

**IS-15 COMPUTER CONCEPTS 50449**

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| **Semester/Year:** Fall 2018  **Units:** 3 | **Instructor**: Jesus Ruiz Garcia  **Office Hours:** Available by appointment  **Office Location:** BUS 49  **Phone number:** 559-869-9041  **Email**: jesus.ruiz-garcia@reedleycollege.edu |
| **Length:** 18 weeks  **Schedule:**  All classes meet on Tuesday nights  Time: 6:00-8:50 p.m. lecture  Lab 9:00-9:50 p.m. | **Delivery Mode:**  **\_\_\_100% Face to Face**  **\_\_\_100% Online**  **\_X\_Blended (Hybrid Class)** |

**Course Description**

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). Concepts in Information Systems 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

**Course Learning Objectives**

• Understand the computer’s potential, its strengths, and limitations.

• Recognize the functional elements of the hardware and know how to use the basic elements of the

Windows operating system and selected utility programs.

• Skillfully use four general applications – word processing, spreadsheet, database, and presentation.

• Identify the major contributors and developments of the microcomputer.

• Explore privacy and legal issues.

• Demonstrate how to use email and the Internet.

**Course Learning Outcomes**

• Apply the appropriate computer expertise in completing tasks using software to successfully address a specific business need.

• Perform basic operations using the essential computer hardware and software configurations.

• Create basic word processing documents, spreadsheets, database files and reports, and presentations.

• Name some of the pioneers of the microcomputer, software and hardware manufacturers.

• Read basic computer related literature with sufficient vocabulary development to understand the material.

• Understand the privacy and legal concerns that are unique to the use of computer technology.

• Access the Internet for research, e-mail, and other forms of communication.

**Learning Methods**

• Required reading from presentations and documents found on Canvas

• Videos

• Canvas Assignments

• Hands-on projects (lab work)

• Exams

**Attendance**

I will drop you if you haven’t submitted the 1st weeks’ work, even if you logged into Canvas during the first 2 weeks. I will also drop you if you haven’t submitted work for 2 weeks in a row or if you haven’t logged into Canvas for two weeks.

**Canceled Class Notifications**

Students will be notified ahead of time when class is canceled. Students must can alos look for announcements on the college website. All notifications and primary communication will be performed via email, so please keep a constant check on email.

**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.

**Electronic Devices**

In order to respect the classroom learning/teaching environment, please make sure that Cell Phones are turned off or in silence mode while class is in session. Computers will be provided at the lab during the lecture to complete all class work. Monitors must be turned off during power point presentation from instructor.

**Readings, Assignments, Hands on Projects, and Exams**

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.

Late work will not be accepted. If a student fails to submit an assignment or project on the day that it is due then the student will lose points for that project. No excuses will be accepted. The mottos for this class are: No late work accepted! Absolutely no excuses will be accepted! Don’t procrastinate!

**Due Dates**

You will find all work that is due, organized into modules (folders) in Canvas. The Instructor will let you know when the work will be due.

**Outcomes Assessment (approximately)**

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| **Assignments** | **Points** |
| Multiple-Choice (11 at 10 points each) | 110 |
| Exams (8 at 20 points each, 1 at 5 points) | 165 |
| Midterm Exam | 50 |
| Hands-On-Projects (14 at 10 points each, 1 at 20 points, 5 at 5 points each) | 165 |
| Final Exam | 80 |
| Participation | 54 |

*Table 1Outcomes Assessment*

The total points for this class is 624 points.

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

**Drop Dates**

• Friday, August 24th, for a refund

• Friday, August 31th, to avoid a “W” (in person)

• Friday, September 14th, to avoid a “W” (on Web Advisor)

• Friday, October 12th, 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.

Class Schedule

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| **Week #** | **Week of** | **Topic** | **Assignments** |
| 1 | 8/13/18 | - Syllabus review  - Class Introduction, Intro to Canvas,  Computer Basics, Email project | Personal Profile, Practice Test, Email  project |
| 2 | 8/20/18 | - What is a computer?, File Management  - Bits and bytes, digital data representation | Read “Introduction to Computers” and  “Binary Numbering System” Assignments 1 and 2  Quiz 1 |
| 3 | 8/27/18 | - Hardware  - Software | Read “Hardware” and “Application  Software”  Assignments 3 and 4  Quiz 2 |
| 4 | 9/3/18 | - Operating Systems  - Computer Networks | Read “OS and Utility Programs” and  “Computer Networks” Assignments 5 and 6  Quiz 3 |
| 5 | 9/10/18 | - The Internet  - Security | Read “Internet” and “Security”  Assignments 7 and 8  Quiz 4 |
| 6 | 9/17/18 | - Ethics | Read “Ethics”  Assignment 9  Midterm Review  Midterm |

