

Quarter 1, Spring 2016

MW 11:00-12:50 in CTL-1

#51344 : 1/11/16-3/11/16

Mrs. Pam Gilmore

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BUS-48B OFFICE HOURS: TUESDAYS, 11-1; WEDNESDAYS, 1-2; OR BY APPOINTMENT

REQUIRED TEXT AND SUPPLIES:

- Custom OT1 Computer Basics; ISBN 1-323-34475-6
- USB Drive (aka Jump drive, Flash drive, Thumb drive)
- The textbook is required. If the textbook is not acquired by the end of the second week of instruction, the student will be dropped.

COURSE DESCRIPTION:

This course provides students with an introduction to basic computer skills for the office worker. It introduces computer hardware and software, including the use of a mouse and a keyboard, as well as an introduction to the windows operating system. Word processing and spreadsheet software will be introduced. Students will access the Internet and perform basic searches.

- This course fulfills the Reedley College computer familiarity graduation requirement.
- This course may be transferable to a 4-year university, but only as elective credit.
- Students who have completed IS11, IS12, or IS15 with a “C” or better are not eligible for this class

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

- A. differentiate between hardware and software
- B. use Windows operating system to access applications
- C. use a word processing application to edit and/or create a document
- D. use a spreadsheet application to edit and/or create a spreadsheet
- E. access and use the Internet to perform basic searches
- F. access, use, and manage email
 - o compose and correctly format professional email messages

COURSE OBJECTIVES:

In the process of completing this course, students will:

- A. develop a basic understanding of computer hardware and software
- B. practice opening, modifying, and saving files
- C. complete lab assignments in Microsoft Word and Excel
- D. search the Internet for assigned research
- E. open and use an email account
- F. discover the history and explore the future of computer technology

COURSE OUTLINE:

- 1) The system unit
- 2) Input and output methods and devices
- 3) Secondary storage methods and devices
- 4) System software
- 5) Historical and future computer technology
- 6) Application software
 - A) Word processing
 - B) Spreadsheet
- 7) Internet and email

ATTENDANCE:

Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. The only excused absences are those due to a school-related activity or a requirement to appear in court. Calling me to tell me you will be absent does not excuse you but is considered a professional courtesy and will be noted in your attendance record. Students leaving class before the end of class will be recorded as absent. Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F.

STUDENTS WILL BE DROPPED FROM THIS COURSE ON THE 3RD CONSECUTIVE
ABSENCE OR ON THE 4TH NON-CONSECUTIVE ABSENCE PRIOR TO THE DROP
DEADLINE.

HOLIDAYS:

- Martin Luther King, Jr. Day, Monday, 1/18
- Lincoln Day, Friday, 2/12
- Washington Day, Monday, 2/15

DROP DEADLINE: 2/8/16

CLASS PARTICIPATION:

Students are required to participate in all class discussions and activities. Participation points are earned in this class. You may not start the homework during class or work on lab assignments during lecture. You may not study for another class, sleep, surf the Internet, or read a book during class. Social networking apps must be turned off during class, not simply minimized. Headphones/ear buds are not to be used during lecture or exams. Hats and hoodies are not allowed to be worn inside my classes. Cleavage and underwear must be hidden in my classes.

TARDIES: Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late. Two tardies result in a loss of one participation point.

ASSIGNMENTS:

Assignments are due at the beginning of the next class session unless otherwise announced. Assignments may be hand-written or keyboarded. If hand-writing your assignment, use only one side of a standard-sized (8 1/2 x 11) paper. Spiral paper will not be accepted for any assignment. Record your name, the assignment description, and the date on each assignment. If the assignment requires more than one page, staple the pages in order at the upper left-hand corner. Keep all assignments neat and orderly. No torn, wrinkled, or soiled assignments will be accepted. If you need another copy of the assignment because your handout has been damaged, you may print one from Blackboard. No late assignments will be accepted. Note: Being absent the day assignments are due does not entitle you to turn it in late! Telephone or email me to discuss your specific situation.

HOMEWORK:

Homework is assigned daily and is due at the **beginning** of the following class session unless otherwise announced. Place your homework on my desk at the beginning of class.

LAB ASSIGNMENTS:

Labs are assigned daily and are due at the beginning of the following class session unless otherwise announced. Microsoft Word, Excel, and Internet Explorer Assignments are to be printed out as well as saved on your drive. I reserve the right to examine your work as it is saved on your drive. If your assignment is not saved on your jump drive and available for my review, credit will not be earned for the assignment.

QUIZZES:

Quizzes may be announced. There are no makeup's for missed quizzes. **NO EXCEPTIONS!** POP quizzes will be given each time a cell phone is activated or a text message is sent or received during class. Cell phones must be out of sight during class. If a cell phone is observed out on your desk or in your lap, a pop quiz will be administered to the entire class.

TESTS:

There are no makeup's for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. As expected by your employer, you must telephone me to discuss a specific situation. Unlike your employer, I **do** accept and encourage email notifications since I am rarely in my office to receive your phone calls.

FINAL EXAM:

A two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: **Wednesday, March 9, 11-12:50.**

GRADING:

- *HOMEWORK & PARTICIPATION:* 20%
- *LAB ASSIGNMENTS:* 30%
- *TESTS & QUIZZES* 50%

Percent of Total Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

ADA

If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

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, paper, project, or assignment 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.

