Reedley College

Fall 2008

8/18/08 – 12/19/08

## Course: **IS 12 COMPUTER CONCEPTS** (52347)

Advisory/Prerequisites: Eligibility for Math 101, English 126, and English 125

## Class meets: TTH 8:00am – 9:50am

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: Mondays and Wednesdays 11:30 – 12:30. Thursdays 1:30 – 2:30

Final Drop Date:The final drop date for this class is: 9/5/08 (to avoid a “W”) and 10/17/08 (to avoid a letter grade)

Final Exam: 12/18/08 8:00am-9:50am

**Text Books and Study Material**:

1. Technology in Action, 5th Ed

2. Go! Office 2007

1. **Course Description and Information:**

This course 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 – Explore and Netscape.

**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, 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. **Behavioral Standards:** Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the rest room, getting a drink, sharpening a pencil) before class begins. Please turn off you cell phones when entering the class. You may not use your phone as a calculator. I would appreciate that you not bring guests to class. I start class on time, please don’t be late. If you are late, it is your responsibility to ensure you are counted for attendance after class. You may not surf the internet during lectures.
2. **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. Lectures – used to provide bring all students to a level playing field of learning
   2. Required reading
   3. Class projects and Blackboard assignments (lab work)
3. Textbook assignments (lab work)
4. **Reading and Lab Assignments:**  Assigned chapters MUST be read prior to attending class. Students are required to complete class/lab assignments in class. You may collaborate with fellow students on lab assignments. Late lab assignments will not be accepted.
5. **Outcomes assessment:**

*Technology in Action:* Quizzes (5 @ 20 points each) 100 points

*Technology in Action:* Power Point and

Reading Assignments (10 @ 20 points each) 200 points

*Microsoft Office GO!:* Projects (16 @ 20 points each) 320 points

Midterm (10/9/08)50 Points

Final Exam/demonstration (12/18/08) 100 points

Participation 80 points

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Total 850 points

Grading scale: 90-100% = A 80-89% = B 70-79% = C 60-69% = D <60% = F

8. **Examinations and assignments:** All examinations must be completed individually. Students may make use of the help feature of any application provided in the classroom 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. Once a week is closed out it will be too late to make up that assigned work. Therefore late work will not be accepted. Extra credit may be offered throughout the semester.

9. **Schedule:**

| **Week** | **Microsoft Office GO!** | **Technology in Action** | **Homework/Lab Assignments** |
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| ***Week 1***  ***8/18/08*** | Chapter 1- Getting Started with Windows XP pages |  | **Tue: Class orientation, Intro into Blackboard, practice TAA. Thu: Overview of the computer and Windows XP, GO! pages 3-24** |
| ***Week 2***  ***8/25/08*** | Chapter 1- Getting Started with Windows XP Continued | Read Chapter 1- Why Computers Matter | **Technology in Action Assignment 1 (TAA 1)**  **GO! Objective 4 – Create subfolders, move files, capture screen. Objective 7 - Compress files, pages 25-53** |
| ***Week 3***  ***9/1/08*** | Chapter 2- Getting Started with Outlook | Read Chapter 2- Understanding the Parts | **TAA 2**  **GO! Project 2A Outlook**  **Quiz one** |
| ***Week 4***  ***9/8/08*** | Chapter 3- Getting Started with the Internet | Read Chapter 3- Using the Internet | **TAA 3**  **Project 3A Internet Explorer 7**  **Quiz two** |
| ***Week 5***  ***9/15/08*** |  | Read Chapter 4- Application Software  Read Chapter 5- Using System Software | **TAA 4 TAA 5**  **Quiz Three** |
| ***Week 6***  ***9/22/08*** |  | Read Chapter 6- Understanding and Assessing Hardware & 7- Networking and Security | **TAA 6 & TAA 7**  **Quiz Four** |
| ***Week 7***  ***9/29/08*** |  | Read Chapter  9- A closer Look at System Hardware & 11- Databases | **TAA 8 & 9**  **Quiz Five** |
| ***Week 8***  ***10/6/08*** |  |  | **TAA 10 - Programming: create HTML**  **Midterm** |
| ***Week 9***  ***10/13/08*** | Chapter 5- Creating Documents |  | **Go chapter 5: Project 5A & 5B** |
| ***Week 10***  ***10/20/08*** | Chapter 6- Formatting and Organizing Text |  | **Go chapter 6: Project 6A & 6B** |
| ***Week 11***  ***10/27/08*** | Chapter 7- Using Graphics and Tables |  | **Go chapter 7: Project 7A & 7B** |
| ***Week 12***  ***11/3/08*** | Chapter 9- Creating a Worksheet and Charting Data |  | **Go chapter 9: Project 9A & 9B** |
| ***Week 13***  ***11/10/08***  ***No class Tuesday*** | Chapter 10- Managing Workbooks and Analyzing Data |  | **Go chapter 10: Project 10A** |
| ***Week 14***  ***11/17/08*** | Chapter 10- Continued  Chapter 11- Using Functions and Tables |  | **Go chapter 10: Project 10B**  **Go chapter 11: Project 11A** |
| ***Week 15***  ***11/24/08***  ***No class Thursday*** | Chapter 11- Continued |  | **Go chapter 11: 11B** |
| ***Week 16***  ***12/1/08*** | Chapter 15- Microsoft PowerPoint |  | **Go chapter 15: Project 15A & 15B** |
| ***Week 17***  ***12/8/08*** | Chapter 16- Designing a Presentation |  | **Go chapter 16: Project 16A & 16B** |
| ***Week 18***  ***12/15/08*** |  |  | **FINAL** |