

## Computer Concepts (IS 15) Syllabus Reedley College – Spring '10

Instructor: Mr. Michael Guyett

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Class Meets:

Phone (559) 492-8308

Selma (Room 1303) Mondays 6:00pm – 9:50 p.m.

Sanger (Room 802) Wednesdays 6:00pm – 10:00p.m.

### Course Description:

IS 15 is an introduction to computers and information systems concepts and terminology; overview of hardware and software (systems and applications including word processing, spreadsheet, database and presentation); introduction to programming concepts; the history of the microcomputer; privacy and legal issues; and, telecommunications (E-mail and Internet).

### Course Outcomes / Objectives:

1. To understand the computer's potential – its strengths and limitations.
2. To recognize the functional elements of the hardware and know how to use the basic elements of the Windows operation system and selected utility programs.
3. To know how to use four general applications – word processing, spreadsheet, presentation and database.
4. To gain knowledge of programming concepts.
5. To recognize the major contributors and developments of the microcomputer.
6. To explore privacy and legal issues.
7. To use E-mail and the Internet.

### Required Texts:

*Understanding Computers: Today and Tomorrow*, 12th edition, Morley & Parker, Course Technology, 2008

Two Lab manuals; Illustrated Series, Coursecard Edition: Microsoft Word, Excel

### Required Supplies:

Paper, pen and pencil, USB Thumbdrive

### Attendance:

Attendance is required. You will be dropped if you miss three (3) classes before the drop date. After that it is your responsibility to drop the class to avoid an F.

### Evaluation and Grading:

Exams	(5)	250	(Best 5 out of 6 tests @ 50 points each)
Lab work		190	
PowerPoint		60	
Total Possible		500	

Grade Distribution:

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

Final Exam: Refer to current Reedley College Class Schedule

PowerPoint Presentation:

A PowerPoint presentation will be required. After the instructor approves the topic, you will create a PowerPoint project and present it to the class. Your presentation should have 14 to 18 slides, and should take 5 to 10 minutes to present. Points will be given as follows; 30 points for creating the presentation, and 30 points for showing the presentation to the class.

Policies and Procedures:

Failure to attend class on a regular basis will adversely affect your performance in this course. Plagiarism or cheating of any kind may result in a grade of "F" for the course. **THERE ARE NO MAKEUP EXAMS OR ASSIGNMENTS OF ANY KIND FOR THIS COURSE!** If you miss an exam, for whatever reason, there is no makeup exam. There is NO exception to this rule. Because of this, I drop one exam per person - the lowest scoring exam during the term. If you miss an exam, you will score zero on that exam, and that will be the score that will be dropped.

- No eating, drinking (even water), or smoking is allowed in the classroom.
- All students participating in college athletic/student activities must coordinate their schedules with the instructor.
- The textbook is mandatory. If you do not have one by the end of the second week, you will be dropped from the course.
- **No pagers or cell phones allowed in class with an audible alert.** Set these devices to vibrate mode, or turn them off. The pager or cell phone may not be placed on the computer desk; it should not be visible while in class. The cell phone will be requested from the offending student, and class points will be deducted, if a cell phone rings during the class session.

Accommodations for Students with Disabilities:

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.

Holidays: Refer to current Reedley College Class Schedule

Notes: 1) This schedule is subject to change, with prior notice.