

Reedley College

Fall 2020

August 10, 2020 – December 11, 2020

COURSE INFORMATION

IS-15 55711 – Computer Concepts

Meetings

Online – Weekly assignments

Class Cancellation

If class is cancelled unexpectedly, an announcement will be sent out via Canvas. Additional means, such as via email may also be employed.

Textbook

Bourgeois, David T. *Information Systems for Business and Beyond*. Saylor Academy, 2014.

This text is provided to the students online as part of the course at no charge.

INSTRUCTOR INFORMATION

Jason Boyer, BA/MBA

COURSE COMMUNICATION POLICY

Use the [Canvas Inbox Tool](#) to email questions about assignments and course content. As a backup, or for other questions, email me at jason.boyer@reedleycollege.edu or call (559) 638-0300 ext. 3410 (if there is no answer, please leave a detailed message.) *While we are working remotely, this number may not be continuously monitored.*

Students may also text me at (559) 836-1181 between 8 am and 9 pm. As with all inquiries, please include your name and course.

For all communication inquiries, I will answer within 24 hours.

OFFICE HOURS

During the fall semester, I will be available for office hours via Zoom:

- We will have a weekly standing office hours meeting at a collectively agreed time during the week in which I will provide a mini-lecture covering the week's topics, address any difficult questions, and hold a Q&A session, as well as a check-in to see how you are doing.
- Additional daily availability for the remaining weekdays will be posted in the Course Information module. Those meetings will be via appointment.

I will also make appointments outside of those times as time allows. Contact me via email or text to set an appointment.

COURSE DESCRIPTION

This course introduces 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 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.

PREREQUISITES, CO-REQUISITES, AND ADVISORIES

Advisory for MATH-201 (Elementary Algebra) and either ENGL-126 (Reading Skills for College) or ENGL-128 (Accelerated Reading)

COURSE LEARNING OBJECTIVES

1. Describe existing and emerging technologies and their impact on organizations and society.
2. Demonstrate an understanding of the development and use of information systems in business.
3. Solve common business problems using appropriate applications and systems.

STUDENT LEARNING OUTCOMES

1. Demonstrate understanding of information technology concepts in hardware, software, networks, and the systems development life cycle.
2. Apply effective information technology skills to perform practical business functions that include word processing, spreadsheet, presentation, and database management applications.
3. Demonstrate critical thinking to solve technology problems ethically and effectively.

LEARNING METHODS

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

ATTENDANCE AND DROP POLICY

Regular attendance is required, and I use participation in weekly discussion topics in lieu of taking roll.

You will be dropped from the course under the following circumstances:

1. **If you do not attend the first day of class.** *Attendance the first day of class is by online check in via the discussion board. Look for the discussion titled "Welcome to IS-15."*
2. **If you miss three or more consecutive discussion board topics.**

READINGS, ASSIGNMENTS, HANDS ON PROJECTS, AND EXAMS

Academic Honesty

Assignments and Projects

Students are required to complete assignments and hands-on projects on their own. In other words, unless otherwise specified, you may not collaborate with fellow students.

Examinations

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.

Late Work Policy

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. To summarize:

- No late work accepted!
- Absolutely no excuses will be accepted!

Make-up examinations are only granted with advanced notification for extenuating circumstances.

DUE DATES

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

Required reading is expected to be completed prior to the next class lecture. Therefore, it is recommended that you complete weekly reading assignments early. Due dates and times will be posted on Canvas.

OUTCOMES ASSESSMENT

Below is an outline of assessments and assigned percentage of the final grade. Use this for determining your final grades.

Understand that this is approximate, and total points values may change as assignments change at the instructor's discretion.

Assessments	Percent of Grade
Assignments	25
Projects	20
Quizzes and Midterm	30
Final Exam	15
Participation	10

Table 1 - Outcomes Assessments

The grading scale is: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

DROP DATES

- Friday, August 21st, for a refund
- Friday, August 28th, to avoid a “W” (in person)
- Sunday, August 30th to avoid a “W” (via WebAdvisor)
- Friday, October 9th, to avoid a “Letter Grade”

It is 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

Expectations

I have three expectations of students in my class. These expectations can be applied anywhere in your educational journey as well as in your career and will serve you well.

1. **Be Where You Need to Be, When You Need to Be There**

You may have heard it said the “early is on-time; on-time is late.” Punctuality and dependability is one of the most sought after qualities in employees. Showing up is important, but also, be present. Stay focused, on-task, and pay attention to whatever you are doing. If you are not present, you are not participating, and you will lose participation points.

In the online class, this looks like:

- Participating in online discussions. Answer fully and carefully and respond substantially to your classmates. “Great post” is not so great and will earn you zero points.
- Staying on task, beginning work early, and turning assignments in well ahead of established due dates. **Plan ahead and pace yourself.**
- Remember – late assignments are not accepted.

