**IS-15-51040, Fall, 2011**

**Meeting days/time:**

**Tuesday nights, 6:00 to 9:50**

**Instructor:** **Sean Stephens**

**Course Purpose/Objectives:**

The purpose of this course is to introduce students to computers and technology, how this technology is used in business, and some of the societal implications of computers and related technology. Topics include the history of computers, current computer technology and terminology, the Internet, software, systems, and societal issues related to computer use. No prior computer experience is assumed.

**Prerequisite:**

None, but a keyboarding speed of 20 cwpm is recommended.

**Required Text and Materials:**

**Concepts** **Text**: *Computer Concepts 2011,* by Parsons and Oja.  Course Technology, Cengage Learning 2011. (ISBN – 13: 978-0-538-74482-9)

**Application** **Text**: *Microsoft Office Word 2007,* by Jennifer A. Duffy.  Course Technology, 2008. (ISBN: 1-4239-0526-1) and

*Microsoft Office Excel 2007,* by Reding and Wermers.  Course Technology, 2008.  (ISBN: 1-4239-0521-0)

**Additional** **Materials**:  Flash Drive. Must be at least 256 MB.

**Teaching Methods and Methods of Evaluation:**

**Class Meetings**:Important material from the text and outside sources will be covered during our regularly-scheduled class meetings. Regular attendance is critical and students should take careful notes. Discussion is encouraged, as is student-procured outside material relevant to topics being covered. Bring your notebook, textbook, and other required materials to every class meeting.

**Homework and Other Assignments**: Exercises, projects, labs, and other activities will be periodically assigned to reinforce the material in the text. These assignments may require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software.

**Quizzes**: Occasional *unannounced* written quizzes may be given to help ensure students stay up with reading assignments and come to class on a regular basis. *There will be no make-up quizzes.*

**Exams**: A comprehensive written final will be given. The exams will be closed book/notes and are designed to test the students’ comprehension of material in the reading assignments, as well as any additional material discussed in class. *Make-up exams will be given only in rare situations and are subject to a minimum 20% penalty (at least two letters grades). It is the student’s responsibility to contact the instructor PRIOR to the next class meeting if an exam is missed and a make-up exam is requested.*

**Internet**: Some assignments for this course may require the use of the Internet. In addition, it is recommended that students take advantage of the resources (Web links, student study guide, practice online tests, interactive Student Edition Labs, and so forth.) available through the textbook’s Web site at

       http://course.cengage.com/

       Internet work can be completed on campus or at home, if you have a home Internet connection.

**Grading:** Letter grades will be determined based on the percentage of possible points earned during the semester, as outlined below.

Grading Scale

90 and above A

80 – 89 B

70 – 79 C

60 – 69 D

59 and below F

**Important Dates:**

**August 15:** Start of fall semester

**September 2:** Last day to register for full term class

**September 5:** Labor Day (No classes held, campus closed)

**September 16:** Last day to change a fall class to/from a Pass/No-Pass grading basis

**October 4:** Last day to drop a full-term class

**October 17 – December 16:** Short term classes, second nine weeks

**November 11:** Veteran’s Day (No classes held, campus is open)

**November 24 -26:** Thanksgiving holiday (No classes held, campus is closed)

**December 12-16:** Final exams week

**Final Exam Date:**

                          December 13

**Course Policies:**

**Missed Classes**: The student is responsible for obtaining material distributed on class days when he or she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during office hours or by e-mail. Missed quizzes cannot be made up under any circumstances.

**Assignments**: All assignments are due at the beginning of class on the due date. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions. You are responsible to make sure your assignments are placed in your folder by the due date. If the assignment is complete, but not in your folder, you will not receive credit for that assignment.

**Academic Dishonesty**: 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 al academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Need for Assistance**: 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.

**Classroom Courtesy**: No food or drinks allowed. Turn off cell phones, pagers, and other electronic devices before entering the classroom. Please refrain from talking or other disruptive activities during lecture or teaching time.

**Web Browsing:** Please remember you are here to learn. Do not browse MySpace, Twitter, Facebook, or any other web sites during lecture or teaching time unless it directly relates to the course work. I have the ability to lock the computers to prevent access, but prefer to avoid doing so as it takes time away from the class. I appreciate your cooperation in this matter. You are free to browse the web, check e-mail, or work on other projects during breaks or before class starts.