The Internet**  **Complete: CC6: Chapter 6 Student Edition Labs: Protecting your privacy online** |  | **Week 6 discussion topic**  **Quiz # 3 (Chapter 5 & 6)** |
| ***Week 7***  ***Sep 24*** | **Read:**  **Chapter 7 - The Web and E-mail**  **Complete:**  **CC7 - Chapter 7 Student Edition Labs: Create Web Pages** |  | **Week 7 discussion topic**  **Optional\*\* Extra Credit - Essay** |
| ***Week 8***  ***Oct 1*** | **Read:**  **Chapter 8 - Digital Media**  **Complete:**  **CC8 Chapter 8 Student Edition Labs: All** |  | **Week 8 discussion topic**  **Quiz # 4 (Chapter 7 & 8)**  **Review for midterm** |
| ***Week 9***  ***Oct 8*** |  | **SAM Training:**  **Word Level 1** | **Week 9 discussion topic**  **Midterm - Computer Concepts**  **(Chapter 1 - 8)** |
| ***Week 10***  ***Oct 15*** |  | **SAM Exam:**  **Word Level 1**  **SAM Training:**  **Word Level 2** | **Week 10 discussion topic**  **Optional\*\* Extra Credit - Outlook V-card** |
| ***Week 11***  ***Oct 22*** |  | **SAM Exam:**  **Word Level 2**  **SAM Training:**  **Excel Level 1** | **Week 11 discussion topic**  **Extra Credit – Compressed files** |
| ***Week 12***  ***Oct 29*** |  | **SAM Exam:**  **Excel Level 1**  **SAM Training:**  **Excel Level 2** | **Week 12 discussion topic** |
| ***Week 13***  ***Nov 5*** |  | **SAM Exam:**  **Excel Level 2** | **Week 13 discussion topic** |
| ***Week 14***  ***Nov 12*** |  | **SAM Training:**  **Access Intro** | **Week 14 discussion topic** |
| ***Week 15***  ***Nov 19*** |  | **SAM Training:**  **Power Point Introduction** | **Week 15 Discussion topic** |
| ***Week 16***  ***Nov 26*** |  | **SAM Training:**  **Power Point Level 1** | **Week 16 discussion topic** |
| ***Week 17***  ***Dec 3*** |  |  | **Week 17 discussion topic** |
| ***Week 18***  ***Dec 10***  ***Finals Week*** |  |  | **FINALS WEEK**  **Week 18 discussion topic**  **Important:**  **The final date to turn in all outstanding work including the final is December 12. Grades will be posted on December 13 in Blackboard, and December 14 on WebAdvisor.** |