Reedley College
Spring 2010
1/11/10 – 5/21/10

Course: **IS 15 - 51866 - COMPUTER CONCEPTS**
Class Meets: MWF, 9-10:05am – BUS 49
Instructor: Daniel Morales, BS/MS
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Office Hours: Room Bus 47: Mondays, Wednesdays, Fridays 8-9am, Thursdays 4-5pm or by appointment

Text Books and Study Material:

1. Understanding Computers: Today and Tomorrow, Introductory Edition, 12th Edition. Authors: Deborah Morley and Charles S. Parker. ISBN: ISBN-10: 1423925203 | ISBN-13: 9781423925200

2. Microsoft Office Word 2007: Illustrated Brief, 1st Edition. Author: Jennifer Duffy. ISBN: ISBN-10: 1423905253 | ISBN-13: 9781423905257

3. Microsoft Office Excel 2007: Illustrated Brief, 1st Edition. Authors: Elizabeth Eisner Reding and Lynn Wermers. ISBN: ISBN-10: 1423905202 | ISBN-13: 9781423905202

(The "Understanding Computers" book is on reserve at the library)

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.

2.   **Course Learning Objectives and Outcomes:**

Objectives:

    a.   Understand the computer's potential, its strengths, and limitations.

    b.   Recognize the functional elements of the hardware and know how to use the basic elements of the Windows operating system and selected utility programs.

    c.   Skillfully use four general applications – word processing, spreadsheet, database, and presentation.

    d.   Identify the major contributors and developments of the microcomputer.

    e.   Explore privacy and legal issues.

    f.   Demonstrate how to use email and the internet – Explorer.

Outcomes:

g. Apply the appropriate computer expertise in completing tasks using software to successfully address a specific business need.

h. Perform basic operations using the essential computer hardware and software configurations.

i. Create basic word processing documents, spreadsheets, database files and reports, and presentations.

j. Name some of the pioneers of the microcomputer, software and hardware manufacturers.

k. Read basic computer related literature with sufficient vocabulary development to understand the material.

l. Understand the privacy and legal concerns that are unique to the use of computer technology.

m. Access the Internet for research, email and other forms of communication.

3. **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 six unexcused absences or if you have missed class for two weeks in a row. I will allow three excused absences. An excused absence is one where the student has given the instructor prior notice of the absence.

4. **Learning Methods:**

a. Lectures – used to provide and bring all students to a level playing field of learning

b. Required reading

c. Blackboard and textbook assignments

d. Hands-on projects (lab work)

5. **Reading and Lab Assignments:** Assigned chapters MUST be read prior to attending class. Students are required to complete class/lab assignments. You may not collaborate with fellow students on lab assignments. Late work will not be accepted.

6. **Outcomes assessment:**

Assignments (on Blackboard)	
(A1 and A2 @ 40 points each) (7 @ 20 points each)	220 points
Quizzes (5 @ 20 points each)	100 points
(1 @ 5 points)	5 points
Midterm	40 points
Hands on Projects (11 @ 20 points each)	220 points
(8 @ 10 points each)	80 points
(1 @ 5 points)	5 points
Final Exam	60 points
Participation	180 points

Total	910 points

Grading scale:

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

7. **Final Drop Date:** The final drop date for this class is:
   - Friday, January 22, 2010 for a refund
   - Friday, January 29, 2010 to avoid a "W"
   - Friday, March 12, 2010 to avoid a "Letter Grade"

   It's each student's responsibility to drop the class if they are no longer attending or no longer interested, otherwise they risk obtaining a grade of "F" in the class.

8. **Examinations and assignments:** All examinations must be completed individually. Collaborative work, including sharing books and notes, will not be allowed during examinations. The use of books, notes, cell phones, and other electronic devices will not be allowed during examinations, unless specifically stated by the instructor prior to the examination. Make up examinations, projects, assignments, and lab work is only granted with advance notification, and subject to point depreciation of 15 percent. Otherwise – late work will not be accepted.

9. **Policies:** Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, and smoking are not allowed in the classroom or computer labs. Cell phone must be turned off or in the silence/vibrating mode while class is in session. If you need to use your cell phone (to make/receive a call or to sent a text message) please go outside of the classroom. No visitors are allowed 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.
   - Violates Reedley College cheating/plagiarism policy.

10. **Accommodations:** 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 or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

11. **Cheating and Plagiarism:** 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 may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of 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 on the severity and frequency of the incidents.

12. **Class schedule**:

Week #	Week of	Topic	Assignments
1	1/11/10	- Class orientation, Syllabus review, Intro to Blackboard - Computer Basics, Email project	Practice Test Email project
2	1/18/10	HOLIDAY on 1/18/10 – no class held - The world of computers, File Management - The world of computers (continued)	Read Chapter 1 Assignment #1 due Quiz #1
3	1/25/10	- The System Unit: Processing and Memory - Digital data, binary numbering system	Read Chapter 2 Assignment #2 due Quiz #2
4	2/1/10	- Storage - Input and Output	Read Chapters 3 and 4 Assignment #3 and #4 due Quiz #3
5	2/8/10	HOLIDAY on 2/12/10 – no class held - System Software: Operating Systems and Utility Programs - Application Software	Read Chapters 5 and 6 Assignment #5 and #6 due Quiz #4
6	2/15/10	HOLIDAY on 2/15/10 – no class held - Computer Networks - The Internet and World Wide Web	Read Chapters 7 and 8 Assignment #7 and #8 due Quiz #5
7	2/22/10	- Network and Internet Security - Midterm Review - **Midterm on Friday, 2/26/10**	Read Chapter 9 Assignment #9 due Midterm Review Midterm Exam
8	3/1/10	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B (Lab manual)
9	3/8/10	Microsoft Word (continued) - Formatting documents - Creating tables and inserting graphics	Word C and Word D (Lab manual)
10	3/15/10	Microsoft Excel - Entering labels and values - Working with formulas and functions	Excel A, A2, A3 and Excel B (Lab manual)
11	3/22/10	Microsoft Excel (continued) - Formatting a worksheet - Inserting charts	Excel C and Excel D (Lab manual)
	3/29/10	Spring Break – no class held	
12	4/5/10	Microsoft Access - Creating tables - Using forms to input data	Access A (Hands on project)
13	4/12/10	Microsoft Access - Using queries to solve problems - Creating reports	Access A (Hands on project)
14	4/19/10	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A and B (Hands on project)
15	4/26/10	Understanding HTML code	Web A and Web B (Hands on project)
16	5/3/10	Computer Programming using Visual Basic	Program A and Program B (Hands on project)
17	5/10/10	Final Review	Review A and Review B (Hands on project)
18	5/17/10	**Final Exam on Wednesday, 5/19/10, 9-10:50am**	

Assignments and projects are due by the following class session.