

IS-15 COMPUTER CONCEPTS

Instructor's Information:

Office: BE 48B
Phone: 3267
Office Hours: MWF 9:30am to 10:30am
E-mail address: esandov@comcast.net or everett.sandoval@reedleycollege.edu
Web Site: <http://home.comcast.net/~esandov>

Text:

**Understanding Computers Today and Tomorrow, by Morley and Parker
With MS Office 2007 books**

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 examine common business applications – word processing, spreadsheet, database, and telecommunications (Internet).

TENTATIVE ASSIGNMENTS

(Schedule can also be found on the instructor's web site.)

QUIZZES & FINAL

Chapter quizzes will be given covering the text and lecture information.

Quizzes for Windows XP, Word 2007 and Excel 2007 will be given at the end of each application's completion of instruction.

A Final will be given and be worth three (3) times the points of a lecture quiz.

PROJECTS

There are Database, Programming and Web Page projects that will require the student's attendance throughout this instructional period. Refer to the "Tentative Schedule" for the approximate week these instructions will be held and make appropriate plans for your attendance. It is important to note that these projects cannot be performed outside the lab.

ASSIGNMENTS

Application (Word processing, spreadsheet, database, etc.) assignments will be completed in the lab on the day they are assigned. **No late assignments will be accepted.**

Total Points – (Tentative)

Lecture Quizzes	150
Application Quizzes	75
Application Exercises	160
Access Project	25
Webpage Project	25
Programming Project	25
Power Point Project	25
Final	90

Grade Distribution

Grade	Percentage of Total Points
A	90%
B	80%
C	70%
D	60%
F	59% and below

ATTENDANCE

Attendance will be taken and a student will be dropped if he/she misses more than two lecture hours or two consecutive days during the first two weeks.

Note: Students are reminded that it is their responsibility to drop a course prior to the drop date.

OTHER

The textbook is mandatory and must be brought to each class session.

Students need to purchase a USB storage device which must be brought to each class session.

No food or liquids in the lab.

Cheating, including plagiarism, will not be tolerated. A student will not receive any credit for a quiz or any assignment if in the opinion of the instructor the individual cheated.

Students requiring assistance for a disability should talk with a Disabled Student Service's counselor or speak to the instructor for guidance.

Refer to the college catalog for additional guidelines.

DROP DATE

The last day to drop this course is **15 March 2010**

IS 15 SCHEDULE (MWF) (Tentative)

Week	Days	Subject
1	M	Intro to IS/Intro to Windows XP
	W	WinXP
	F	WinXP
2	M	WinXP Quiz
	W	Intro to MS Word
	F	Chapter 1
3	M	Word Unit A
	W	Word Unit A Challenge
	F	Chapter 1 Quiz (Ch1)
4	M	Word Unit B
	W	Word Unit B Challenge
	F	Chapter 2 & 3
5	M	Word Unit C
	W	Word Unit D
	F	Word Unit E
6	M	Word Unit F
	W	Word Quiz
	F	Quiz 2 (Ch 2 & 3)
7	M	Introduction to MS Excel
	W	Excel Unit A
	F	Excel Unit A Challenge
8	M	Excel Unit B
	W	Excel Unit B Challenge
	F	Chapter 5 & 6
9	M	Excel Unit C
	W	Excel Unit D
	F	Excel Unit E

IS 15 SCHEDULE (MWF) (Tentative)

<i>Week</i>	<i>Days</i>	<i>Subject</i>
10	M	Excel Quiz
	W	Quiz 3 (Ch 5& 6)
	F	Database Concepts (Ch 14)
11	M	Intro to MS Access/ Access Project
	W	Chapter 7
	F	Access Project
12	M	Access Project
	W	Access Project
	F	Quiz 4 (Ch 7)
13	M	Intro to Web Design
	W	Web Design
	F	Chapter 8
14	M	Web Design
	W	Web Design
	F	Intro to Programming
15	M	Quiz 5 (Ch 8)
	W	Programming
	F	Programming
16	M	Programming
	W	Chapter 9
	F	Intro to Power Point
17	M	Power Point
	W	Power Point
	F	Quiz 5 (Ch 9)
18	MWF	Finals

MR SANDOVAL'S WEB SITE INSTRUCTIONS

Most of you have visited the Internet before and are familiar with its features. However, I want make sure that all of you take advantage of the site I have provided for you. Besides finding your grades, the site also provides you with lectures on all the chapters we will be covering starting except chapters 9. The on-line lectures are not designed for you to miss class; they are meant to assist you in your understanding of the materials presented. To access the site, do the following:

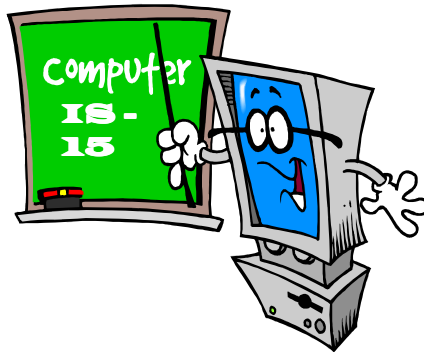
Type the URL (web address) in the browser: <http://home.comcast.net/~esandov>

Looking for your grades: Select **MISC**
Select **Grades**
Select **IS 15**
Select your Section
Find the row with you Student ID

Looking for lectures: Select **MISC**
Select **Lectures**
Select **IS15**
Select the chapter

Note: For those students without Internet access, but who have access to a computer, I can provide you with a copy of these lectures on CD.

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Spring 2010

**Section 1 – MWF 7:45am to 8:50pm
Section 3 – MWF 10:30am to 11:35am
Section 4 – MWF 12:00pm to 1:05pm**

**Mr. Everett M. Sandoval
Instructor**