

State Center Community College District

# Reedley College IS-15

IS-15, Computer Concepts, 3 Units (Section number 70020) Summer Semester June 17, 2013 to July 25, 2013, MTWTH

Meeting place/time: Bus 49 10:30 am – 1:20 pm

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 Americans with Disabilities Act (ADA) 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 handled before or after class in Bus 49 or in PE 352 between 1:30 and 2:30 pm, or via e-mail. Your instructor will make every effort to respond to your e-mail within 24 hours Monday –Friday.

## Instructor Availability

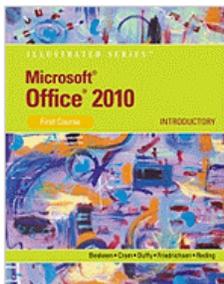
The instructor will not be available on Saturdays, Sundays, or holidays to reply to e-mail.

## Observed Holidays

July 4, 2013 (Thursday)

[Reedley College Academic Calendar](#)

## Required Textbook



Microsoft Office 2010 First Course, Introductory, by Beskeen, Cram, Duffy, Friedrichsen, and Reding. Course Technology, 2011

ISBN-13: 978-1-133-59603-5

ISBN-10: 1-133-59603-7

Please have access to the text book on the first day of instruction

**Course Prerequisites:**

To complete this course successfully, you must:

Have the ability to read collegiate textbooks and handouts

Follow written instructions

Be able to operate a personal computer

Send e-mail with attachments and receive e-mail with attachments

Navigate web pages

**Technology suggestion for completing assignments outside of class time**

- A personal computer with a Pentium-4 class processor or higher, 1 GB RAM and 2 GB available storage space
- Broadband connection to the Internet
- A valid e-mail address
- Operating system software: Microsoft Windows 7, Vista, or XP\*
- Application software:
  - Microsoft Word 2010\*\*
  - Microsoft Excel 2010
  - Microsoft PowerPoint 2010
  - Microsoft Access 2010
- Web browser software such as MS Internet Explorer or Google Chrome

Students must make sure their computer hardware and software work properly.

Computers are available for use at the Reedley College Computer lab in the library.

\*Office 2010 will not work on Windows XP, however Office 2007 is similar enough for use in this class.

\*\* Office 2007 is an acceptable substitute. The two versions are very similar.

**Attendance**

Attendance to this class is mandatory. The instructor reserves the right to take attendance at any time during the class period.

The instructor reserves the right to drop a student after 3 unexcused absences.

**Course Description**

IS-15, Computer Concepts introduces the student to basic concepts of computers and information systems as well as their applications. Computer hardware, software, databases, networks and telecommunication will be discussed.

In this course, students will be exposed to hands-on practices using office productivity software, specifically Microsoft Office Word, Excel, Access, and PowerPoint version 2010. Programming exercises will introduce basic programming techniques and will involve the creation of simple computer programs. Students will have the opportunity to explore the Internet and the World Wide Web through class assignments. Students will work as a team to create a group presentation of their approved class research project.

Knowledge gained from this course will provide the student with prerequisites required to take specific information systems courses. Upon completion of this course, 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:

- Have the essential knowledge of hardware, software, networks, applications, and services of information technology
- Be competent to operate a Windows based personal computer and its peripherals
- Be able to use Microsoft’s office productivity software – Word, Excel, Access, and PowerPoint
- Have the skill to create, duplicate, update, delete, backup, and organize electronic documents on various computer storage media
- Be proficient with various communication software
- Have the experience of working in groups to research, report, and present an assigned technology project
- Understand the steps involved in writing computer programs
- Understand ethical conduct as it pertains to information technology
- Have the necessary 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 by the drop date or to file a petition to be reinstated to this class.

***Reading, class activities, assignments, and examinations***

Materials for this course, including the course syllabus, are posted on the BlackBoard web site for this class. Assigned reading and hands on exercises, as stated in the class schedule, must be completed thoroughly. It is the student’s responsibility to make sure their assignments and examinations are submitted on time and can be read by the instructor.

Assignments, examinations, and projects must be completed by the due date or risk losing 5% credit per day for that assignment for each day late.

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

***Examinations and quizzes***

All examinations and quizzes must be completed individually in the classroom on their designated dates during class.

Collaborations are not allowed on any of the examinations or quizzes

The materials for quizzes are directed readings, handouts, and lecture information

All quizzes are closed book/closed notes

One makeup examination is allowed with the instructor’s advanced approval and must be completed within two days after the exam date.

No makeup class activity is given

Late assignments will be assessed a 5% daily penalty

***Grading scale***

90 – 100%	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
59 % and below	F

*Various policies*

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

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

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional obligations
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property
- Violates [SCCCD Computers and Networks Usage Policy](#).