

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

Course: **IS 15 COMPUTER CONCEPTS 51872 Syllabus**  
Class meets: Tuesday & Thursday 8am-9:50 am  
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: TBA

**Text Books and Study Material:**

1. Understanding Computers, 12<sup>th</sup> Edition
2. Two Lab manuals: MSWord 2007, and MS Excel 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.

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 – Explore and Netscape.

**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 three consecutive unexcused, absences.
4. **Policies:** Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. 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.
5. **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 your 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.
6. **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 a particularly apt phrase, to paraphrasing someone else's original idea without citation, to wholesale contract cheating. When plagiarizing, students will often turn to the Internet, due to the ease of copying and pasting from websites. Other more old-fashioned forms of plagiarism such as paper mills 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, 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.

7. **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.

8. **Learning Methods:**

- a. Lectures – used to bring all students to a level playing field of learning
- b. Required reading
- c. Class projects and Blackboard assignments (lab work)
- d. Textbook assignments (lab work)

9. **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.

10. **Outcomes assessment:**

*Understanding Computers: Quizzes (5 @ 10 points each)*      50 points

*Understanding Computers: Assignments  
(10 @ 20 points each)*      100 points

*Office 2007 projects:*

Word Unit B      20 Points

Word Unit C      20 Points

Word Unit D      20 Points

Excel Unit B      20 Points

Excel Unit C      20 Points

CP 1– *Basic programming*      20 Points

CP2 – *Wedding Budget*      60 Points

CP3 – *Database*      120 Points

CP4 – *Mail-merge*      20 Points

CP5 – *Power Point*      20 Points

Midterm      50 Points

Participation      100 points

Final Exam/demonstration      100 points

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Total      720 points

Grading scale:

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

11. **Final Drop Date:** The final drop date for this class is: To be announced

12. **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 and exams. Once a week is closed out it will be too late to make up.

13. **Schedule:**

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<b>Week 1</b> <b>Jan 11</b> <i>Assignments are due Jan17</i>			Class orientation, Intro to Blackboard, syllabus review, district policies, companion website. Overview of a computer system. Windows Operating system.
<b>Week 2</b> <b>Jan 18</b> <i>Assignments are due Jan24</i>	MS Word 2007- Unit A	Read: Chapter 1- Introduction to the World of Computers	Intro to Office 2007. Why computers matters, Understanding Computers (UC) 1.
<b>Week 3</b> <b>Jan 25</b> <i>Assignments are due Jan31</i>		Read: Chapter 2- The System Unit	Hardware UC 2 Intro to Outlook Motherboard Basics Quiz # 1 (Ch1)
<b>Week 4</b> <b>Feb 1</b> <i>Assignments are due Feb 7</i>		Read: Chapter 3- Storage Chapter 4- Input/Output	Storage Input and Output, UC3, UC4 Quiz # 2 (Ch 2&3)
<b>Week 5</b> <b>Feb 8</b> <i>Assignments are due Feb 14</i>		Read: Chapter 5- System Software Chapter 6- Application Software	System Software, UC5 Application Software, UC6 Extra credit - Excel tens Quiz # 3 (Ch 4&5)
<b>Week 6</b> <b>Feb 15</b> <i>Assignments are due Feb 21</i>		Read: Chapter 7- Computer Networks Chapter 8- The Internet and the World Wide Web	Networks and the internet Internet and the web UC 7, UC 8, & Quiz #4 (Ch 6&7)

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<p><b>Week 7</b> <b>Feb 22</b> <i>Assignments are due Feb28</i></p>		<p>Read: Chapter 9- Internet and Network Security Chapter 10 Companion Website:</p>	<p><b>Network and Internet security</b></p> <p><b>Companion Website: complete all Student Edition Lab Exercises: Multimedia and the Web</b></p> <p><b>UC 9</b></p>
<p><b>Week 8</b> <b>Mar 1</b> <i>Assignments are due Mar 7</i></p>		<p>Read: Chapter 11 Companion Website: Chapter 14 Companion Website: Chapter 15 Companion Website:</p>	<p><b>Companion Website: complete all Student Edition Lab Exercises: E-Commerce, and Web page design.</b></p> <p><b>Companion Website: complete all Student Edition Lab Exercises: Databases.</b></p> <p><b>Companion Website: complete all Student Edition Lab Exercises: Computer Security and Privacy</b></p> <p><b>UC10.</b></p> <p><b>Intro to class project.</b></p> <p><b>Quiz # 5 (Ch 8&amp;9)</b></p> <p><b>Review for midterm.</b></p>
<p><b>Week 9</b> <b>Mar 8</b> <i>Assignments are due Mar 14</i></p>	<p>Word Unit B You will need file "WD B-1.docx"</p>		<p><b>Word Unit B</b></p> <p><b>Midterm.</b></p>
<p><b>Week 10</b> <b>Mar 15</b> <i>Assignments are due Mar 21</i></p>	<p>Word Unit C You will need file "WD C-1.docx" Word Unit D You will need file "WD D-1"</p>		<p><b>Word Unit C</b> <b>Word Unit D</b> <b>Extra Credit</b></p> <ul style="list-style-type: none"> <li>• <b>Compressed files</b></li> <li>• <b>Outlook V-card</b></li> </ul>

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<b>Week 11</b> <b>Mar 22</b> <i>Assignments are due Apr 4</i>	Excel Unit B You will need file "EX B-1"		Excel Unit B CP1 Basic programming – Project TBA
<b>Week 12</b> <b>Apr 5</b> <i>Assignments are due Apr 11</i>			CP2 Wedding Budget <ul style="list-style-type: none"> <li>- Wedding Budget worksheet</li> <li>- Six month worksheet</li> <li>- Visa Card worksheet</li> </ul>
<b>Week 13</b> <b>Apr 12</b> <i>Assignments are due Apr 18</i>	Excel Unit C You will need file "EX C-1"		Excel Unit C CP2 Continued
<b>Week 14</b> <b>Apr 19</b> <i>Assignments are due Apr 25</i>	Access project Import data to access database		CP3 Wedding Database <ul style="list-style-type: none"> <li>- Table</li> <li>- Input form</li> <li>- Queries</li> <li>- Report</li> </ul>
<b>Week 15</b> <b>Apr 26</b> <i>Assignments are due May 2</i>	Access project – modify table, create form, and queries		CP3 Cont...
<b>Week 16</b> <b>May 3</b> <i>Assignments are due May 9</i>	Access Project – generate report, create mail-merge Power Point		CP3 Cont CP4 Mail merge. CP5 Power point

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<b>Week 17</b> <b>May 10</b> <i>Assignments are due May 18</i>	Power Point		CP 4 cont... Final review.
<b>Week 18</b> <b>May 17</b> <i>Assignments are due May 18</i>	Final		<b>FINALS WEEK</b>