

Reedley College
IS 11 Computer Essentials
Syllabus

04/05 - 05/18/00 Wednesday/Thursday 6:00 – 7:50 PM @ Selma High School

Holidays: Thursday, April 13 - Open House for Selma High School
 Wednesday, April 19 - Spring Break
 Thursday, April 20 - Spring Break

INSTRUCTOR: Vallerie Dunn 897-7240

COURSE DESCRIPTION

This course is an introduction of basic computing skills. This six-week course will include computer hardware and software basics, using a mouse and keyboard, and introduction to the computer operation system, word processing and spreadsheet software, saving and printing documents.

ADDITIONAL MATERIALS

3.5 floppy disk (double sided, high density), notepad, pencil and a 1 inch binder.

COURSE OBJECTIVE

The major objective of this six-week course is to prepare you to effectively and efficiently use a computer.

ATTENDANCE

Class attendance is required for student success. Punctuality is part of attendance. It is expected that students will get to class on time. Three tardies equal one absence. A student may be dropped from the course on the fourth absence. Students not returning after the break will be counted as absent unless arrangements have been made in advance.

GENERAL POLICIES

No food, drinks or visitors are allowed in the classroom. This is a non-smoking campus. Smoking is also not allowed in the parking lot.

DROP DEADLINE

The drop deadline for this course is April 27, 2000.

EXAMS

Tests are administered at the discretion of the instructor. If a student misses a test, it cannot be made up.

FINAL EXAM DATE

The final exam for this course will be given during the last class session: Thursday, May 18, 2000.

GRADING SYSTEM

Grades earned in this course will be completed as follows:

% of Grade		Points
10%	Quizzes	100
25%	Final	250
15%	HomeworkK	150
50%	In - Class Assignments	500
	Total Points	1000

Grade		Points
A	= 90 - 100%	900-1000
B	= 80 - 89%	800-899
C	= 70 - 79%	700-799
D	= 60 - 69%	600-699
F	= Anything below 59%	500-599