Reedley College

Fall 2013

8/12/13 – 12/13/13

## Course: **IS 15 COMPUTER CONCEPTS 50534 -** **Syllabus**

## Class meets: MWF – BUS 49 1:30 – 2:40

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. Microsoft Office 2010 - Introductory

1. **Course Description and Information:**

This course provides an introduction to computer and information systems concepts, terminology, an overview of hardware, 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).

The work in this class includes:

8 assignments, 4 quizzes, and a midterm from the textbook “Microsoft Office 2010 - Introductory”

3 assignments from the textbook “Microsoft Office 2010 - Introductory”, Word 2010 section

3 assignments from the textbook “Microsoft Office 2010 - Introductory”, Excel 2010 section

4 Other class projects involving Word, Excel, Access, and Power point

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.

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

**Objectives:**

* 1. Understand the computer’s potential, its strengths, and limitations.
  2. Recognize the functional elements of the hardware and know how to use the basic elements of the Windows operating system and selected utility programs.
  3. Skillfully use four general applications – word processing, spreadsheet, database, and presentation.
  4. Identify the major contributors and developments of the microcomputer.
  5. Explore privacy and legal issues.
  6. Demonstrate how to use email and the internet.

**Outcomes:**

* 1. Apply the appropriate computer expertise in completing tasks using software to successfully address a specific business need.
  2. Perform basic operations using the essential computer hardware and software configurations.
  3. Create basic word processing documents, spreadsheets, database files and reports, and presentations.
  4. Name some of the pioneers of the microcomputer, software and hardware manufacturers.
  5. Read basic computer related literature with sufficient vocabulary development to understand the material.
  6. Understand the privacy and legal concerns that are unique to the use of computer technology.
  7. Access the Internet for research, email and other forms of communication.

1. **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.
2. **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.

1. **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](http://en.wikipedia.org/wiki/Attribution) a particularly apt phrase, to paraphrasing someone else's original idea without citation, to wholesale [contract cheating](http://en.wikipedia.org/wiki/Contract_cheating). When plagiarizing, students will often turn to the [Internet](http://en.wikipedia.org/wiki/Internet), due the ease of [copying and pasting](http://en.wikipedia.org/wiki/Copying_and_pasting) from websites. Other more old fashioned forms of plagiarism such as [paper mills](http://en.wikipedia.org/wiki/Essay_mill) 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](http://en.wikipedia.org/wiki/Cheat_sheet), 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.

1. **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.
2. **Learning Methods:**
   1. Computer Based Training
   2. Required reading
   3. Online Class projects and assignments (lab work)
3. Assessments

***Computer Concepts:***

Quizzes (4 @ 20 points each) 80 points

Assignments (8 @ 10 points each) 80 points

Midterm 50 Points

***Office 2010 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

Excel Unit D 20 points

Access Unit A 20 points

Access Unit B 20 points

Access Unit C 20 points

Access Unit D 20 points

Power Point Unit B 20 points

Power Point Unit C 20 points

***Class Projects:***

CP1Web page20 Points

CP2 Wedding Budget 60 Points

Final Exam/demonstration 100 points

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Total 630 points

Grading scale:

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

1. **Final Drop Date:** The final drop date for this class is: August 30, 2013 (to avoid a “W”)
2. **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.
3. **Schedule:**

