

SUMMER 2019

MW, 10:45 – 1:10 (CTL 1)

#51107: 6/24/19 – 8/2/19

INSTRUCTOR: TIFFANY DIX

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PHONE: 638-0300

OFFICE HOURS: I do not have an office on campus; however, you may contact me at the email address listed above or text/call me anytime at **(559) 462-0234**. Please make sure you state clearly your name, class and any information necessary for communication.

### Required Text and Supplies:

📖 Pearson Custom Library, OT 1: Computer Basics, Reedley College Edition

**ISBN: 9781307354676**

📧 USB Drive (AKA FLASH DRIVE, JUMP DRIVE, THUMB DRIVE)

**IMPORTANT NOTE: Each student is required to have his or her own textbook. You will not be allowed to work from copies or share with another student. If the textbook is not acquired by the end of the second week of instruction, the student will be dropped. Bring your book to class everyday.**

### 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 Information Systems 11, 12 or 15 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
  - a. 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. learn and practice the use of a mouse
- C. practice opening, modifying, and saving files
- D. complete lab assignments in Microsoft Word and Excel
- E. search the Internet for assigned research
- F. open and use an email account
- G. discover the history 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. Spreadsheets
7. Internet and email

## ATTENDANCE AND TARDIES:

- 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. Roll is taken each class period. The only excused absences are those due to a school-related activity or a requirement to appear in court and you must let me know before the absence. Any other absence, calling me to tell me you will be absent does not excuse you, but is considered professional courtesy and will be noted in your attendance record. (On the job, if you do not call prior to being absent, you will be reprimanded or fired.) Students leaving class before the end of class will be recorded as a tardy and 3 points will be deducted from participation.
- 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.

**The last day to drop this class is: Wednesday, July 10th**

- I do not accept late work, nor do I allow for make-up work (this includes in-class work, homework, and tests). This means you need to be in class and do the work as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
- In this class, you are allowed 2 absences before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non-participation and 3 points for each tardy.
- Students are expected to be on time. Two tardies are considered 1 absence.

## HOLIDAYS:

- Thursday, July 4 – Independence Day
- Monday, July 8 – Independence Day (\*In-lieu holiday)

## TESTS:

- There are no make-ups 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. Telephone or email me to discuss a specific situation.
- Try not to be late for an exam. If you are late, you may take the exam up to the time the first student finishes the exam and leaves. After the first student leaves, you may not take the exam and it will count as a missed exam.

## FINAL EXAM:

- A two-hour comprehensive final exam will be given at the end of the course. The date and time of the exam is as follows: **Wednesday, July 31<sup>st</sup> (last day of class)**

## GRADING:

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

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

## ACCESSING YOUR PROGRESS GRADES:

- Grades will be available throughout the semester on Canvas. I will post announcements in Canvas as I update grades.

## CELL PHONES:

- Please place your phones on vibrate before class begins. No texting allowed in class. If you must take a phone call, please step out of the classroom when talking. I will ask you to leave class and deduct 3 points from your participation grade if you continually have your phone out during class. Headphones / ear buds are not to be used during lecture or exams.

## 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.

## Receipt and Acknowledgement of OT 1 syllabus

I, \_\_\_\_\_ acknowledge the receipt of this OT 1 syllabus.  
(Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **attendance, make-ups, cell phones, and grading**, as outlined in this document.

**Signature** \_\_\_\_\_

**Id #** \_\_\_\_\_

**Date** \_\_\_\_\_

**Phone #** \_\_\_\_\_