

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

Course: **IS 15 - 51875 - COMPUTER CONCEPTS**
Class Meets: online (using Blackboard)
Instructor: Daniel Morales, BS/MS
Email: Blackboard email. (You must login to Blackboard in order to email me)
Phone: 559-638-3641 ext.3264 (if no answer: leave a detailed message)
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
4. A computer running
 - Windows XP, Windows Vista, or Windows 7
 - High Speed Internet Access (Dial up will not work)
 - Microsoft Office 2007 (Word, Excel, PowerPoint, Access)

(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. **Learning Methods:**

- a. Required reading
- b. Presentations (PowerPoint slides)
- c. Documents (reading material)
- d. Videos
- e. Assignments (on Blackboard)
- f. Hands-on projects (lab work)
- g. Tests
- h. Discussion Questions

4. **Procedures:** You will need to login to Blackboard in order to access any of the learning tools above (except for required reading). You will have one week to complete each assignment or project. Late work will not be accepted.

5. **Assignment Checklist:** Under the “Documents” link in Blackboard you will find a document with the name: Assignment Checklist. This document shows all assignments, due dates, and points for this online class.

6. **Outcomes assessment:**

Assignments (on Blackboard) (A1 and A2 @ 40 points each) (7 @ 20 points each)	220 points
Quizzes (5 @ 20 points each) (1 @ 5 points)	100 points 5 points
Midterm	40 points
<i>Hands on Projects</i> (11 @ 20 points each) (6 @ 10 points each) (1 @ 5 points)	220 points 60 points 5 points
Final Exam/demonstration	60 points

Discussions/Participation (16 @ 10 points each)	160 points

Total	870 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:** 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. **Computer Problems:** It’s important that you understand that computer problems, software issues, spyware and virus infestations are not excuses for not getting work completed on time. If your computer crashes, it’s your responsibility to find alternate means for attending this online class.

If your main computer fails, you could use a computer at the libraries at Reedley College, Fresno City College, at the public library, or at work to access your class. It’s no different than if your car didn’t start in the morning and you were unable to attend a face-to-face class. So, keep your PC healthy!

10. **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:** Please view the “Assignment Checklist” document in Blackboard for more info.