

State Center Community College District

Reedley College IS-15

IS-15, Computer Concepts, 3 Units (Section number 59405) Fall Semester August 13, – December 18, 2018, Monday, Tuesday, Wednesday, Friday

Meeting place/time: Portable 4, 9:00 am – 9:50 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:

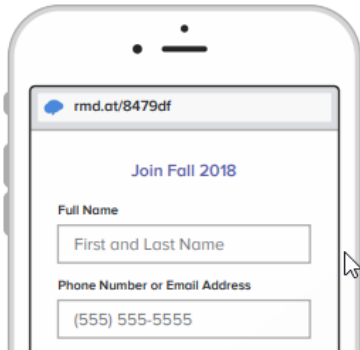
Pick a way to receive messages for Fall 2018:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/8479df

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @8479df to the number 81010.

If you're having trouble with 81010, try texting @8479df to (559) 472-0066.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/8479df on a desktop computer to sign up for email notifications.

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, 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.

Cell Phones and Portable Devices

Please refrain from using devices during class time unless it is part of the lesson (Exceptions include viewing class textbook on your device). This material is essential to your continued success as a student and social distractions will hamper your efforts to excel.

Significant Dates

September 3, Labor Day
November 12, Veteran’s Day
November 22, 23, Thanksgiving
Dec 12, Final Exam
[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://sccd.instructure.com>.

Instructors and students can access Canvas by going to <https://sccd.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](tel:5594996070)

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, 8, 8.1, 10, Vista, XP, Mac OSX, Chrome, or any Linux variant
- 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 Canvas 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 for any assignment turned in up to 1 week late and losing 50% credit for any work turned in more than a week late.

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

Assignment List

Name	Topic	Points	% of total
WP1	MS Word	30	.2%
WP2	Google Docs	35	.2%
WP3	MS Word	45	.3%
WP4	MS Word	35	.2%
SS1	MS Excel	30	.2%
SS2	MS Excel	45	.3%
SS3	MS Excel	30	.2%
SS4	MS Excel	35	.2%
PP1	MS PowerPoint	30	.2%
PP2	MS PowerPoint	40	.3%
PP3	MS PowerPoint	50	.4%
Web1	TBD	50	.4%
Web2	TBD	50	.4%
Web3	TBD	50	.4%
DB1	MS Access	50	.4%
DB2	MS Access	50	.4%
DB3	MS Access	50	.4%
Programming	In-Class activity	50	.4%
Security	In-Class activity	50	.4%
Group 1	Group project	50	.4%
Group 2	Group project	80	.6%
Group 3	Group project	100	.7%
Total		1035	74%

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

Quiz List

Quiz -----	Points -----	% of total
Computers and Society -----	20 -----	.1%
Hardware -----	20 -----	.1%
Software -----	20 -----	.1%
Word Processing -----	20 -----	.1%
Spreadsheets -----	20 -----	.1%
Presentations -----	20 -----	.1%
Database -----	20 -----	.1%
Programming -----	20 -----	.1%
HTML -----	20 -----	.1%
Security -----	20 -----	.1%
Final Exam -----	150 -----	10%
Total -----	350 -----	25%
Total points -----	1385 -----	100%

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](#).

FALL 2018 FINAL EXAM SCHEDULE

IF CLASS MEETS	GROUP
<ul style="list-style-type: none"> DAILY MWF M W** F** MT MW MTh MF WTh** WF** MTW MTTh MTF MWTh MThF WThF** MTWTh MTWF MTThF MWThF 	A
<ul style="list-style-type: none"> TTh T Th** TW TF ThF** TWTh TWF TThF TWThF 	B
After 4:30 pm on: <ul style="list-style-type: none"> M MW 	Night M
After 4:30 pm on: <ul style="list-style-type: none"> T TTh 	Night T
After 4:30 pm on: <ul style="list-style-type: none"> W 	Night W
After 4:30 pm on: <ul style="list-style-type: none"> Th 	Night Th
After 4:30 pm on: <ul style="list-style-type: none"> F 	Night F

CLASS TIME/GROUP	FINAL DAY	FINAL TIME
All Saturday Classes	Saturday, December 8	Normal Class Time
7:00 am/A	Friday, December 14	7:00 am - 8:50 am
7:00 am/B	Thursday, December 13	7:00 am - 8:50 am
8:00 am/A	Monday, December 10	8:00 am - 9:50 am
8:00 am/B	Tuesday, December 11	8:00 am - 9:50 am
9:00 am/A	Wednesday, December 12	9:00 am - 10:50 am
9:00 am/B	Thursday, December 13	9:00 am - 10:50 am
10:00 am/A	Monday, December 10	10:00 am - 11:50 am
10:00 am/B	Tuesday, December 11	10:00 am - 11:50 am
11:00 am/A	Wednesday, December 12	11:00 am - 12:50 pm
11:00 am/B	Thursday, December 13	11:00 am - 12:50 pm
12:00 pm/A	Monday, December 10	12:00 pm - 1:50 pm
12:00 pm/B	Tuesday, December 11	12:00 pm - 1:50 pm
1:00 pm/A	Wednesday, December 12	1:00 pm - 2:50 pm
1:00 pm/B	Thursday, December 13	1:00 pm - 2:50 pm
2:00 pm/A	Monday, December 10	2:00 pm - 3:50 pm
2:00 pm/B	Tuesday, December 11	2:00 pm - 3:50 pm
3:00 pm/A	Wednesday, December 12	3:00 pm - 4:50 pm
3:00 pm/B	Thursday, December 13	3:00 pm - 4:50 pm
4:00 pm/A	Monday, December 10	4:00 pm - 5:50 pm
4:00 pm/B	Tuesday, December 11	4:00 pm - 5:50 pm
Night M	Monday, December 10	Normal Class Time
Night T	Tuesday, December 11	Normal Class Time
Night W	Wednesday, December 12	Normal Class Time
Night Th	Thursday, December 13	Normal Class Time
Night F	Friday, December 14	Normal Class Time
Exam Conflicts, Makeup Exams, or Exam by Special Arrangement*	Wednesday, December 12	7:00 am - 9:00 a.m.

DAY CLASSES

- If your class does not start on the hour, please assume that it starts at the beginning of the hour in order to determine on which day and at what time your final exam will be. (For example: If you have a 9:30 a.m. Tuesday/Thursday class, your class will then fall into group 9:00 B.)
- Classes which meet two days a week and which have different starting times for those two days will have a final exam determined by the first class meeting of the week. (For example: A class which meets at 9 a.m. on Monday and 10 a.m. on Wednesday will fall into group 9:00 A.)
- Examinations calling for special arrangements and/or approved makeup exams must be scheduled through the class instructor. Final examinations not adhering to this schedule may be made by the instructor and are subject to approval by the division dean.
- Students who have three final examinations scheduled on the same day may seek to have one final exam moved to another day by contacting the individual instructors BEFORE the start of the final exam week.

EXTENDED DAY

(Classes beginning at or after 4:30 p.m. and Saturday classes.)

- Final exams will be given during the final exam week using the above schedule.
- Classes which meet more than once during a week will meet only once during the final exam week, with the class meeting devoted to the final examination. Unless approved by the division dean, such classes will meet on the first normally scheduled night.

NOTE: Instructors must submit their final grades in the Student Services Building, no later than noon on Monday, December 17, 2018.

* Open periods are for final exam conflicts, makeup exams, and exam by special arrangement.

** Classes falling into these groups are possibly in conflict with other classes. If so, the other classes have priority for the rooms. The instructor will choose an open period for the final exam.

§ For night classes, the instructor should begin the final exam at the time the class usually begins.