Reedley College

Spring 2014

8/11/14 – 12/23/14

## Course: **IS 15 COMPUTER CONCEPTS 59266 -** **Syllabus**

## Class meets: Online

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

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Office Hours: To be announced

Text Books and Study Material: Microsoft Office 2013 Illustrative – Introductory Beskeen

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 and legal issues, and telecommunications (email and Internet).

The work in this class includes:

8 assignments, 4 quizzes, and a midterm from the textbook “Microsoft Office 2010 - Introductory”

3 assignments from the textbook “Microsoft Office 2010 - Introductory”, Word 2010 section

3 assignments from the textbook “Microsoft Office 2010 - Introductory”, Excel 2010 section

4 Other class projects involving Word, Excel, Access, and Power point

Much in Information Systems industry require a great deal of attention to detail and critical thinking skills to succeed, therefore much in this course will require you to *demonstrate* attention to detail and the ability to read and understand instructions. Students will benefit greatly by collaborating with others in the course.

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:** Attendance is required and the instructor reserves the right to take roll at any time during the duration of the class period. To achieve successful completion of the course, it is critical for the students taking this course to attend all classes. I will drop you if you have more than three consecutive unexcused, absences.
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. **Assessments**

***Computer Concepts:***

Discussion Board Topics 18 @ 20 points each 360 Points

Quizzes (4 @ 20 points each) 80 points

Lab Assignments (8 @ 10 points each) 80 points

Midterm 50 Points

***Office 2010 projects:***

Word Unit A 20 Points

Word Unit B 20 Points

Word Unit C 20 Points

Excel Unit A 20 Points

Excel Unit B 20 Points

Excel Unit C 20 points

Access Unit A 20 Points

Access Unit B 20 points

Power Point Unit B 20 points

Power Point Unit C 20 points

CP1Web page20 Points

Final Exam/demonstration 100 points

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Total 890 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: August 22, 2014 (to avoid a “W”)
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.
3. **Schedule:**

| **Week** | **Reading & Lectures** | **Assignments & Projects** |
| --- | --- | --- |
| ***Week 1*** | **Reading:**  **- Read syllabus**  **- Concepts 1 – 6**  **Lecture:**   * RAM * Libraries and folders * Saving a file * Starting a program * Task Manager * Uninstall * Software updates * Motherboards | **- Syllabus review**  **- Intro to Blackboard**  **Independent Challenge 1:**  **Discussion Topic 1** |
| ***Week 2*** | ***Microsoft Office 2013***  **Reading:**  **Concepts 7 - 12**  **Video Lectures:**   * **Binary conversion** * **File Management** * **Working with folders** * **Control Panel** * **Defrag** * **Motherboards** | **Independent Challenge 2:**  **Discussion Topic** |
| ***Week 3*** | ***Microsoft Office 2013***  **Read:**  **Concepts 13 - 19** | **- Quiz # 1**  **Independent Challenge 3**  **Extra Credit: Tens Exercise**  **Discussion Topic** |
| ***Week 4*** | ***Microsoft Office 2013***  **Read:**  **Concepts 20 - 26**  **Video Lecture:**  **- Control panel** | **Independent Challenge 4**  **Discussion Topic** |
| ***Week 5*** | Windows 8  **Watch Module:**  **Meet Windows**  [**http://windows.microsoft.com/en-us/windows/tutorial**](http://windows.microsoft.com/en-us/windows/tutorial) | **Complete:**  **Independent Challenge 1 (windows 8)**  **Quiz # 2**  **Discussion Topic**  **Optional:**  **Extra Credit - Essay** |
| ***Week 6*** | ***Windows 8***  **Watch module:**   * Learn how to get online * Learn How to get around your PC | **Complete:**  **Independent Challenge 2 (Windows 8)**  **Discussion Topic**  **Quiz # 3** |
| ***Week 7*** | ***Microsoft Office 2013***  **Watch Module:**   * Learn how to set up your email * Learn about Internet Explorer 11 | **Complete:**  **Independent Challenge 3 (Windows 8)**  **Discussion Topic** |
| ***Week 8*** | ***Microsoft Office 2013***  **Watch Module:**   * Learn About OneDrive | **Quiz # 4**  **Independent Challenge 4 (windows 8)**  **Discussion Topic**  **Review for midterm** |
| ***Week 9*** |  | ***Microsoft Office 2013***  **Word Unit A**  **Midterm**  **Discussion Topic** |
| ***Week 10*** |  | ***Microsoft Office 2013***  **Word Unit B**  **Extra Credit - Outlook V-card**  **Discussion Topic** |
| ***Week 11*** |  | ***Microsoft Office 2013***  **Word Unit C**  **CP1 Webpage**  **Extra Credit – Compressed files**  **Discussion Topic** |
| ***Week 12*** |  | ***Microsoft Office 2013***  **Excel Unit A**  **Discussion Topic** |
| ***Week 13*** |  | ***Microsoft Office 2013***  **Excel Unit B**  **Discussion Topic** |
| ***Week 14*** |  | ***Microsoft Office 2013***  **Excel Unit C**  **Discussion Topic** |
| ***Week 15*** |  | ***Microsoft Office 2013***  **Access Unit A**  **Access Unit B**  **Discussion Topic** |
| ***Week 16*** |  | ***Microsoft Office 2013***  **Power Point Unit B**  **Extra Credit Networks**  **Discussion Topic** |
| ***Week 17*** |  | **Power Point Unit C**  **Discussion Topic** |
| ***Week 18***  ***Finals Week*** | **Final** | **FINALS WEEK**  **Discussion Topic**  **The final date to turn in all outstanding work including the final is TBD. Grades will be posted on TBA in Blackboard, and Web Advisor on:**  **TBA** |