2. **Dress for Success**

What you wear reflects who you are. It is not just being properly attired, but the attitude you display too. Be respectful and professional always. Failing to maintain a proper attitude can be a distraction and could lead to discipline if it becomes a distraction to others.

In the online class, this looks like:

- Posts and interactions that are respectful to your classmates and yourself.
- Use proper grammar and professional language within the course.
- Maintaining a positive and pleasant learning environment.

3. **Know and Do the Right Thing**

Knowing what is right only has meaning if you do what is right. In the classroom, respect between classmates, respect for the school and school property, as well as respect between instructor and students is the key to a positive learning environment. Failing to respect each other will result in disciplinary consequences, from loss of participation points up to and including suspension and expulsion per State Center Community College policy.

In class, this looks like:

- Being respectful in all interactions with others, tolerant of different points of view and backgrounds, and using language that is respectful to others.
- Maintaining academic integrity in all assignments and interactions.

Personal and Academic Conduct

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 your 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, attempting 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
- Failing to disclose research results completely.

Incidents of cheating may result in any of a variety of sanctions and penalties, which may range from a failing grade on an examination, assignment, or hands-on project in question to a failing grade in the course, at the discretion of the instructor and depending on severity and frequency.

CLASS SCHEDULE (SUBJECT TO CHANGE)

Week	Week of	Topic	Assignments
1	8/10/2020	<ul style="list-style-type: none"> Syllabus Review Class Intro Intro to Canvas Computer Basics 	<ul style="list-style-type: none"> Personal Profile Syllabus Quiz Canvas Inbox Project
2	8/17/2020	<ul style="list-style-type: none"> What is a computer? File Management Bits and Bytes: digital data representation 	<ul style="list-style-type: none"> Read "Introduction to Computers" and "Binary Numbering System" Assignment 1 Assignment 2 Decimal Binary Assignment
3	8/24/2020	<ul style="list-style-type: none"> Hardware Software 	<ul style="list-style-type: none"> Read "Hardware" and "Application Software" Assignment 3 Assignment 4 Quiz 1
4	8/31/2020	<ul style="list-style-type: none"> Operating Systems Computer Networks 	<ul style="list-style-type: none"> Read "OS and Utility Programs" and "Computer Networks" Assignment 5 Assignment 6
5	9/7/2020	<ul style="list-style-type: none"> The Internet Security 	<ul style="list-style-type: none"> Read "Internet" and "security" Assignment 7 Assignment 8 Security Article Review Summary Presentation Quiz 2
6	9/14/2020	<ul style="list-style-type: none"> Ethics 	<ul style="list-style-type: none"> Read "Ethics" Assignment 9 Midterm Exam
7	9/21/2020	<ul style="list-style-type: none"> Microsoft Word 	<ul style="list-style-type: none"> Read "Important Instructions" Proper Steps to Starting a Project Introduction to Word Word A Word B
8	9/28/2020	<ul style="list-style-type: none"> Microsoft Word 	<ul style="list-style-type: none"> Word C Word D Word D2
9	10/5/2020	<ul style="list-style-type: none"> Microsoft Word 	<ul style="list-style-type: none"> Word Quiz (Matching) Word Quiz (Hands On)
10	10/12/2020	<ul style="list-style-type: none"> Microsoft Excel 	<ul style="list-style-type: none"> Read "Important Instructions" Introduction to Excel Excel A Excel A2

11	10/19/2020	<ul style="list-style-type: none"> • Microsoft Excel 	<ul style="list-style-type: none"> • Excel B • Excel C • Excel D
12	10/26/2020	<ul style="list-style-type: none"> • Microsoft Excel 	<ul style="list-style-type: none"> • Excel Quiz (Matching) • Excel (Hands On)
13	11/2/2020	<ul style="list-style-type: none"> • Microsoft PowerPoint 	<ul style="list-style-type: none"> • PowerPoint A • PowerPoint B
14	11/9/2020	<ul style="list-style-type: none"> • Microsoft Access 	<ul style="list-style-type: none"> • Access (Part 1) • Access (Part 2)
15	11/16/2020	<ul style="list-style-type: none"> • The Internet and the Web 	<ul style="list-style-type: none"> • Web A • Web B
16	11/23/2020	<ul style="list-style-type: none"> • Programming 	<ul style="list-style-type: none"> • Programming
17	11/30/2020	<ul style="list-style-type: none"> • Final Exams 	<ul style="list-style-type: none"> • Word Final (Hands On) • Excel Final (Hands On)
18	12/7/2020	<ul style="list-style-type: none"> • Final Exams 	<ul style="list-style-type: none"> • Final Exam Matching (Word and Excel) • Final Exam Matching (PowerPoint, Access, Web and Programming)