Course: Introduction to Microcomputers

Number: CA103

Instructor: Dr. Ed Beyer

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Office Hours – Room BE225   **Ph**: **722-6300 Ext. 6374**

Monday and Wednesday 9:30 a.m. – 10:45 a.m. and 12:30 p.m. – 1:45 p.m.

Appointments may be arranged for non-office hours.

Textbook and supplies

From the Bookstore (printed version also includes electronic version)

Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach

Author : Vermaat   ISBN: 978-1305-36293-2

From the Publisher (only the electronic version)

Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach

Author : Vermaat   ISBN: 978-1285-51297-6

Students should have the textbook for the beginning of week two. The lack of a textbook or access to the software will not be accepted as an excuse for late or missed assignments.

Course Description

Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. This course is designed to teach the first-time computer user the features of a microcomputer, how a microcomputer operates, and how to select a microcomputer that best fits individual needs. Students will learn how to use the major features of popular software applications, including word processors, spreadsheets, database managers, presentation managers, and Internet browsers. This course includes hands-on operation of a microcomputer. No prior computer experience is needed. NOTE: Business majors who have completed ACCT 201, with grade "C" or better, and are planning on transferring to a university, are advised to take CA 221. Computer-oriented majors should consider CIS 101. (CSU, UC, AVC)

Course Objectives

At the completion of the course the successful student will:
1. Discuss the major uses of a microcomputer.
2. Operate a personal computer.
3. Describe the major software applications and their uses.
4. Control the operating system to perform tasks such as making backup copies, copying files and organizing disk storage.
5. Write papers and letters using word processing software.

6. Design worksheets, enter formulas and chart result, using spreadsheet software.
7. Manage database using database management software.
8. Identify and discuss devices used for input and output.
9. Identify and discuss the component, of the system Unit, how main memory stores programs and data, and the sequence of operations that occurs when instructions are executed.
10. Explain storage operation and identify and discuss the various types of secondary storage.
11. Discuss the Internet, networking, and communications.
12. Use a browser to search the Internet and the World Wide Web.
13. Discuss the legal and ethical aspects of copying software.
14. Discuss the proper care and cautions and use of microcomputers.
15. Discuss emerging software and technology,

Student Learning Outcomes (SLO)

Expected student-learning outcomes for this course are as follows.
1. Students will compose, format, and organize documents using word processing software on a personal computer.
2. Students will design, construct, and organize electronic spreadsheets using a personal computer.
3. Students will distinguish between different computer components and explain the component's purpose.

Grading

The grading scale is designed to encompass all aspects of the class. **Simply doing well on the exams does not guarantee a good or passing grade in the course**. Grades will be based on the following:

Chapter Exercises	20%	90-100	A
Labs	30%	80-89	B
Exams (Five)	30%	70-79	C
Discussions and Journal Reflections	20%	60-69	D
		Below 60	F

Assignments

This course is designed around Microsoft Windows 8 and Microsoft Office 2013. It is possible to successfully complete this course using a different version of Windows or MS Office (2007 or 2010), however, _you are responsible for the differences_ in the software and may not use it as an excuse for missing, incomplete, or inaccurate work. Students are expected to complete all assigned projects in a responsible and timely fashion. If you do not have MS Office 2013, then you should plan on either purchasing the software (AVC students qualify for major software discounts; visit http://avconline.avc.edu/resources.html) or using the computer labs on campus. If you need to use the computer labs on campus, you will be required to show your AVC student ID card.

You are **NOT** required to purchase any software for this course. All software necessary to support this course is available in the AVC computer labs. All assignments and projects are due at the specified time and date listed in the online classroom. The official time stamp on all emails will be the one listed on the teacher's computer. Your computer time and the teacher's computer time may not match, so, do not take a chance by waiting until the last minute to submit homework. **Any work submitted past the due date will receive a maximum of 50% credit** and will only be accepted up to one week after the due date, with the exception of discussion postings. There is no credit for late discussion postings. No late work will be accepted one week after the due date. Many new computers come with a program called Microsoft Works. Microsoft Works **may not** be used as a substitute for Microsoft Office 2013.

