Reedley College
Spring Semester 2015
January 12, 2015 – June 12, 2015

Course: **IS 15 - COMPUTER CONCEPTS (#71002 and #71003)**
Instructor: Jeff Arnold, BS/MBA
Class Time: #71002 – MTWThF – 9:00am – 9:50am (Sanger Campus Room 802)
                     #71003 – MTWThF – 1:05pm – 1:55pm (Sanger Campus Room 802)
Email: jeff.arnold@reedleycollege.edu
Phone: (559) 524-7121 ext. 7282

TEXT BOOK AND MATERIALS
1. Microsoft Office 2013: Illustrated Introductory, Author: Beskeen David. ISBN-13: 978-1285088457. Publisher: Cengage. (If you are purchasing book online)
   OR
   Microsoft Office 2013: Illustrated Introductory, Author: Beskeen David. ISBN-13: 978-1305035317. Publisher: Cengage. (If you are purchasing book at the bookstore)
2. Headphones

COURSE DESCRIPTION AND INFOMRMATION
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 the Information Systems industry requires 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.

COURSE LEARNING 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 – Explorer.

COURSE LEARNING 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, e-mail, and other forms of communication.

LEARNING METHODS
1. Lectures
2. Required reading
3. Blackboard Assignments
4. Hands-on projects (lab work)

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.

READINGS, ASSIGNMENTS, HANDS ON PROJECTS, AND EXAMS

Assigned readings 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 not 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.

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
Total..**540 points**

Total points are subject to change

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

FINAL DROP DATE

The final drop date for this class is:

- January 23 – Last day to drop a class and be eligible for a refund.
- February 1 – End of three-week drop period (no "W" on transcript). Last day to add.
- March 13 – Last day to drop class (non-attendance from this point forward will results in a 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.

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.

ACCOMMODATIONS

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.

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, 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.

CLASS SCHEDULE

Week	Week of	Topic	Assignments
1	1/12/15	- Syllabus review - Class Introduction, Intro to Blackboard Computer Basics, Email project	Practice Test, Email project
2	1/20/15	- 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	1/26/15	- Hardware - Software	Read "Hardware" and "Application Software" Assignments 3 and 4 due **Quiz 2**
4	2/2/15	- Operating Systems - Computer Networks	Read "OS and Utility Programs" and "Computer Networks" Assignments 5 and 6 due **Quiz 3**
5	2/10/15	- The Internet - Security	Read "Internet" and "Security" Assignments 7 and 8 due **Quiz 4**
6	2/17/15	- Ethics - Midterm Review - Midterm	Read "Ethics" Assignment 9 due Midterm Review **Midterm Exam**
7	2/23/15	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B (Lab manual)
8	3/2/15	Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables	Word C and Word D (Lab manual)
9	3/9/15	Microsoft Word (continued) Intro to Excel	Word Quiz Matching Word Quiz Project
10	3/16/15	Microsoft Excel - Entering labels and values - Using the SUM Function	Excel A, A2, and A3 (Lab manual) Excel Assignment
11	3/23/15	Microsoft Excel (continued) - Working with formulas and functions - Formatting a worksheet	Excel B and Excel C (Lab manual)
12	4/7/15	Microsoft Excel (continued)	Additional Formula/Function Assignments
13	4/13/15	Microsoft Excel (continued) - Inserting charts	Excel D Excel Quiz Matching Excel Quiz Project
14	4/20/15	Microsoft Excel (continued)	Supplemental Excel Assignments
15	4/27/15	Microsoft Access - Creating tables, data input - Using queries and reports	Access A and B Access Assignment
16	5/4/15	Microsoft Access (continued) - Creating tables, data input - Using queries and reports	
17	5/11/15	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A, B and D
18	5/18/15	Microsoft PowerPoint (continued) - Creating slides - Elements used in a presentation	Supplemental PowerPoint Assignment
19	5/26/15	Understanding HTML code, graphics, and media Computer Programming using Visual Basic	Web A and Web B Program A and Program B
20	6/1/15	**Final Exam - Written**	
21	6/12/15	**Final Exam – Lab on Thursday and Friday**	

Topics and dates are subject to change