



IS - 15

Computer Concepts

Mr. Scott **E. Bishop**, Instructor

Wednesdays, 6:00 p.m. - 9:50 p.m.

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Computer Concepts

You do not have to be a computer expert to use the computer. The most important idea is to understand the computer's potential -- its strengths and limitations. The computer is a tool. If you learn how to use this tool, the computer may well be the most powerful and useful tool you have encountered.

-- William S. Davis



Text: *Computer Concepts*, by June Jumrich Parsons and Dan Oja

Diskettes: To insure a virus-free lab, diskettes will be provided for you to store your work on. Do not use any diskette that has not been properly scanned for viruses.

Agreement: You must read and sign the *Use of Computer Facilities Agreement* attached at the end of the syllabus. Your signature indicates that you understand the lab rules and agree to abide by them.

Drop Date: The last day to drop this course is **Friday, October 17, 1997**. Letter grades will be assigned after this date.

Course Objectives:

- To become familiar with computer hardware and software capabilities.
- To learn to use the microcomputer as a tool.
- To examine common business applications -- word processing, spreadsheets, database management, telecommunications, and programming.



Tentative Assignments

Week 1 – August 20, 1997

Lab: Orientation

- Using the Mouse Lab (Turn in Summary Report printout)
- User Interfaces (Turn in Summary Report printout)

Week 2 – August 27, 1997

Lab: Introduction to WordPerfect
WP 1 and WP 2 (Turn in printouts)

Lecture: Chapter 1 -- 1.1 and 1.2

Week 3 – September 3, 1997

Lab: WP 3 and WP 4
Lecture: Chapter 1 – 1.3

Week 4 – September 10, 1997

Lab: WP 5 and WP 6
Lecture: Test 1 -- Chapter 1

Week 5 – September 17, 1997

Lab: Word Processing Lab
Database Lab
Lecture: Chapter 2 -- 2.1 and 2.2

Week 6 – September 24, 1997

Lab: WP 7 and WP 8
Spreadsheet Lab
WWW Introduction (counts as two lab assignments)
Lecture: Chapter 2 -- 2.3 and 2.4

Week 7 – October 1, 1997

Lab: Introduction to Excel
SP 1 and SP 2
Lecture: Test 2 -- Chapter 2

Week 8 – October 8, 1997

Lab: SP 3 and SP 4
Lecture: Chapter 3 – 3.1 and 3.2

Week 9 – October 15, 1997

Lab: SP 5 and SP 6
Lecture: Test 3 – Chapter 3

Week 10 – October 22, 1997

Lab: DB 1 and DB 2
Lecture: Chapter 4 -- 4.1 and 4.2

Week 11 – October 29, 1997

Lab: DB 3 and DB 4
Lecture: Chapter 4 -- 4.3 and 4.4

Week 12 – November 5, 1997

Lab: CPU Simulator Lab
Lecture: Test 4 -- Chapter 4

Week 13 – November 12, 1997

Lab: WWW I due (counts as two lab assignments)
Lecture: Chapter 6

Week 14 – November 19, 1997

Lab: E-mail Lab (Explore -- See End of Chapter 6 for Instructions)
Lecture: Chapter 6

Week 15 – November 26, 1997

Lab: The Internet: World Wide Web Lab (Steps)
Lecture: Test 5 – Chapter 6

Week 16 – December 3, 1997

Lab: The Internet: World Wide Web Lab (Explore -- See End of Chapter 7 for Instructions)
Lecture: Chapter 7

Week 17 – December 10, 1997

Lab: Data Backup Lab (Steps)
Lecture: Chapter 8
Paper: ***Term Paper Due***

Week 18 – December 17, 1997

Lab: No Lab
Lecture: ***Comprehensive Final – 100 Points***

Grading

Tentative Total Points

Tests (5)	250
Final (1)	100
Lab Exercises (30)	150
Term Paper (1)	<u>50</u>
Total Points	550

Grade Distribution

<u>Grade</u>	<u>Percent</u>	<u>Points</u>
A	90%	495
B	80%	440
C	70%	385
D	60%	330
F	<60%	<330

Term Paper

A term paper will be assigned for this class. The format of the term paper and all necessary instructions on how to complete the paper will be given out during class at a later date.

Attendance

Attendance is taken every class meeting. If you are ill you are not expected to come to class and threaten your own health or spread your illness to others. Work schedules, other courses, job interviews, personal problems, and student activities are not acceptable excuses for missing class. In the event you are absent, write me a short note why you were absent.

Class

This class meets Monday night from 6:00 to 9:50 p.m. It is imperative that you come to class on time and stay until class is dismissed. Two "tardies" or "leaving early" will equate to one absence. Anyone absent for more than two class meetings **will be dropped**. Remember that **the final drop date is Friday, October 17, 1996**.

All tests and quizzes must be completed on time. Lab assignments are due the week after they are assigned. If you do not finish the lab work the night it is assigned, the lab is open most Saturdays, tentatively from 8:00 a.m. to 3:00 p.m. **Late assignments will not be accepted**. Make-up tests will not be given either, so if you know you can't make it to class on the night of a test, make arrangements with me so you can take the test early. In the event that I am absent during the semester, I reserve the right to adjust the schedule accordingly. Finally, food or drinks are **not** allowed in the computer lab.