Reedley College

Fall 2008

8/18/08 – 12/19/08

## Course: **IS 12 COMPUTER CONCEPTS** (WEB 51461)

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

## Class meets: Online

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

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Phone: 638-3641 ext 3410, or cell 355-9628

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 10/17/08 (to avoid a letter grade)

Final Exam: Week of 12/15/08

**Text Books and Study Material**:

1. Technology in Action, 5th Ed

2. Go! Office 2007

1. **Course Description and Information:**

This course is an on-line course, which provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, presentation and programming), the history of the microcomputer, privacy and legal issues, and telecommunications (email and Internet).

Since this is an on-line course it requires a higher level of attention to detail and critical thinking skills to complete elements of the course. Students are to complete all assigned projects, assignments, and tests online. It is critical that work be done on schedule so that work does not pile up and becomes difficult to complete. Obviously we will make use of email as the primary means of communications, however I may schedule “virtual office hours” for those who need extra help or are struggling with a concept. You may also call me on Saturdays between the hours of 10am and 2pm.

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:** Although this is an online course and attendance in the traditional sense is not possible, participation is required. *“Attendance”* is determined by participation in discussion board topics, and lab/homework assignment completion. Students are required to participate in at least 1 discussion item per week. To achieve successful completion of the course, it is critical for the students taking this course to participate regularly. I reserve the right to drop you if you have more than three unexcused, discussion board topics.
2. **Behavioral Standards:** While we will not meet in a traditional classroom setting I expect all students to exercise good judgment and dignity when participating in online discussions. Please avoid the following topics: Sex, Religion, and Politics. Do not use foul language or cuss words. Do not belittle others for their posts, and maintain a respectful tone when engaging others on discussion topics. I will moderate all posts and remove those that I feel are inappropriate, and warn the author of the post. Should the behavior persist it will be reported and may result in removal from the class or further disciplinary actions.
3. **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. **Outcomes assessment:**

*Technology in Action:* Quizzes (5 @ 10 points each) 50 points

*Technology in Action:* Power Point and

Reading Assignments (10 @ 10 points each) 100 points

*Microsoft Office GO!:* Projects (18 @ 10 points each) 180 points

Midterm (week of 10/6/08)50 Points

Final Exam (week of 12/15/08) 100 points

Discussion Board (18 @ 20 points each) 360 points

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Total 840 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 on your computer or campus lab 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 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*** |  |  | **Class orientation, Intro into Blackboard and Myitlab. Overview of the computer and Windows XP**  **Discussion board topic** |
| ***Week 2***  ***8/25/08*** |  | Chapter 1- Why Computers Matter | **Read Chapter 1**  **Technology in Action Assignment 1 (TAA 1)**  **Discussion board topic** |
| ***Week 3***  ***9/1/08*** |  | Chapter 2- Understanding the Parts | **Read Chapter 2**  **TAA 2**  **Discussion board topic**  **Quiz one** |
| ***Week 4***  ***9/8/08*** |  | Chapter 3- Using the Internet | **Read chapter 3**  **TAA 3**  **Discussion board topic**  **Quiz two** |
| ***Week 5***  ***9/15/08*** |  | Chapter 4- Application Software | **Read Chapter 4**  **TAA 4**  **Discussion board topic**  **Quiz Three** |
| ***Week 6***  ***9/22/08*** |  | Chapter 5- Using System Software | **Read Chapter 5**  **TAA 5**  **Discussion board topic**  **Quiz Four** |
| ***Week 7***  ***9/29/08*** |  | Chapter 6- Understanding and Assessing Hardware & 7- Networking and Security | **Read chapter 6 & 7**  **TAA 6 & TAA 7**  **Discussion board topic**  **Quiz Five** |
| ***Week 8***  ***10/6/08*** |  | Chapter 10- Software Programming & 11- Databases | **Read Chapter 10 & 11**  **TAA 8 & 9**  **TAA 10 - Programming: create HTML**  **Discussion board topic**  **Midterm** |
| ***Week 9***  ***10/13/08*** | Chapter 5- Creating Documents |  | **Myitlab: Project 5A & 5B**  **Discussion board topic** |
| ***Week 10***  ***10/20/08*** | Chapter 6- Formatting and Organizing Text |  | **Myitlab: Project 6A & 6B**  **Discussion board topic** |
| ***Week 11***  ***10/27/08*** | Chapter 7- Using Graphics and Tables |  | **Myitlab: Project 7A & 7B**  **Discussion board topic** |
| ***Week 12***  ***11/3/08*** | Chapter 8- Special Documents Format, Columns and Mail Merge |  | **Myitlab: Project 8A & 8B**  **Discussion board topic** |
| ***Week 13***  ***11/10/08*** | Chapter 9- Creating a Worksheet and Charting Data |  | **Myitlab: Project 9A & 9B**  **Discussion board topic** |
| ***Week 14***  ***11/17/08*** | Chapter 10- Managing Workbooks and Analyzing Data |  | **Myitlab: Project 10A & 10B**  **Discussion board topic** |
| ***Week 15***  ***11/24/08*** | Chapter 11- Using Functions and Tables |  | **Myitlab: Project 11A & 11B**  **Discussion board topic** |
| ***Week 16***  ***12/1/08*** | Chapter 15- Microsoft PowerPoint |  | **Myitlab: Project 15A & 15B**  **Discussion board topic** |
| ***Week 17***  ***12/8/08*** | Chapter 16- Designing a Presentation |  | **Myitlab: Project 16A & 16B**  **Discussion board topic** |
| ***Week 18***  ***12/15/08*** |  |  | **Discussion board topic**  **FINAL** |