State Center Community College District

Reedley College IS-15

IS-15, Computer Concepts, 3 Units (Section number 78863) Summer Semester June 20, 2016 – July 29, 2016, M T W Th
Meeting place/time: BUS 49, 10:45 am – 1:35 am
Instructor: Sean Stephens, MBA
e-mail: sean.stephens@reedleycollege.edu
Phone: 559-370-6373 (Call or text)

Remind App

On rare occasions, I am unable to make it to class. In those cases, I use the *Remind* app to send out a notice that class is cancelled. I will also use the app to send out assignment deadline reminders, etc. If you would like these reminders, follow these steps:

To receive messages via text, text **@hab4k** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @hab4k'.

Trouble using 81010? Try texting **@hab4k** to **(559) 472-0066** instead.

To:

81010   ◄ Enter this number

Message:

@hab4k   ◄ Text this message

*Standard text message rates apply.

Or to receive messages via email, send an email to **hab4k@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.

New message   _ ↗ ✕

Recipients   hab4k@mail.remind.com

Subject   *(You can leave the subject blank)*
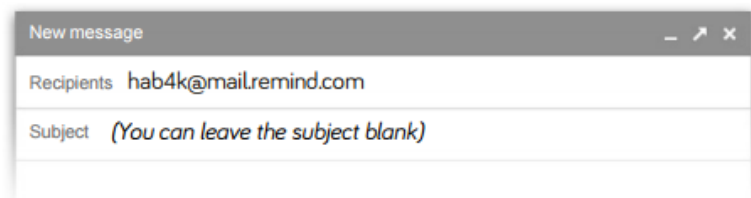
ADA Statement

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 your instructor as soon as possible.

Communications with the instructor

Communications with the instructor can be handled before or after class in BUS 49 or via e-mail. Your instructor will make every effort to respond to your e-mail within 24 hours Monday –Friday.

Instructor Availability

The instructor will not be available on Saturdays, Sundays, or holidays to reply to e-mail.

Observed Holidays

July 4, Independence Day

 Academic Calendar

Required Textbook

None. All materials will be Internet downloadable or provided on Canvas.

Online Access to Course Materials

All materials are available via Canvas. Access Canvas at https://scccd.instructure.com.

Instructors and students can access Canvas by going to https://scccd.instructure.com

Students – log in using the same credentials you use for Blackboard:

> **Username**: Your 7-digit student ID number.

> **Password**: If you have not previously changed your password, it is:
>> *First name initial* (upper case) + *last name initial* (lowercase) + *date of birth* (mmddyy)
>> **Example**: John Smith born on July 9th of 1988   Password =Js070988

> **If you do not know your password and need assistance:** (559) 499-6070

Course Prerequisites:

To complete this course successfully, you must:
Have the ability to read collegiate textbooks and handouts
Follow written instructions
Be able to operate a personal computer
Send e-mail with attachments and receive e-mail with attachments
Navigate web pages

Technology suggestion for completing assignments outside of class time

- A personal computer with a Pentium-4 class processor or higher, 1 GB RAM and 2 GB available storage space
- Broadband connection to the Internet
- A valid e-mail address
- Operating system software: Microsoft Windows 7, Vista, or XP*
- Application software:
- Word Processor (MS Word, Open Office Writer, Corel Write, etc)
- Spreadsheet Software (MS Excel, Open Office Calc, Corel Calculate, etc)
- Presentation Software (MS PowerPoint, Open Office Impress, Prezi, Corel Show, etc)
- SQL Database Software (MS Access, Open Office Base, etc)
- Web browser software such as MS Internet Explorer or Google Chrome

Students must make sure their computer hardware and software work properly.

Computers are available for use at the Reedley College Computer lab in the library. Library computers are equipped with MS Office 2010. Classroom instruction will include both MS Office and Open Office suites.

Attendance

Attendance to this class is mandatory. The instructor reserves the right to take attendance at any time during the class period.

The instructor reserves the right to drop a student after 3 unexcused absences.

Course Description

IS-15, Computer Concepts introduces the student to basic concepts of computers and information systems as well as their applications. Computer hardware, software, databases, networks and telecommunication will be discussed.

In this course, students will be exposed to hands-on practices using office productivity software, Including word processor, spreadsheet, database, and presentation software. Programming exercises will introduce basic programming techniques and will involve the creation of simple computer programs. Students will have the opportunity to explore the Internet and the World Wide Web through class assignments. Students should be prepared to work as a team to create a group presentation of their approved class research project.

Knowledge gained from this course will provide the student with prerequisites required to take specific information systems courses. Upon completion of this course, students should be able to apply their knowledge to help them manage electronic information.

Student Learning Outcomes

The students who have completed this course satisfactorily will:

- Have the essential knowledge of hardware, software, networks, applications, and services of information technology
- Be competent to operate a Windows based personal computer and its peripherals
- Be able to use Microsoft's office productivity software – Word, Excel, Access, and PowerPoint
- Have the skill to create, duplicate, update, delete, backup, and organize electronic documents on various computer storage media
- Be proficient with various communication software
- Have the experience of working in groups to research, report, and present an assigned technology project
- Understand the steps involved in writing computer programs
- Understand ethical conduct as it pertains to information technology
- Have the necessary knowledge and skill to take more advanced information technology courses

Drop from and reinstatement to the class

It is your responsibility to drop this class by the drop date or to file a petition to be reinstated to this class.

Reading, class activities, assignments, and examinations

Materials for this course, including the course syllabus, are posted on the Canvass web site for this class. Assigned reading and hands on exercises, as stated in the class schedule, must be completed thoroughly. It is the student's responsibility to make sure their assignments and examinations are submitted on time and can be read by the instructor.

Assignments, examinations, and projects must be completed by the due date or risk losing 5% credit per day for that assignment for each day late.

Class activities are the activities conducted during class meetings. Each class activity is worth 25 points. Students must attend the class to earn class activity points.

Examinations and quizzes

All examinations and quizzes must be completed individually in the classroom on their designated dates during class.

Collaborations are not allowed on any of the examinations or quizzes

The materials for quizzes are directed readings, handouts, and lecture information

All quizzes are closed book/closed notes

One makeup examination is allowed with the instructor's advanced approval and must be completed within two days after the exam date.

No makeup class activity is given

Late assignments will be assessed a 5% daily penalty

Grading scale

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

Various policies

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus
Cheating and plagiarism will be treated according to the policy specified in the Course Catalogue of Reedley College.

A student will be subject to discipline if he or she:

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional obligations
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property
- Violates SCCCD Computers and Networks Usage Policy.