Discussion Forums

Online courses require more of a student than just completing assignments. If your learning experience in this class is to be effective then you must participate in class discussions. A percentage of your class grade will be based on your participation. Participation is defined, in this case, as taking an active part in discussion forums and submitting your weekly assignments.

When discussion forum participation is required, it must happen in two parts. The first part is to make your initial posting by the first due date of the week as indicated in the weekly assignment. The second part requires that you respond to at least two other postings before then end of the scheduled week.

>>> To receive full participation credit for a weekly discussion, you must:

1. Post your initial posting before the mid-week due date listed in the weekly assignment.

2. Respond to at least two other postings before the end of the scheduled week.

>>> Important notes about participation credit <<<

1. To receive consideration for credit, *a posting must contribute to the discussion* with more than statements like "I agree with you," or "I was thinking the same thing," or other similar responses.

2. Any posting made after the end of the scheduled week in which the discussion was held will not be counted for credit at all.

Points for discussion forum scores are assigned as follows:

10 points: Both due dates were met and a minimum of three postings made.

7 points: Both due dates were met, but only two postings.

7 points: At least three posts were made, but the first due date was not met.

5 points: Only one posting was made.

5 points: Two posts were made, but the first due date was not met.

0 points: No posts made or posts were made after the second due date.

NOTE: Points will be deducted for excessively poor grammar and punctuation.

Exams and Quizzes

Chapter exams are completed online and in a strict time frame. Important information about taking exams in this class is posted in the Exams area of the classroom. Be sure to read it as it could affect your class grade. ***There will be no make-up for any missed exams unless an arrangement has been made prior to the exam date***. All exams will be taken online and are on a timed basis. For each minute or partial minute that you exceed the test time limit, points will be deducted from the total score.

Contacting the Professor

Being able to contact your professor is always important, especially in an online class. For this course, there are four ways to contact me. The four methods of contact are:

1. *Email*. You can email me at ebeyer@avc.edu. Always include your name inside the email and please be sure to spell my name correctly. NOTE: Only AVC email may be used to send emails to me. I will not respond to non-AVC email addresses.

2. *Ask the Professor*. There is a discussion forum labeled Ask the Professor. Use this forum for questions about the class in general. If your question is of a personal nature, please use one of the other contact options as I do not like discussing student issues in front of the entire class.

3. *Telephone*. My phone number is 661-722-6300 x6374. I prefer email, but I will try to return all phone calls. Since this is a summer course and I am not on campus, I do not often check my voice mail. If you leave a voice mail, I may not receive it in a timely manner to help you, please email me.

4. *Office Hours*. My office hours are posted above. Feel free to stop by and say hi or ask for help.

Course Policies

Academic Violations

The Student Code of Conduct states,

Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism – from the Latin word for "kidnap" – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos, and the like.

Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are always responsible for any plagiarism in their work. An instructor who determines that a student has cheated or plagiarized has the right to give an "F" grade for the assignment or examination.

Want to learn more about plagiarism? Visit the Writing Center located within the Learning Center on campus, or stop by my office and we can work together.

Reasonable Accommodation

If you have a legally protected disability under the Americans with Disabilities Act (ADA) or California discrimination law, and you believe you need reasonable accommodation to participate fully in this class, please make an appointment to see me during my private office hours to discuss your need.

Online Participation Policy [*extracted from the college catalog*]

Online students are subject to the same attendance policy as are on-ground students. Refer to the Attendance Policy in the current catalog. Student attendance in online courses is defined as "active participation" in the course, as described in the instructor's course syllabus. Active participation is typically defined as submitting an assignment (such as an exam, exercise, or project element), participating in the discussion forums, or by engagement in other academic events that indicate an online presence within a specified timeframe.

Online courses at minimum will have weekly mechanisms that will determine a student's active participation. Instructors will identify specific activities that must be completed during the first week of the course. A student's failure to complete the specific activities by the posted due date will be dropped as a NO SHOW unless the student has made prior arrangements with the instructor. Student participation will be monitored throughout the course by the instructor. Students who fail to maintain active participation in the online course, as defined in the course syllabus, may be dropped from the course.

Important Dates

For important registration dates, visit the college Web site at
http://www.avc.edu/studentservices/adminrec/registrationdates.html