Reedley College

Summer 2016

6/20/16 – 7/28/16

## Course: **IS 15 COMPUTER CONCEPTS 71766 -** **Syllabus**

## Class meets: Online

Instructor: Jason I. Boyer – BA, MBA

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Office Hours: by arrangement

Text Books and Study Material: Concepts and Office 2013

Online: ISBN-13: 978-1285088457

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).

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 I use discussion board topics in place of taking role. I may drop you if you have more than three consecutive unexcused, discussion board topics.
2. **Policies:** If on campus: 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.

* **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 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.

Academic dishonesty in any form is a very serious offense and will incur serious consequences. 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 projects and assignments (lab work)
3. **Assessments**

***Computer Concepts:***

Discussion Board Topics 6 @ 40 points each 240 Points

Quizzes (3@ 20 points each) 60 points

Concepts Review (4 @ 20 points each) 80 points

Independent Challenges (6 @ 10 points each) 60 points

Midterm 50 Points

Participation (lectures) 100 Points

***Office 2013 Training:***

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

Final Exam/demonstration 100 points

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Total 830 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: TBA
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.
3. **Schedule:**

| **Week** | **Reading & Lectures:**  | **Assignments****&****Tests** |
| --- | --- | --- |
| ***Week 1******June 20*** | **Read:** 1. **Syllabus**
2. **Microsoft Office 2013 (Illustrated Introductory) Unit A: Understanding essential Computer Concepts, Concepts 1-12**
 | **Complete:**1. **Discussion Topic 1**
2. **Concepts Review (page -concepts 26)**
3. **Independent challenge 1 – Concepts Unit A**
4. **Independent Challenge 2 – Concepts Unit A**

**Independent Challenge 3 – Concepts Unit A** |
| ***Week 2*** ***June 27*** | **Microsoft Office 2013 (Illustrated Introductory)** **Concepts Unit A: Understanding essential Computer Concepts (All)****Windows 8** **Unit A: Getting started with Windows 8 (Windows 1-25)****Video Lecture:** 1. **Meet Windows 10 all topics**

[**http://windows.microsoft.com/en-us/windows/tutorial**](http://windows.microsoft.com/en-us/windows/tutorial) | **Complete:**1. **Discussion Topic 2**
2. **Independent Challenge 4 – Concepts Unit A**
3. **Concepts Review (page windows 20)**

**Quiz 1**1. **Optional - Extra Credit**
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| ***Week 3******July 4*** | **Read: Microsoft Office 2013 (Illustrated Introductory)** **Windows 8:** **Unit B - Understanding file management (Windows 26 – 43)****Internet explorer 10:****Unit A: Getting started with Internet Explorer 10 (Internet 2 – 17)****Office 2013:****Unit A - Getting started with Microsoft Office 2013, (Office 2 – 14)** | **Complete:**1. **Discussion Topic 3**
2. **Concepts Review (page windows 44)**
3. **Independent Challenge 2 – Windows 8 Unit B**
4. **Independent Challenge 4 Windows 8 Unit B**
5. **Concepts Review (page Internet Explorer 18)**
6. **Extra Credit – Essay**
7. **Quiz 2**
 |
| ***Week 4******July 11*** | **Read:****Microsoft Office 2013 (Illustrated Introductory)** **Word 2013** **Unit A Creating Documents with Word 2013 (Word2 – 17)****Unit B** **Unit C****Watch: Magnetism: Data Storage**  | **Complete:**1. **Discussion Topic 4**
2. **Concepts Review (Page Office 16)**
3. **Word Unit B**
4. **Word Unit C**
5. **Midterm**
 |
| ***Week 5******July 18*** | **Read:****Microsoft Office 2013 (Illustrated Introductory) Getting started with Microsoft Office 2013,** **Excel 2013 Unit A** **Excel 2013 Unit B** **Excel 2013 Unit C****Microsoft Office 2013 (Illustrated Introductory) Getting started with Microsoft Office 2013****Access 2013 Unit A** **Access 2013 Unit B** **Watch: Binary Numbers in 60 Seconds** | 1. **Discussion Topic 5**
2. **Excel Unit A**
3. **Excel Unit B**
4. **Excel Unit C**
5. **Access Unit A**
6. **Access Unit B**
 |
| ***Week 6******July 25*** | **Microsoft Office 2013 (Illustrated Introductory) Getting started with Microsoft Office 2013****Power Point 2013 Unit B** | 1. **Discussion Topic 6**
2. **Power Point Unit B**
3. **Power Point Unit C**

**FINALS WEEK****The final date to turn in all outstanding work including the final is July 28 at midnight. Grades will be posted on Web Advisor on July 29.** |