IS - 15

COMPUTER CONCEPTS

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Office: BUS 47

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INFORMATION SYSTEMS

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, Fourth Edition, by Parsons and Oja

PURPOSE

The primary goal of this course is to provide a survey of the essential elements of computers and information systems. There is an emphasis on understanding the computer's potential as well as using this tool by learning selected applications.

COURSE OBJECTIVES

To become familiar with computer hardware and software capabilities.

To learn to use the microcomputer as a tool.

To learn the basics of the Windows 98 operating system.

To learn how to use common business applications including word processing, spreadsheet, and presentation software.

To learn how to use email and explore research topics on the Internet.

TENTATIVE ASSIGNMENTS

Using Computers: Essential Concepts

Read	Chapter 1
Lab	Orientation, Windows 98 and Course Labs
Quiz 1	

Software and Multimedia Applications

Read	Chapter 2
Lab	Windows 98, WP Assignments and Course Labs
Quiz 2	

Documents, Worksheets and Databases

Read	Chapter 3
Lab	WP Assignments and Course Labs
Quiz 3	

Computer Files and Data Storage

    Read   Chapter 4
    Lab   WP Assignments and Course Labs
    Quiz 4

Computer Architecture

    Read   Chapter 5
    Lab   SP Assignments and Course Labs
    Quiz 5

The Computer Marketplace

    Read   Chapter 6
    Lab   SP Assignments and Course Lab
    Quiz 6

The Internet and E-Mail

    Read   Chapter 8
    Lab   SP Assignments and Course Lab
    Quiz 7

Local Area Networks and Data Security and Control

    Read   Chapter 7 & 9
    Lab   Presentation Assignment Course Lab
    Quiz 8

INTERNET REPORTS

Internet Report #1   Due: 2 or 3 March   (10 Possible Points)

Internet Report #2   Due: 13 or 14 April   (10 Possible Points)

(Note: Maximum of 1 point for a late Report)

Total Points - Tentative

Quizzes	280
Lab Exercises	80
Course Labs	80
Total	440

Internet Reports	20 Possible Bonus Points

Grade Distribution

Grade Percentage of Total Points

Grade	Percentage of Total Points
A	90%
B	80%
C	70%
D	60%
F	<60%

ATTENDANCE

No credit for late lab exercises. No make-ups.

No make-up quizzes. Any student may take a quiz early. Please check with the instructor prior to the day of the quiz.

DROP POLICY

You will be dropped during the first nine weeks:

If you miss more than two hours of class during the first two weeks; or,

If you miss more than three hours of class during the first three weeks; or,

If you miss more than four hours of class during the first nine weeks.

If you are enrolled after the drop date (10 Mar 2000), your final grade will be reduced by ten percent if you miss more than eight hours of class during the semester.

OTHER

The textbook is mandatory. Write your name and section number on the inside of the back cover. Please bring your textbook to all lecture classes.

No recorders are allowed. No food, drinks, or gum in the lecture or lab rooms.

Gentlemen are expected to remove their headgear when entering the classroom.

WEB SITESites:

Mr. E. Sandoval: http://home.inreach.com/esandov

Dr. C. Williams: http://www.psnw.com/~cewilli

DATE : The last day to drop this course is Friday, 10 March 2000.