SPRING 2022: ONLINE
#52460: 1/10/22 – 3/11/22
MONDAYS, 10:00 – 11:50 A.M., ZOOM
(ADDITIONAL HOURS ONLINE – TBA)

INSTRUCTOR: TIFFANY DIX

COMMUNICATION POLICY

There are several ways to connect with me throughout the duration of this course:

Email: For the quickest response, please message me using the 'Inbox' tab via Canvas. This method is very efficient, and your email message will be automatically tagged with your course name/number. You may also email me at: tiffany.dix@reedleycollege.edu
Please remember to include your full name, course and any other pertinent information. I will try my best to respond within 24 hours.
(NOTE: Regular Business Hours are Monday through Friday, 9am - 5pm)

Phone: A Google voicemail line has been set up for students who prefer to communicate via phone, please call: **(559) 462-0234**. Make sure you clearly state your full name, course, and any other pertinent information. A transcript of your message will be emailed to me.
(Same 24hr. response time applies to phone messages)

Office Hours: I will be available to meet with students one-on-one daily as follows:
        Monday through Friday, 9-10am, Virtual via Zoom
        (Meeting link & password will be posted in Canvas 'Announcements')

REQUIRED TEXT AND SUPPLIES

- ❖ CUSTOM OT1 COMPUTER BASICS; ISBN 978-1-307-70505-8
- ❖ USB DRIVE (AKA FLASH DRIVE, JUMP DRIVE, THUMB DRIVE)

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 IS12, or IS15 with a "C" or better are not eligible for this class

COURSE OBJECTIVES

IN THE PROCESS OF COMPLETING THIS COURSE, STUDENTS WILL:
- ✓ discover the history and explore the future of computer technology
- ✓ search the Internet for assigned research
- ✓ practice opening, modifying, and saving files
- ✓ open and use an email account
- ✓ complete lab assignments in Microsoft Word and Excel
- ✓ develop a basic understanding of computer hardware and software

COURSE OUTCOMES

UPON COMPLETION OF THIS COURSE, STUDENTS WILL BE ABLE TO:
1. access and use the Internet to perform basic searches
2. access, use, and manage email
3. compose and correctly format professional email messages
4. differentiate between hardware and software
5. use a spreadsheet application to edit and/or create a spreadsheet
6. use a word processing application to edit and/or create a document
7. use Windows operating system to access applications

COURSE CONTENT OUTLINE

A. The System Unit
B. Application Software
   Word processing
   Spreadsheet
C. System Software
D. Input and output methods and devices
E. Secondary storage methods and devices
F. Introduction to connectivity
G. Internet and Email
H. Historical and Future Computer Technology

LAB OUTLINE

I. Computer Basics
   A. Define computer and identify the four basic computing functions
   B. Identify the different types of computers
   C. Describe hardware devices and their uses
   D. Identify types of software and their uses
   E. Identify save computing practices
   F. The past and future
II. Microsoft Word
   A. Create a new document and insert text
   B. Insert and format graphics
   C. Insert and modify text boxes and shapes
   D. Preview and print a document
   E. Change document and paragraph layout
   F. Create and modify lists
   G. Set and modify tab stops
   H. Insert a SmartArt graphic
III. Microsoft Excel
   A. Create, save, and navigate an Excel workbook
   B. Enter data in a worksheet
   C. Construct and copy formulas and use the SUM function
   D. Format cells with merge & center and cell styles
   E. Chart data to create a column chart and insert Sparklines
   F. Print, display formulas, and close Excel
   G. Check spelling in a worksheet
   H. Enter data by range
   I. Construct formulas for mathematical operations
   J. Edit values in a worksheet
   K. Format a worksheet
IV. Internet Explorer
   A. Start Internet Explorer and identify screen elements
   B. Navigate the internet
   C. Create and manage favorites
   D. Search the internet
   E. Save and print web pages
V. Email
   A. Explore the email application window
   B. Inbox, outbox, sent items
   C. To, CC, subject, threads
   D. Formatting professional email messages

PARTICIPATION / ATTENDANCE

Participation is KEY in an online learning environment! As such, your participation score will be based on several factors, including weekly Zoom meetings, discussion board responses, homework and test submissions.

- Students will be dropped from this course as a "no-show" if they do not attend the initial mandatory Zoom meeting held on Monday, January 10th.
- If you decide to drop the course at any time throughout the semester, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a failing grade.

Monday, February 7th is the final drop date for this course!

LATE WORK / TESTS

It is very important that you pay close attention to all posted due dates as I do not allow late work of any kind. There are no make-ups for missed assignments, tests or quizzes. However, if you foresee an unavoidable situation on an upcoming test date, you may arrange to take the test early. Please contact me to discuss your specific situation.

HOLIDAY

- Monday, January 17th – Martin Luther King, Jr.
- Friday, February 18th – Lincoln Day
- Monday, February 21st – Washington Day

FINAL EXAM

A comprehensive final exam will be given at the end of the course.
Final Exam Date:
TBA

GRADING

- ✓ *CLASS PARTICIPATION:*   *10%*
- ✓ *HOMEWORK / LABS:*   *40%*
- ✓ *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

Progress grades will be available via Canvas throughout the semester.

ADA COMPLIANCE

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.

❖ If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. **Cheating, in this class, is handing in the same assignment as another student as if it was your own.**

❖ 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.

IMPORTANT! PLEASE READ:
Syllabus Receipt and Acknowledgment

Please submit response via Canvas *(syllabus assignment)* acknowledging that you have read and understand the entire course syllabus.