Computer Concepts (IS 15) Syllabus

Reedley College – Fall ‘12

Instructor: **Mr. Michael Guyett** E-mail:**michael.guyett@reedleycollege.edu**

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 Class Meets:

IS-15-52506 - T- 6:00pm Bus 49

IS-15-52718- Th- 6:00p.m. Bus 49

**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:**

1. *New Perspectives on Computer Concepts 2011: Introductory, 13th Edition*. Authors: June Parsons and Dan Oja. ISBN: ISBN-10: 0538744820 | ISBN-13: 978-0538744829
2. *Microsoft Office Word 2010: Illustrated Brief, 1st Edition*. Author: Jennifer Duffy. ISBN: ISBN-10: 0538748214 |ISBN-13: 978-0538748216

*Microsoft Office Excel 2010: Illustrated Brief, 1st Edition.* Authors: Elizabeth Eisner Reding and Lynn Wermers. ISBN: ISBN-10: 0538749288 | ISBN-13: 978-0538749282

**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. Make up exams are only granted with advanced notice.

**Final Exam:** December 10th – 14th

**Drop Date:** August 24th; Last day to drop full term class for full refund. Sept. 3rd: Last day to drop to avoid ‘W’

**Evaluation and Grading:**

Quizes 8 @ 10ea. 80

Exams 4 @ 50ea. 200

Lab work 8 @ 20ea. 160

Assignments 4 @ 20ea. 80

Participation 45

PowerPoint 60

Final Exam 75

Total Possible 700

**Grade Distribution:**

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

**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.

* 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. If you need to use your cell phone please quietly go outside the classtoom. No visitors are allowed during class.

**Cheating and Plagiarism**

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, assignment, or hands-on project in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**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.

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