**Computer Concetps, IS-15**

**August 12-December 12, 2019**

**Instructor:** Carlos D. Martinez, MPA ⏺Fall 2019⏺ PE-Room 352⏺Tu/Th 10am-11:50 am

carlos.martinez@scccd.edu **(best)** ⏺Office Hours: via email

# **Textbook and Materials**

* No textbook is required for this class.
* You will need Microsoft Office 2016. Programs that you will need: Word, Excel, PowerPoint, and Access. Make sure these programs are downloaded onto your computer. The online version of these programs have limited functionality and won’t work for this class. These programs are mandatory. We will use each and every one of them. If you have a Mac, there isn’t a version of the Access program. It is recommended to do the Access projects at the computer lab at school. We will use the Access program for one week only.
* You will need reliable internet access.
* You will need a reliable computer. A tablet or a phone will not work when trying to complete the projects in this class.

# **Communication with Instructor**

All communication will be via email at [carlos.martinez@scccd.edu](mailto:carlos.martinez@scccd.edu).

# **Cell Phone, Tablets, and Computer, During Lecture**

There is absolutely no cell phone usage in the classroom during lectures. That means: no texting, surfing the web, listening to music, etc. A laptop may be used to take lecture notes, but **only** for that purpose. If the laptop is used for other purposes, the instructor will ask you to put it away and you may not use it again in class. There is zero tolerance for unapproved electronic device usage during lecture. Three (3) points will be deducted from your next exam if you are using your cell phone during 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.

# **Attendance & Participation**

Attendance is mandatory. You must show up to class and participate. Arriving late or leaving early will be penalized with 1 point per late/early occurrence and absences will be worth two points each. You are encouraged to participate in class. Remember, you cannot participate if you are not present.

# **Late Work**

No late work is accepted of any kind. That includes homework, quizzes, exams, etc. If you won’t be present for an exam or quiz because of a prior justifiable commitment, please make arrangements with your instructor. Please communicate with your instruction via email to keep record if arrangements and situations. If you have an emergency, please contact the instructor right away.

Justifiable commitments or emergencies will require paperwork and verification of the situation.

Exams, quizzes, or other work that has been postponed or arranged as a result of an emergency or justifiable commitment must be completed within two weeks of the date it was due.

# **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 and turn in the same project. Each student needs to work on his or her own computer. Many students have been caught cheating because they don’t follow the rules.

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!

# **Grading (approximation)**

| **Assignment** | **Total** | **Points** |
| --- | --- | --- |
| Assignments (11 at 10 points each) | 11 (-1) | 100 |
| Exams (9 at 10 points each) | 9 (-1) | 80 |
| Midterm Exam | 1 | 25 |
| Hands-On-Projects (21 at 10 points each) | 21 | 210 |
| Final Exam | 1 | 40 |
| Participation (4 points per week) | 17 | 68 |
| Total |  | 523 |

The total points for this class is 425 points.

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

# **Drop Dates**

* Friday, August 23rd, for a refund
* Friday, August 30th, to avoid a “W” (in person)
* Sunday, September 2nd, to avoid a “W” (on Web Advisor)

# **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**

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.

You may not collaborate with fellow students and turn in the same project. Each student needs to work on his or her own computer. Many students have been caught cheating because they don’t follow the rules.

Incidents of cheating 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.

| **Tentative Schedule and Assginments** | | | |
| --- | --- | --- | --- |
| **Week #** | **Week of** | **Topic** | **Assignments** |
| 1 | 8/12/2019 | - Syllabus review  - Class Introduction, Intro to Canvas, Computer Basics, Email project | HO1:Personal Profile, Test 1:Practice Test, HO2: Email project |
| 2 | 8/19/2019 | - 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 | 8/26/2019 | - Hardware  - Software | Read “Hardware” and “Application Software”  Assignments 3 and 4  Quiz 2 |
| 4 | 9/2/2019 | - Operating Systems  - Computer Networks | Read “OS and Utility Programs” and “Computer Networks”  Assignments 5 and 6  Quiz 3 |
| 5 | 9/9/2019 | - The Internet  - Security | Read “Internet” and “Security”  Assignments 7 and 8  Quiz 4 |
| 6 | 9/16/2019 | - Ethics | Read “Ethics”  Assignment 9  Midterm Review  Midterm |
| 7 | 9/23/2019 | Microsoft Word: - Creating and editing documents  - Formatting text and paragraphs | Word A and Word B |
| 8 | 9/30/2019 | Microsoft Word (continued) - Formatting text and setting tabs  - Paragraph formatting & creating tables | Word C, Word D, Word D2 |
| 9 | 10/7/2019 | Microsoft Word (continued) | Word Quiz Matching  Word Quiz Project |
| 10 | 10/14/2019 | Microsoft Excel - Entering labels and values  - Using the SUM Function | Excel A and A2 |
| 11 | 10/21/2019 | Excel (continued)  - Working with formulas and functions - Formatting a worksheet | Excel B and Excel C |
| 12 | 10/28/2019 | Excel (continued)  - Inserting charts - PMT Function | Excel D  Excel Quiz Matching  Excel Quiz Project |
| 13 | 11/4/2019 | Microsoft Access - Creating tables, data input - Using queries and reports | Access A and B |
| 14 | 11/11/2019 | Microsoft PowerPoint - Creating slides  - Elements used in a presentation | PowerPoint A and B |
| 15 | 11/18/2019 | Understanding HTML code, graphics, and media | Web A and Web B |
| 16 | 11/25/2019 | Understanding Programming concepts (JavaScript) | Program A |
| 17 | 12/2/2019 | Final Exams | Final A (Word Project)  Final B (Excel Project)  Final Exam Matching (Word and Excel)  Final Exam Matching (Access, PowerPoint, Web, Programming) |
| 18 | 12/9/2019 | Check your grade and let me know if you have any questions |  |

**All exams and quizes are in class. All homework is due by Thursday, 11:59pm.**

SUBJECT TO CHANGE

**This Syllabus and Course Schedule are subject to change**. Announcements regarding changes in assignments and/or the course schedule will be made in class. Students are encouraged to note the changes on this syllabus. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

INTERPRETATION OF SYLLABUS

The instructor has final decision authority for all interpretations of material on the syllabus.