

## State Center Community College District Reedley College

IS 15, Computer Concepts, 3 Units(Section number 57851) Spring Semester

Meeting place/time: PE 352 2:00 pm -- 5:20 pm

Meeting dates: 01/07/2013 – 02/01/2013 (Monday, Tuesday, Wednesday, Thursday) (4 weeks)

Instructor: Sean Stephens, MBA

e-mail: [sean.stephens@reedleycollege.edu](mailto:sean.stephens@reedleycollege.edu)

### ADA Statement

“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 American with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.”

### Communications with the Instructor

Communications with the instructor can be done by going to his office, by phone, or by electronic mail. If the instructor is not available to answer your phone call, please leave a voice mail. Make sure that you speak slowly and clearly. Every effort will be made to respond to emails and/or voice mails **within 24 hours of receipt (Monday-Friday)**.

**Electronic mail is to be used for personal or confidential matters.** When sending electronic mail, format the subject line as follows:

Subject: 57851, IS 15, <your student id>, <your name>, and the topic

For example:

Subject: 57851, IS 15, 1234567, Sean Stephens, Assignment 3

**Emails without the correct format of subject line will not be read and will be treated as spam emails**

### Instructor Availability

The instructors will not be available on Saturdays, Sundays, or holidays to reply to electronic mail or to answer phone calls.

### Observed holidays for Spring 2013 semester are:

**January 2010 (Monday) Martin Luther King day**

### Required Textbooks

Introductory Computer Concepts 2011 by Parsons and Oja. Course Technology, 2008

ISBN-13: 978-0-538-74482-9

ISBN-10: 0-538-74482-0

Microsoft Office Word 2007 Brief, by Jennifer A. Duffy. Course Technology, 2008.

ISBN-13: 978-4239-0525-7

ISBN-10: 1-4239-0525-3

Microsoft Office Excel 2007 Brief, by Elizabeth Eisner Reding. Course Technology, 2008.

ISBN-13: 978-1-4239-0520-2

ISBN-10: 1-4239-0520-2

## 2. The textbook is required on the first day of the instruction.

### *Course Prerequisites:*

Ability to:

- read and comprehend collegiate textbooks and handouts
- follow written instructions

Sufficient skills to:

- operate a personal computer
- send emails with attachments and receive emails with attachments
- navigate Web pages

### *Technology suggestion for completing assignments outside of classtime:*

- A personal computer with Pentium-4 class processor or higher, 1 GB of RAM, and 2 GB of available storage space
- Connection to the Internet with appropriate speed (128 Mbps is recommended)
- A valid electronic-mail address
- Operating-system software: Microsoft Windows 7
- Application Software
  - Microsoft Word 2007
  - Microsoft Excel 2007
  - Microsoft PowerPoint 2007
  - Microsoft Access 2007
- Web-browser software such as MS Internet Explorer
- Students must make sure that their computer hardware and software work properly in completing all assignments and examinations. Computers are available for use at the Reedley College computer lab in the library, Willow International Center, Madera Center, and Oakhurst Center during the open lab hours. Questions about the computer labs at the Willow International and Oakhurst Centers are to be directed to Bob Gafford at <mailto:bob.gafford@sccd.edu> or 559-325-5363, and questions regarding the computer labs at the Madera Center are to be directed to Will Bowlin at [william.bowlin@sccd.edu](mailto:william.bowlin@sccd.edu) or 559-675-4879.

### *Attendance*

The attendance to this class is mandatory. The instructor reserves the right to take the attendance at the beginning, during, or ending of a class. **The instructor reserves the right to drop a student if the student has three unexcused absences.** Students are to notify the instructor about her or his absence prior to the class or within 24 hours after the class.

### *9-Course Description and Course Objectives*

IS 15, Computer Concepts, Course introduces the basic knowledge of computers and information systems as well as their applications. Computer hardware, software, databases, networks, and telecommunication will also be discussed.