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| **Week #** | **Week of** | **Topic** | **Assignments** |
| 7 | 9/24/18 | Microsoft Word:  - Creating and editing documents  - Formatting text and paragraphs | Word A and Word B |
| 8 | 10/1/18 | Microsoft Word (continued)  - Formatting text and setting tabs  - Paragraph formatting & creating tables | Word C and Word D |
| 9 | 10/8/18 | Microsoft Word (continued) | Word Quiz Matching  Word Quiz Project |
| 10 | 10/15/18 | Microsoft Excel  - Entering labels and values  - Using the SUM Function | Excel A, and A2 |
| 11 | 10/22/18 | Excel (continued)  - Working with formulas and functions  - Formatting a worksheet | Excel B and Excel C |
|  | 10/29/18 | Spring Recess |  |
| 12 | 11/5/18 | Excel (continued)  - Inserting charts  - PMT Function | Excel D  Excel Quiz Matching  Excel Quiz Project |
| 13 | 11/12/18 | Microsoft PowerPoint  - Creating slides  - Elements used in a presentation | PowerPoint A and B |
| 14 | 11/19/18 | Microsoft Access  - Creating tables, data input  - Using queries and reports | Access A |
| 15 | 11/26/18 | Understanding HTML code, graphics, and  media | Web A and Web B |
| 16 | 12/3/18 | Understanding Programming concepts  (JavaScript) | Program A |
| 17 | 12/10/18 | Final Exams | Final A (Word Project)  Final B (Excel Project)  Final Exam Matching (Word and Excel)  Final Exam Matching (Access, PowerPoint, Web, Programming) |
| 18 | 12/17/18 | **Check your grade and let me know if**  **you have any questions** |  |

*Table 2Class Schedule*

**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.

**Plagiarism:** Plagiarism is theft and can be committed intentionally or unintentionally. Plagiarism can occur by representing the writings, works or ideas of another as one's own or by copying material from a resource without proper citation. Exact copying should be correctly documented. Paraphrasing, when the basic sentence structure, phraseology and unique language remain the same, also requires proper citation.

Whenever you quote from, make references to, or use ideas attributable to others in your writing, you must identify these sources in citations or bibliography, or both. If you do not, whether deliberately or accidentally, you have committed plagiarism. Plagiarism, defined as the act of stealing or using as one’s own the ideas or writing of another, is not permitted in college or university work or in any published writing. “Plagiarism involves two kinds of wrongs. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud” (MLA Handbook for Writers of Research Papers, 6th edition, New York: Modern Language Association of America, 2003, p. 66).

To avoid plagiarism, students must acknowledge, cite, and reference any material that is not original or common knowledge. Repeating common knowledge (e.g., “John F. Kennedy was elected president in 1960”) is not plagiarism. But what is common knowledge may not be universally agreed upon. Plagiarism can be inadvertent, rather than deliberate, resulting from not knowing the rules or being careless. However, lack of intention is not an excuse. A good rule-of-thumb to use in order to avoid plagiarism is “when in doubt, cite.”

Sanctions for academic dishonesty range from reprimands and counseling to expulsion from Reedley College.

**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.

**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.

##### Fundamental Principles of Study

1. *Diligent preparation for class*. You may assume that the instructor will operate on a collaborative learning model; that is, all persons in the room are expected to be knowledgeable about the topic for the day and to have something to contribute.
2. *Active participation in class discussions*. Because of this collaborative learning model, your contribution to the class is vital. Your focused and attentive participation, openness to others’ ideas, and positive attitude toward the learning experience are expected throughout the course.
3. *Intellectual engagement.* Students should view assignments as learning opportunities. Going above and beyond what is expected in the assignment helps you mature as a scholar. Bringing your own ideas or ideas from sources beyond those listed in the syllabus will make an important contribution to the class learning experience.
4. *Self-regulation.* At this level of study, students are expected to regulate their own behavior and to not need to be reminded of deadlines. Ask for feedback, take the initiative to get what you need from the class, and be courageous in the questions you ask. Hold one another accountable for the quality of the learning experience. Take risks and take responsibility for your own learning.
5. *Coherent, professional writing.* Students are expected to write in a way that is clear, concise, coherent, and professional. Every written assignment should be at least a second draft that has been reviewed by another person for clarity. If you have difficulty with your writing, take the initiative to pursue assistance in this area.
6. *Collegiality.* College is an opportunity for you to become a colleague with your instructor and your classmates. Respect for one another’s ideas, a willingness to engage the hard questions, and openness to new ways of thinking about issues are some of the hallmarks of collegiality. An appropriate balance of challenge and support for one another is expected in this course.

**College Policy and Procedures**

Students are responsible for becoming familiar with the information presented in the Academic Catalog and for knowing and observing all policies and procedures related to their participation in the college community. Reedley College Catalog may be found on the colleges website or at the following link <http://www.reedleycollege.edu/admissions-aid/College%20Catalogs.html>