

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

Course: **IS 15 COMPUTER CONCEPTS 51874 Web Syllabus**  
Class meets: Online  
Instructor: David L. Atencio, BA Computer Science, MBA  
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Phone: 638-3641 ext 3410 cell 355-9628  
Office Hours: TBA

Text Books and Study Material:

1. Understanding Computers, 12<sup>th</sup> Ed
2. Microsoft Office Excel and Word 2007 Illustrative series
3. Microsoft Office 2007 **Professional** CD (Trial or Full version)

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, database, 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.

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.

**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:** Although this is an online course and “in-person” attendance 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 all discussion items assigned during the 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 six unexcused, discussion board topics.
  
4. **Policies:** Campus code requires that shoes or sandals and appropriate attire be worn at all times on 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. **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 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.

6. **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.

7. **Learning Methods:**
- a. Computer Based Training
  - b. Required reading
  - c. Online Class projects and assignments (lab work)

8. **Outcomes assessment:**

<i>Understanding Computers: Quizzes (5 @ 10 points each)</i>	50 points
<i>Understanding Computers: Class assignments (10 @ 10 points each)</i>	100 point
<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
CP1 Web page	20 Points
CP2 Wedding Budget	60 Points
CP3 Database	120 Points
CP4 Mail Merge	20 Points
CP5 Power point	20 Points
Midterm	50 Points
Discussion Board (18 @ 20 points each)	360 points
Final Exam/demonstration	100 points
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Total	1000 points

Grading scale:

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

9. **Final Drop Date:** The final drop date for this class is: 09/04/09 (to avoid a “W”) and 10/16/09 (to avoid a letter grade)
10. **Examinations and assignments:** All examinations must be completed individually. Students may make use of the help feature of any application provided in their 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 the work.

11. 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 6pm Jan 31, 2010</i>			<b>Class orientation, Intro to Blackboard, syllabus review, district policies, companion website. Overview of a computer system. Windows Operating system.</b>
<b>Week 2</b> <b>Jan 18</b> <i>Assignments are due 6pm Feb7, 2010</i>	MS Word 2007- Unit A	Chapter 1- Introduction to the World of Computers	<b>Intro to Office 2007.            Why computers matters, Understanding Computers (UC) 1.</b>
<b>Week 3</b> <b>Jan 25</b> <i>Assignments are due 6pm Feb 14, 2010</i>		Chapter 2- The System Unit	<b>Hardware UC 2            Intro to Outlook Quiz # 1</b>
<b>Week 4</b> <b>Feb 1</b> <i>Assignments are due 6pm Feb 21, 2010</i>		Chapter 3- Storage Chapter 4- Input/Output	<b>Storage            Input and Output, UC3            UC4,            Quiz # 2</b>
<b>Week 5</b> <b>Feb 8</b> <i>Assignments are due 6pm Feb 28, 2010</i>		Chapter 5- System Software Chapter 6- Application Software	<b>System Software, UC5            Application Software, UC6            Extra credit - Excel tens            Quiz # 3</b>

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<p><b>Week 6</b> <b>Feb 15</b> <i>Assignments are due 6pm Mar 7, 2010</i></p>		<p>Chapter 7- Computer Networks</p> <p>Chapter 8- The Internet and the World Wide Web</p>	<p><b>Networks and the internet</b></p> <p><b>Internet and the web</b></p> <p><b>UC 7, UC 8, &amp; Quiz 4.</b></p> <p><b>Read Chapters 7 &amp; 8 – UC.</b></p>
<p><b>Week 7</b> <b>Feb 22</b> <i>Assignments are due 6pm Mar 14, 2010</i></p>		<p>Chapter 9- Internet and Network Security</p> <p>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>Quiz # 5</b></p>
<p><b>Week 8</b> <b>Mar 1</b> <i>Assignments are due 6pm Mar 21, 2010</i></p>		<p>Chapter 11 Companion Website:</p> <p>Chapter 14 Companion Website:</p> <p>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>Week 9</b> <b>Mar 8</b> <i>Assignments are due 6pm Mar 28, 2010</i></p>	<p>Word Unit B</p> <p>You will need file “WD B-1.docx”</p>		<p><b>Word Unit B</b></p> <p><b>Review for midterm.</b></p> <p><b>Midterm.</b></p>

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<b>Week 10</b> <b>Mar 15</b> <i>Assignments are due 6pm Apr 4, 2010</i>	Word Unit C You will need file "WD C-1.docx"		Word Unit C Extra Credit - Outlook V-card
<b>Week 11</b> <b>Mar 22</b> <i>Assignments are due 6pm Apr 11, 2010</i>	Word Unit D You will need file "WD D-1"		Word Unit D Extra Credit – Compressed files
<b>Week 12</b> <b>Apr 5</b> <i>Assignments are due 6pm Apr 25, 2010</i>	Excel Unit B You will need file "EX B-1"		Excel Unit B CP1 Basic programming – Project TBA 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 6pm May 2, 2010</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 6pm May 9, 2010</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 6pm May 16, 2010</i>	Access project – modify table, create form, and queries		CP3 Cont...

<b>Week</b>	<b>Microsoft Office Illustrated Series</b>	<b>Understanding Computers</b>	<b>Homework/Lab Assignments</b>
<p><b>Week 16</b> <b>May 3</b></p> <p><i>Assignments are due 6pm May 19, 2010</i></p>	<p>Access Project – generate report, create mail-merge</p> <p>Power Point</p>		<p>CP3 Cont</p> <p>CP4 Mail merge.</p> <p>CP5 Power point</p>
<p><b>Week 17</b> <b>May 10</b></p> <p><i>Assignments are due 6pm May 19, 2010</i></p>	<p>Power Point</p>		<p>CP 4 cont...</p> <p>Final review.</p>
<p><b>Week 18</b> <b>May 17</b></p> <p><i>Assignments are due 6pm May 19, 2010</i></p>	<p>Final</p>		<p><b>FINALS WEEK</b></p> <p>The final date to turn in the final and all other work is May 19, 2010. Grades will be posted on May 20 in Blackboard, and WebAdvisor on May 21, 2010</p>