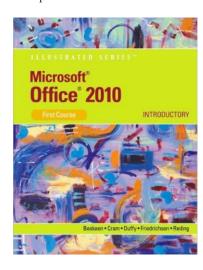|	
Course:	**IS 15 - 52888 - COMPUTER CONCEPTS**
Class Time:	TTh, 12-1:50pm – Room BUS 49
Instructor:	Daniel Morales, BS/MS
Email:	daniel.morales@reedleycollege.edu and daniel.morales@alumni.usc.edu
Phone:	559-638-3641 ext.3264 (if no answer: leave a detailed message)
Office Hours:	Room Bus 47: M-TH 10-11am, or by appointment

Text Books and Study Material:
1. Microsoft Office 2010 (Introductory), Authors: Beskeen, Cram, Duffy, Friedrichsen, Reding. ISBN-13: 978-0-538-74715-8   Publisher: Cengage
2. Headphones

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**
   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.
3. **Course Learning Outcomes**
   a. Apply the appropriate computer expertise in completing tasks using software to successfully address a specific business need.
   b. Perform basic operations using the essential computer hardware and software configurations.
   c. Create basic word processing documents, spreadsheets, database files and reports, and presentations.
   d. Name some of the pioneers of the microcomputer, software and hardware manufacturers.

e. Read basic computer related literature with sufficient vocabulary development to understand the material.
f. Understand the privacy and legal concerns that are unique to the use of computer technology.
g. Access the Internet for research, e-mail, and other forms of communication.

4. **Learning Methods**
    a. Lectures
    b. Required reading
    c. Blackboard Assignments
    d. Hands-on projects (lab work)

5. **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 six unexcused absences or if you have missed class for two weeks in a row. I will allow two excused absences. An excused absence is one where the student has given the instructor prior notice of the absence. Also, I will count two tardies as an absence.

6. **Readings, Assignments, Hands on Projects, and Exams**
Assigned chapters must be read prior to attending class. Students are required to complete assignments, hands-on projects, and exams on their own. In other words, you may <u>not</u> collaborate with fellow students.

All examinations must be completed individually. Collaborative work will not be allowed during examinations. The use of books, notes, cell phones, and other electronic devices will not be allowed during examinations, unless specifically stated by the instructor prior to the examination. Make up examinations, assignments, and hands-on projects are only granted with advanced notification.

<u>Late work will not be accepted. If a student fails to attend class on a day that a project is due then the student will lose points for that project.</u>

7. **Due Dates**
You will have about a week to complete the multiple choice assignments that are on Blackboard. The instructor will let the class know when the hands on projects are due.

8. **Outcomes Assessment**
Assignments (on Blackboard) (11 @ 10 points each)..110 points
Quizzes (8 @ 20 points each, 1 @5 points) ....165 points
Midterm.. 50 points
Hands-on Projects (16 @ 10 points each, 4 @ 5 points each)................................180 points
Final Exam... 80 points
Participation... 54 points
Total ....**639 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:
    • Friday, January 24th, for a refund
    • Friday, January 31st, to avoid a "W"
    • Friday, March 14th, 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.

10. **Policies**
Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, and smoking are not allowed in the classroom or computer labs. Cell phones must be turned off or in the silence/vibrating mode while class is in session. If you need to use your cell phone (to make/receive a call or to send

a text message) please go outside of the classroom. No visitors are allowed 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.
- Violates Reedley College cheating/plagiarism policy.

11. <u>Accommodations</u>

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 or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

12. <u>Cheating and Plagiarism</u>

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, assignment, or hands-on project 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.

13. <u>Class Schedule</u>

Week #	Week of	Topic	Assignments
1	1/13/14	- Syllabus review - Class Introduction, Intro to Blackboard Computer Basics, Email project	Practice Test, Email project
2	1/20/14	- What is a computer?, File Management - Bits and bytes, digital data representation	Read "Introduction to Computers" and "Binary Numbering System" Assignments 1 and 2 due Quiz 1
3	1/27/2014	- Hardware - Software	Read "Hardware" and "Application Software" Assignments 3 and 4 due Quiz 2
4	2/3/2014	- Operating Systems - Computer Networks	Read "OS and Utility Programs" and "Computer Networks" Assignments 5 and 6 due Quiz 3
5	2/10/2014	- The Internet - Security	Read "Internet" and "Security" Assignments 7 and 8 due Quiz 4
6	2/17/2014	- Ethics - Midterm Review - Midterm	Read "Ethics" Assignment 9 due Midterm Review Midterm

7	2/24/2014	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B (Lab manual)
8	3/3/2014	Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables	Word C and Word D (Lab manual)
9	3/10/2014	Microsoft Word (continued) Intro to Excel	Word Quiz Matching Word Quiz Project
10	3/17/2014	Microsoft Excel - Entering labels and values - Using the SUM Function	Excel A, A2, and A3 (Lab manual) Excel Assignment
11	3/24/2014	Microsoft Excel (continued) - Working with formulas and functions - Formatting a worksheet	Excel B and Excel C (Lab manual)
12	3/31/2014	Microsoft Excel (continued) - Inserting charts Excel Quiz (hands on project)	Excel D Excel Quiz Matching Excel Quiz Project
13	4/7/2014	Microsoft Access - Creating tables, data input - Using queries and reports	Access A and B Access Assignment
	4/14/2014	Spring Break	
14	4/21/2014	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A, B and D
15	4/28/2014	Understanding HTML code, graphics, and media	Web A and Web B
16	5/5/2014	Computer Programming using Visual Basic	Program A and Program B
17	5/12/2014	Final Exam A and B	Final Exam A and B
18	5/19/2014	**Final Exam on Tuesday, May 20th, 12-1:50pm**	