| **Week** | **Reading & Lectures** | **Assignments & Projects** | **Summary for the week** |
| --- | --- | --- | --- |
| ***Week 1***  ***August 12*** | ***Computer Concepts***  **- Read all course materials i.e. welcome letter, and syllabus**  **- Computers and Digital Basics** | **- Complete Lab Assignment 1 (CC1)** | **- Class orientation**  **- Syllabus review**  **- Intro to Blackboard**  **- Companion website**  **- CC1** |
| ***Week 2***  ***August 19*** | ***Computer Concepts***  **Hardware**  **Reading:**  **Chapter 1 Section a-c**  **Chapter 2 section a**  **Lecture:**  **- Basic computer**  **- Motherboard basics** | **CC2** | **Computer Hardware**  **Mon/Wed/ Lectures:**  **- Binary conversion**  **- Basic computer**  **- Motherboard basics**  **Fri: Complete CC2** |
| ***Week 3***  ***August 26*** | ***Computer Concepts***  **Computer Software**  **Reading:**  **Chapter 3 Section a&b** | **- Quiz # 1**  **- CC3**  **- Extra credit - Excel tens** | **Mon: Computer Software**  **Wed: Complete: CC3**  **Fri: Quiz # 1**  **Extra credit - Excel tens** |
| ***Week 4***  ***September 2***  ***(No class on Monday- Labor Day)*** | ***Computer Concepts***  **Operating Systems and File Management**  **Read:**  **Chapter 4 Section a – d**  **Lectures:**  **- Taskbar basics**  **- System tools**  **- Control panel** | **Complete: CC4** | **Wed:**  **- Operating Systems and File Management**  **-Taskbar basics**  **- System tools**  **- Control panel**  **Fri: Complete CC4** |
| ***Week 5***  ***September 9*** | ***Computer Concepts***  **LANs and WLANs**  **Reading:**  **Chapter 5 Section a - d** | **- Extra Credit - Essay**  **- Quiz # 2**  **- Complete: CC5** | **Mon: Chapter 5 LANs and WLANs**  **Wed: Complete: CC5**  **Fri: Quiz # 2**  **Extra Credit - Essay** |
| ***Week 6***  ***September 16*** | ***Computer Concepts***  **The Internet:**  **Read:**  **Chapter 6 Section a - d** | **Complete: CC6** | **The Internet**  **Internet Security**  **Complete CC6** |
| ***Week 7***  ***September 23*** | ***Computer Concepts***  **The Web and E-mail**  **Read:**  **Chapter 7 Section a - d** | **- Quiz # 3**  **- Complete: CC7** | **Mon: The Web and E-mail**  **Wed: Complete CC7**  **Fri: Quiz # 3** |
| ***Week 8***  ***September 30*** | ***Computer Concepts***  **Digital Media**  **Read:**  **Chapter 8 Section a - d** | **Quiz #5**  **Complete: CC8**  **Review for midterm** | **Mon: Chapter 8 Digital Media**  **Wed: Complete CC8**  **Fri: Quiz # 4**  **Review for midterm** |
| ***Week 9***  ***October 7*** |  | **Microsoft Office Word 2010 :**  **Word Unit B - (You will need file “WD B-1”)** | **Mon: Word Unit B – (WD-B1)**  **Wed: Word Unit B Cont..**  **Fri: Midterm** |
| ***Week 10***  ***October 14*** |  | **Microsoft Office Word 2010:**  **Word Unit C - (You will need file “WD C-1”)**  **Extra Credit - Outlook V-card** | **Word Unit C (WD-C1)**  **Extra Credit - Outlook V-card** |
| ***Week 11***  ***October 21*** |  | **Microsoft Office Word 2010:**  **Word Unit D – (You will need file “WD D-1”)**  **Intro to class projects**  **CP1 Webpage**  **Extra Credit – Compressed files** | **Mon: Word Unit D – (WD-D1)**  **Wed: CP1 Webpage**  **Fri: CP1 cont…**  **Extra Credit – Compressed files** |
| ***Week 12***  ***October 28*** |  | **Microsoft Office Excel 2010:**  **Excel Unit B – (You will need file “EX B-1”)**  **CP2 Wedding Budget**  **- Wedding Budget**  **- Six month worksheet**  **- Credit worksheet** | **Mon: Excel Unit B**  **Wed: CP2 Wedding Budget**  **Fri: CP2 cont…** |
| ***Week 13***  ***November 4*** |  | **Microsoft Office Excel 2010:**  **Excel Unit C – (You will need file “EX C-1”**  **CP2** | **All week:**  **Excel Unit C**  **CP2 Continued** |
| ***Week 14***  ***November 11***  ***No class Monday*** |  | **Microsoft Office Excel 2010:**  **Excel Unit D – (You will need file “EX D-1)** | **All week:**  **Excel Unit D** |
| ***Week 15***  ***November 18*** |  | **Microsoft Office Access 2010:**  **Access Unit A**  **CP3 Wedding database** | **All Week:**  **Access Unit A**  **CP3 Wedding Database**  **Create a Table and import data**  **Create an input form**  **Create a queries**  **Create a report** |
| ***Week 16***  ***November 25*** |  | **Microsoft Office Power Point 2010:**  **CP3 cont…**  **Power Point Unit B**  **Extra Credit Networks** | **Mon: CP3 Cont…**  **Wed: Power Point Unit B**  **Fri: Extra Credit Networks** |
| ***Week 17***  ***December 2*** |  |  | **Final:**  **Monday - December 9, 2013**  **1:30pm** |
| ***Week 18***  ***December 9***  ***Finals Week*** | **Final** |  | **FINALS WEEK**  **The final date to turn in all outstanding work including the final is TBD. Grades will be posted on TBA in Blackboard, and WebAdvisor on:**  **TBA** |