

Reedley College
Spring 2010
01/14/10 – 05/20/10

Course: **IS 15 COMPUTER CONCEPTS (51873)**

Class meets: TH 6:00pm – 9:50pm

Instructor: Tammy Katuin, BA Business Management
 MCSE; MCSA; MCP; A+ Comptia Certified

Email: tkatuin@it-chick.com

Phone:

Final Drop Date: The final drop date for this class is: 01/29/10 (avoid a “W”) and 03/12/10 (avoid a letter grade)

Final Exam: 05/20/10 @ 8:00am-9:50am

Text Books and Study Material:

1. Understanding Computers, 12th 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 phones 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 you cell phones when entering the class and please **NO TEXTING** during class.
 - Please do 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:**

<i>Understanding Computers: Quizzes (5 @ 10 points each)</i>	50 points
<i>Understanding Computers: Assignments (10 @ 10 points each)</i>	95 points
<i>Office 2007 projects:</i>	
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- <i>Basic programming</i>	20 Points
CP2 – <i>Database</i>	120 Points
CP3 – <i>Mail-merge</i>	20 Points
CP4 – <i>Power Point</i>	20 Points
Midterm	50 Points
Participation	100 points
Final Exam/demonstration	100 points

Total	675 points

Extra Credit may be given for up to 10 additional points. Extra Credit opportunities will be given in class at the instructor's discretion.

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: 01/29/10 (to avoid a "W") and 03/12/10 (to avoid a letter grade)

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.

13. **Schedule:**

Week	Microsoft Office Illustrated Series	Understanding Computers	Homework/Lab Assignments
<i>Week 1</i>			<p>Class orientation, Intro to Blackboard, syllabus review, district policies, companion website.</p> <p>Overview of a computer system. Windows Operating system.</p>
<i>Week 2</i>		Chapter 1- Introduction to the World of Computers	<p>Read Chapter 1</p> <p>Why computers matters</p> <p>Read Chapter 2 Hardware</p> <p>Intro to Office 2007.</p> <p>Understanding Computers (UC) assignment 1</p>
<i>Week 3</i>	MS Word 2007- Unit A	Chapter 2- The System Unit	<p>Read Chapter 2</p> <p>UC 2</p> <p>Intro to Outlook</p> <p>Quiz # 1</p>
<i>Week 4</i>		Chapter 3- Storage & 4- Input/Output	<p>Read Chapter 3 & 4</p> <p>Storage</p> <p>Input and Output</p> <p>UC 3</p> <p>UC 4</p> <p>Quiz # 2</p>
<i>Week 5</i>		Chapter 5- System Software & 6- Application Software	<p>Read Chapter 5 & 6</p> <p>System Software</p> <p>UC 5.</p> <p>Application Software</p> <p>UC 6.</p> <p>Quiz # 3</p>
<i>Week 6</i>		Chapter 7- Computer Networks & 8- The Internet and the World Wide Web	<p>Read Chapters 7 & 8</p> <p>Networks and the internet</p> <p>Internet and the web</p> <p>UC 7, UC 8, & Quiz 4.</p>

Week	Microsoft Office Illustrated Series	Understanding Computers	Homework/Lab Assignments
Week 7		Chapter 9- Internet and Network Security & 10- Multimedia and the Web	Read Chapter 9 & 10 Network and Internet security Multimedia and the Web UC 9, Quiz # 5
Week 8		Chapter 11- E-Commerce,14- Databases,15- Computer Security and Privacy	Read Chapter 11, 14 & 15 E-Commerce Databases and Database management systems Computers and society UC10, Intro to class project
Week 9	Word Unit B You will need file "WD B-1.docx"		Word Unit B Review for midterm Midterm
Week 10	Word Unit C You will need file "WD C-1.docx"		Word Unit C. Outlook V-card
Week 11	Word Unit D You will need file "WD D-1"		Word Unit D Compressed files
Week 12	Excel Unit B You will need file "EX B-1"		Excel Unit B. CP1 Basic programming Wedding budget
Week 13	Excel Unit C You will need file "EX C-1"		Excel Unit C Six Month budget Create guest list
Week 14	Access project Import data to access database		Class Project 2
Week 15	Access project – modify table, create form, and queries		Class Project 2 Cont...
Week 16	Access Project – generate report, create mail-merge Power Point		Class Project 2 Cont... Class Project 3 - Mail merge Class Project 4 – Power Point

Week	Microsoft Office Illustrated Series	Understanding Computers	Homework/Lab Assignments
<i>Week 17</i>	Power Point		Class Project 4 cont... Final review
<i>Week 18</i>	FINALS WEEK!!		Final