In this course, the students will be exposed to hands on practices using office productivity software-- Microsoft Word 2010 for word processing, Microsoft Excel 2010 for electronic spreadsheet, Microsoft Access 2010 for database management, and Microsoft PowerPoint 2010 for graphical presentation. Programming exercises will be introduced to the students for writing simple computer programs. The students will also have the opportunity to explore the Internet and World Wide Web through class assignments.

The students are introduced to the concept of teamwork by working in a group to complete their approved class' research project. Knowledge gained from this course will provide the students with the prerequisite required to take specific information-systems courses. Upon completion of this course, the students should be able to apply their knowledge to help them manage electronic information.

### *Student Learning Outcomes*

The students, who have completed this course satisfactorily, will:

1. have the essential knowledge of hardware, software, networks, applications, and services of information technology
2. be competent to operate a Window-based personal computer and its peripheral
3. be able to use Microsoft's office productivity software—Word, Excel, Access, and PowerPoint
4. have the skill to create, duplicate, update, delete, backup, and organize electronic documents on various computer storage media
5. be proficient in using various communication software
6. have the experience of working in groups to research, report, and present an assigned technology project
7. understand the steps involved in writing computer programs
8. understand information-technology ethical conducts
9. have the needed knowledge and skill to take more advanced information-technology courses

### *Drop from and Reinstatement to the Class*

IT IS YOUR RESPONSIBILITY TO DROP THIS CLASS OR FILE A PETITION FOR REINSTATEMENT TO THIS CLASS.

### *Reading, Class Activities, Assignments, and Examinations*

Materials for this course, including the course syllabus, are posted on SCCCD's Blackboards Web site. Assigned reading chapters and hands-on exercises, as stated in the class schedule, must be completed thoroughly. It is the students' responsibility to make sure that their assignments and examinations are submitted on time and can be read by the instructor.

This class is organized in a weekly fashion. Each week's reading, hands-on exercises, and assignments must be completed during the week. Some assignments must be submitted electronically using BlackBoard's Web site. **Late assignments will not be accepted unless approved by the instructor in advance. All examinations and quizzes must be completed no later than their designated date unless approved by the instructor in advance.**

Class activities are the activities conducted during class meetings. Each of the class activities is worth **25** points. Students must attend the class to earn a class activity's points.

### Examinations and Quizzes

- All examinations and quizzes must be completed individually in the classroom on their designated dates during the class-meeting time.
- Collaborations are not allowed on any of the examinations and quizzes.
- The materials for quizzes are reading chapters, handouts, and lecture information. **All quizzes are closed books and notes.**
- Only one make-up examination is allowed with the instructor's advanced approval and must be completed within 2 days after the exam's date.
- No make-up class activity is given.
- No make-up assignment is given.
- Late assignments will be assessed a 5% per day penalty

### Grading Policy

8 assignments @ 25 points.....	200
2 in-class assignments @ 50 points .....	100
5 in-class quizzes @ 50 points .....	250
Final Exam @ 150 points.....	150
PowerPoint Project @ 100points .....	100

**Total.....800 points**

#### Grading Scale Based on 800 Points

> 89% = A	> 79 – 89% = B	> 69 – 79% = C	60 – 69% = D	< 60% = F	
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### Make-up Assignments and Examinations

**Students will only have one opportunity to make up one examination.**

#### Various Policies

Campus code requires that shoes or sandals and appropriate attire be worn at all times on the campus. Cheating and plagiarism will be treated according to the policy specified in the Course Catalog of Reedley College.

A student will be subject to discipline if he or she:

1. Prevents other students from pursuing their authorized curricular or co-curricular interests.
2. Interferes with or disputes faculty and administrators who are fulfilling their professional responsibility.
3. Prevents classified employees from fulfilling their prescribed duties.
4. Deliberately endangers the safety of persons or the security of college property.
5. Violates SCCCD Computers and Networks Usage Policy

**THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE THE SYLLABUS IF NECESSARY TO MAINTAIN THE CLASS QUALITY. IF CHANGES ARE MADE, A REVISED SYLLABUS WILL BE AVAILABLE TO ALL STUDENTS.**