Reedley College

Spring 2014

1/13/14 – 5/23/14

## Course: **IS 15 COMPUTER CONCEPTS 52112 (WEB) -** **Syllabus**

## Class meets: Online

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

Email: [david.atencio@reedleycollege.edu](mailto:david.atencio@reedleycollege.edu)

Phone: 638-3641 Ext 3410

Office Hours: TBA

Text Books and Study Material: Microsoft Office 2010 - Introductory

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

3 assignments from the textbook “Microsoft Office 2010 – Introductory” Access 2010 section

2 assignments from the textbook “Microsoft Office 2010 – Introductory” Power Point section

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:** 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**

|  |  |
| --- | --- |
| **Discussion Board topics:** |  |
| 18 @ 20 points each | 360 |
| **Computer Concepts:** |  |
| Quizzes (4 @ 20 points each) | 80 |
| Assignments (10 @ 10 points each) | 100 |
|  |  |
| **Midterm** | 50 |
|  |  |
| **Office 2010 projects:** |  |
| Word Unit B | 20 |
| Word Unit C | 20 |
| Word Unit D | 20 |
| Excel Unit B | 20 |
| Excel Unit C | 20 |
| Excel Unit D | 20 |
| Access Unit B | 20 |
| Access Unit C | 20 |
| Access Unit D | 20 |
| Power Point Unit B  Power Point Unit C | 20  20 |
|  |  |
|  |  |
| **Final Exam/demonstration** | 100 |
|  |  |
| **Total** | 910 |
|  |  |

**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: January 31, 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:** ( NOTE\*\*\* I reserve the right to make changes to the schedule without notice)

| **Week** | **Reading & Lectures** | **Assignments & Projects** | **Summary for the week** |
| --- | --- | --- | --- |
| ***Week 1***  ***January 13*** | ***Computer Concepts***  **- Read all course materials i.e. welcome letter, and syllabus**  **- All assigned reading in Blackboard** | **- Discussion Board Topic 1 (DBT1)**  **- Complete Lab Assignment 1 (CC1)** | **- Class orientation**  **- Syllabus review**  **- Intro to Blackboard**  **- Companion website**  **- CC1** |
| ***Week 2***  ***January 20*** | ***Computer Concepts***  ***Download content***  **Hardware**  **Reading:**  **Chapter 1 Section a-c**  **Chapter 2 section a**  **Lecture:**  **- Basic computer**  **- Motherboard basics** | **- Obtain Bookoncd**  **- DBT 2**  **- CC2** | **Computer Hardware**  **- Binary conversion**  **- Basic computer**  **- Motherboard basics**  **- Complete DBT2**  **- Complete CC2** |
| ***Week 3***  ***January 27*** | ***Computer Concepts***  **Computer Software**  **Reading:**  **Chapter 3 Section a&b** | **- DBT3**  **- CC3**  **- Quiz # 1**  **- Extra credit - Excel tens** | **Computer Software**  **Complete: CC3**  **Quiz # 1**  **Extra credit - Excel tens** |
| ***Week 3***  ***February 3*** | ***Computer Concepts***  **Operating Systems and File Management**  **Read:**  **Chapter 4 Section a – d**  **Lectures:**  **- Taskbar basics**  **- System tools**  **- Control panel** | **Complete:**  **- DBT4**  **- CC4** | **Computer Software:**  **- Operating Systems and File Management**  **-Taskbar basics**  **- System tools**  **- Control panel**  **- Complete CC4**  **- Complete DBT 4** |
| ***Week 5***  ***February 10*** | ***Computer Concepts***  **LANs and WLANs**  **Reading:**  **Chapter 5 Section a - d** | **- Extra Credit - Essay**  **- Quiz # 2**  **- Complete: CC5** | **LANs & WANs:**  **- Complete: CC5**  **- Complete DBT 5**  **- Quiz # 2**  **Extra Credit - Essay** |
| ***Week 6***  ***February 17*** | ***Computer Concepts***  **The Internet:**  **Read:**  **Chapter 6 Section a - d** | **Complete: CC6**  **Complete: DBT6** | **The Internet**  **Internet Security**  **Complete CC6**  **Complete DBT6** |
| ***Week 7***  ***February 24*** | ***Computer Concepts***  **The Web and E-mail**  **Read:**  **Chapter 7 Section a - d** | **- Complete: CC7**  **- Complete: DBT 7**  **- Quiz # 3** | **The Web and E-mail**  **Complete CC7**  **Quiz # 3** |
| ***Week 8***  ***March 3*** | ***Computer Concepts***  **Digital Media**  **Read:**  **Chapter 8 Section a - d** | **- Complete: CC8**  **- Complete: DBT 8**  **Review for midterm** | **- Chapter 8 Digital Media**  **- Complete CC8**  **- Complete DBT 8**  **- Quiz # 4**  **- Review for midterm** |
| ***Week 9***  ***March 10*** |  | **Microsoft Office Word 2010 :**  **Word Unit B - (You will need file “WD B-1”)** | **Word Unit B – (WD-B1)**  **Midterm** |
| ***Week 10***  ***March 17*** |  | **Microsoft Office Word 2010:**  **Word Unit C - (You will need file “WD C-1”)**  **DBT 10**  **Extra Credit - Outlook V-card** | **Word Unit C (WD-C1)**  **Extra Credit - Outlook V-card**  **DBT 10** |
| ***Week 11***  ***March 24*** |  | **Microsoft Office Word 2010:**  **Word Unit D – (You will need file “WD D-1”)**  **Extra Credit – Compressed files** | **Word Unit D – (WD-D1)**  **Extra Credit – Compressed files**  **DBT 11** |
| ***Week 12***  ***March 31*** |  | **Microsoft Office Excel 2010:**  **Excel Unit B – (You will need file “EX B-1”)** | **Excel Unit B**  **DBT 12** |
| ***Week 13***  ***April 7*** |  | **Microsoft Office Excel 2010:**  **Excel Unit C – (You will need file “EX C-1”** | **Excel Unit C**  **DBT 13** |
| ***Week 14***  ***April 21*** |  | **Microsoft Office Excel 2010:**  **Excel Unit D – (You will need file “EX D-1)** | **Excel Unit D**  **DBT 14** |
| ***Week 15***  ***April 28*** |  | **Microsoft Office Access 2010:**  **Access Unit B** | **Access Unit B**  **DBT 15** |
| ***Week 16***  ***May 5*** |  | **Microsoft Office Access 2010:**  **Access Unit C**  **Access Unit D** | **Access Unit C**  **Access Unit D**  **DBT 16** |
| ***Week 17***  ***May 12*** |  | **Microsoft Office Power Point 2010:**  **Power Point Unit B**  **Extra Credit Networks** | **Final:**  **Monday**  **DBT 17** |
| ***Week 18***  ***May 19***  ***Finals Week*** | **Final** | **Microsoft Office Power Point 2010:**  **Power Point Unit C**  **DBT 18** | **FINALS WEEK**  **DBT 18**  **The final date to turn in all outstanding work including the final is Wednesday May 21. Grades will be posted on Thursday May 22, 2014 in Blackboard, and WebAdvisor on: May 23, 2014** |