

# Reedley College

Fall 2018

August 13, 2018 – December 14, 2018

## Course Information

- This course is Information Systems 15 Section #50451 Computer Concepts.
- The class time is online using Canvas.

## Instructor Information

The Instructor is Daniel Morales, BS/MS.

Please use the Canvas Inbox tool to communicate with the Instructor.

In addition you can e-mail him at [daniel.morales@reedleycollege.edu](mailto:daniel.morales@reedleycollege.edu).

You can also call him at 559-638-0300 ext.3264 (if no answer, leave a detailed message).

In order to meet with the Instructor, use the Canvas Inbox or e-mail to communicate with him.

## Textbook and Materials

- No textbook is required for this class.
- You will need Microsoft Office 2016. Programs that you will need: Word, Excel, PowerPoint, and Access. Make sure these programs are downloaded onto your computer. The online version of these programs have limited functionality and won't work for this class. These programs are mandatory. We will use each and every one of them. If you have a Mac, there isn't a version of the Access program. It is recommended to do the Access projects at the computer lab at school. We will use the Access program for one week only.
- You will need reliable internet access.
- You will need a reliable computer. A tablet or a phone will not work when trying to complete the projects in this class.

## Course Description

This course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database, presentation and programming), the history of the microcomputer, privacy and legal issues, and telecommunications (email and Internet).

Concepts in Information Systems require a great deal of attention to detail and critical thinking skills to succeed, therefore much in this course will require you to demonstrate attention to detail and the ability to read and understand instructions.

## Course Learning Objectives

- Understand the computer's potential, its strengths, and limitations.
- Recognize the functional elements of the hardware and know how to use the basic elements of the Windows operating system and selected utility programs.
- Skillfully use four general applications – word processing, spreadsheet, database, and presentation.
- Identify the major contributors and developments of the microcomputer.
- Explore privacy and legal issues.
- Demonstrate how to use email and the Internet.

## Course Learning Outcomes

- Apply the appropriate computer expertise in completing tasks using software to successfully address a specific business need.
- Perform basic operations using the essential computer hardware and software configurations.

- Create basic word processing documents, spreadsheets, database files and reports, and presentations.
- Name some of the pioneers of the microcomputer, software and hardware manufacturers.
- Read basic computer related literature with sufficient vocabulary development to understand the material.
- Understand the privacy and legal concerns that are unique to the use of computer technology.
- Access the Internet for research, e-mail, and other forms of communication.

## Learning Methods

- Required reading from presentations and documents found on Canvas
- Videos
- Canvas Assignments
- Hands-on projects (lab work)
- Exams

## Attendance

I will drop you if you haven't submitted the 1st weeks' work, even if you logged into Canvas during the first 2 weeks. I will also drop you if you haven't submitted work for 2 weeks in a row or if you haven't logged into Canvas for two weeks.

## Readings, Assignments, Hands on Projects, and Exams

Students are required to complete assignments, hands-on projects, and exams on their own. In other words, you may not collaborate with fellow students and turn in the same project. Each student needs to work on his or her own computer. Many students have been caught cheating because they don't follow the rules.

All examinations must be completed individually. Collaborative work will not be allowed during examinations. The use of books, notes, cell phones, and other electronic devices will not be allowed during examinations, unless specifically stated by the instructor prior to the examination. Make up examinations, assignments, and hands-on projects are only granted with advanced notification.

Late work will not be accepted. If a student fails to submit an assignment or project on the day that it is due then the student will lose points for that project. No excuses will be accepted.

The mottos for this class are: No late work accepted! Absolutely no excuses will be accepted! Don't procrastinate!

## Due Dates

You will find all work that is due, organized into modules (folders) in Canvas.

You will have work due on the first week of class on Wednesday by 11:59 pm and every Wednesday after that. You have all day on Wednesday to work. Wednesday is over at 11:59pm.

## Outcomes Assessment (approximately)

Assignments	Points
Multiple-Choice (11 at 10 points each)	110
Exams (8 at 20 points each, 1 at 5 points)	165
Midterm Exam	50
Hands-On-Projects (14 at 10 points each, 1 at 20 points, 5 at 5 points each)	165
Final Exam	80

Table 1 Outcomes Assessment

The total points for this class is 570 points.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

## Drop Dates

- Friday, August 24<sup>th</sup>, for a refund
- Friday, August 31<sup>st</sup>, to avoid a "W" (in person)
- Sunday, September 2<sup>nd</sup>, to avoid a "W" (on Web Advisor)

- Friday, October 12<sup>th</sup>, to avoid a “Letter Grade”

It’s each student’s responsibility to drop the class if they are no longer attending or no longer interested, otherwise they risk obtaining a grade of “F” in the class.

## Policies

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, and smoking are not allowed in the classroom or computer labs. Cell phones must be turned off or in the silence/vibrating mode while class is in session. If you need to use your cell phone (to make/receive a call or to send a text message) please go outside of the classroom. No visitors are allowed while class is in session. A student will be subject to discipline if she or he:

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property.
- Violates Reedley College computers and networks usage policy.
- Violates Reedley College cheating/plagiarism policy.

## Accommodations

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 or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

## Cheating

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.

You may not collaborate with fellow students and turn in the same project. Each student needs to work on his or her own computer. Many students have been caught cheating because they don’t follow the rules.

Incidents of cheating may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, assignment, or hands-on project 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.

## Class Schedule

Week #	Week of	Topic	Assignments
1	8/13/18	- Syllabus review - Class Introduction, Intro to Canvas, Computer Basics, Email project	Personal Profile, Practice Test, Email project
2	8/20/18	- What is a computer?, File Management - Bits and bytes, digital data representation	Read “Introduction to Computers” and “Binary Numbering System” Assignments 1 and 2 Quiz 1
3	8/27/18	- Hardware - Software	Read “Hardware” and “Application Software” Assignments 3 and 4 Quiz 2

Week #	Week of	Topic	Assignments
4	9/3/18	- Operating Systems - Computer Networks	Read "OS and Utility Programs" and "Computer Networks" Assignments 5 and 6 Quiz 3
5	9/10/18	- The Internet - Security	Read "Internet" and "Security" Assignments 7 and 8 Quiz 4
6	9/17/18	- Ethics	Read "Ethics" Assignment 9 Midterm Review Midterm
7	9/24/18	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B
8	10/1/18	Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables	Word C, Word D, Word D2
9	10/8/18	Microsoft Word (continued)	Word Quiz Matching Word Quiz Project
10	10/15/18	Microsoft Excel - Entering labels and values - Using the SUM Function	Excel A and A2
11	10/22/18	Excel (continued) - Working with formulas and functions - Formatting a worksheet	Excel B and Excel C
12	10/29/18	Excel (continued) - Inserting charts - PMT Function	Excel D Excel Quiz Matching Excel Quiz Project
13	11/5/18	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A and B
14	11/12/18	Microsoft Access - Creating tables, data input - Using queries and reports	Access A
15	11/19/18	Understanding HTML code, graphics, and media	Web A and Web B
16	11/26/18	Understanding Programming concepts (JavaScript)	Program A
17	12/3/18	Final Exams	Final A (Word Project) Final B (Excel Project) Final Exam Matching (Word and Excel) Final Exam Matching (Access, PowerPoint, Web, Programming)
18	12/10/18	<b>Check your grade and let me know if you have any questions</b>	

Table 2 Class Schedule