

IS 15, Fall 2009

Meeting days/time:

Tuesday Night class (IS 15 71003): Tuesday nights, 6:00—8:50, Room DVC

Instructor: Sean Stephens

Web site: <http://www.seankstephens.com> and Blackboard.

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: *Understanding Computers: Today and Tomorrow, 12th Edition*, by Morley and Parker. Course Technology, 2009. (ISBN: 1-4239-2521-1)

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 will 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.

Assignment	Max Points
Introduction	25
E-mail address	25
Flash Drive	25
MS Word	
Word A	25
Word B	25
Word C	25
Word D	25
MS Excel	
Excel A	25
Excel B	25
Excel C	25
Excel D	25
MS Powerpoint	
Animations	15
Bulleted Lists	15
Graphics	15
6x6 Rule	10
Ten Slides	30
Transitions/sound	15
MS Access	50
Programming	50
Quizzes	
Quiz 1	10
Quiz 2	10

Quiz 3	10
Quiz 4	10
Quiz 5	10
Quiz 6	10
Quiz 7	10
Final Exam	150
Total Points	695

Drop Deadlines:

January 22: Last drop date to receive a full refund

January 29: Last day to drop full term class

Final Exam Date:

May 20

No Class:

01/08/2010 for Martin Luther King Day

02/12/2010 and **02/15/2010** for President's Days

03/29/2010 through **04/02/2010** for Spring Recess

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: Plagiarism and cheating are serious violations of school policy and will not be tolerated. Cheating on an exam or assignment will result in receiving a zero for the entire exam or assignment and can lead to expulsion from the class or the University.

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.

Grading Scale	
A	90% and above
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%