Reedley College

Spring 2020

January 13, 2020 – May 13, 2020

Course Information

• This course is Information Systems 15 Section #50857 Computer Concepts.

• The class time is Tuesdays and Thursdays from 12 noon to 1:50pm.

Instructor Information

The Instructor is John Morrison, BA/CCP. Please use the Canvas Inbox tool to communicate with the Instructor. In addition you can e-mail him at john.morrison@reedleycollege.edu. You can also contact via text message at 559.940.9368 (include name and course). 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.

• Bring headphones to 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. 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. The Instructor will let you know when the work will be due.

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 Participation 54 *Table 1Outcomes Assessment*

The total points for this class 624.

Grading Scale: 90-100%=A

80-89%=B

70-79%=C

60-69%=D

<60%=F

Drop Dates

• Friday, January 24rd, for a full refund

• Friday, January 31th, to avoid a “W” (in person)

• Sunday, February 2nd, to avoid a “W” (on Web Advisor)

• Friday, February 21th, last day to change class to/from Pass/No-Pass grading basis

* 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.

Final Exam

Thursday, May 21, 2020 – 12:00 – 1:50 p. m.

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. 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.

Schedule

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|  | **Week of** | **Topic** | **Assignments** |
| 1 | 1/13/2020 | -Syllabus review -Class Introduction, Intro to Canvas, Computer Basics, Email project | Personal Profile, Practice Test, Email project |
| 2 | 1/20/2020 | -What is a computer?, File Management-Bits and bytes, digital data representation | Read “Introduction to Computers” and “Binary Numbering System” Assignments 1 and 2Quiz 1 |
| 3 | 1/27/2020 | - Hardware - Software  | Read “Hardware” and “Application Software” Assignments 3 and 4 Quiz 2  |
| 4 | 2/3/2020 | - Operating Systems - Computer Networks  | Read “OS and Utility Programs” and “Computer Networks” Assignments 5 and 6 Quiz 3  |
| 5 | 2/10/2020 | - The Internet - Security  | Read “Internet” and “Security” Assignments 7 and 8 Quiz 4  |
| 6 | 2/17/2020 | - Ethics  | Read “Ethics” Assignment 9 Midterm Review Midterm |
| 7 | 2/24/2020 | Microsoft Word: - Creating and editing documents - Formatting text and paragraphs  | Word A and Word B  |
| 8 | 3/2/2020 | Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables  | Word C and Word D  |
| 9 | 3/9/2020 | Microsoft Word (continued)  | Word Quiz Matching Word Quiz Project  |
| 10 | 3/16/2020 | Microsoft Excel - Entering labels and values - Using the SUM Function  | Excel A, and A2  |
| 11 | 3/23/2020 | Excel (continued) - Working with formulas and functions - Formatting a worksheet  | Excel B and Excel C  |
| 12 | 3/30/2020 | Excel (continued) - Inserting charts - PMT Function  | Excel D Excel Quiz Matching Excel Quiz Project  |

Schedule (continued)

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| **Week #** | **Week of** | **Topic** | **Assignments** |
|  | 4/6/2020 | **Spring Recess** |  |
| 13 | 4/13/2020 | Microsoft PowerPoint - Creating slides - Elements used in a presentation  | PowerPoint A and B  |
| 14 | 4/20/2020 | Microsoft Access - Creating tables, data input - Using queries and reports  | Access A  |
| 15 | 4/27/2020 | Understanding HTML code, graphics, and media  | Web A and Web B  |
| 16 | 5/11/2020 | Understanding Programming concepts (JavaScript)  | Program A  |
| 17 | 5/18/2020 | Final Exams  | Final A (Word Project) Final B (Excel Project) Final Exam Matching (Word and Excel) Final Exam Matching (Access, PowerPoint, Web, Programming)  |

January 13 (M) Start of Spring 2020 semester

January 20 (M) Martin Luther King, Jr. Day observed (no classes held, campus closed)

January 24 (F) Last day to drop a Spring 2020 full-term class for full refund

January 31 (F) Last day to register for a Spring 2020 full-term class in person

January 31 (F) Last day to drop a Spring 2020 full-term class to avoid a “W” in person

February 2 (SU) Last day to drop a Spring 2020 full-term class to avoid a “W” on WebAdvisor February 21 (F) Last day to change a Spring 2020 class to/from Pass/No-Pass grading basis February 14 (F) Lincoln Day observance (no classes held, campus closed)

February 17 (M) Washington Day observance (no classes held, campus closed)

March 13 (F) Last Day to drop a full-term class (letter grades assigned after this date)

March 16 - May 22 (M-F) Short-term classes, second nine weeks

April 6-9 (M-Th) Spring recess (no classes held, campus open)

April 10 (F) Good Friday observance (no classes held, campus closed) (classes reconvene April 13)

May 18-22 (M-F) Spring 2020 final exams week

May 22 (F) End of Spring 2020 semester/commencement

May 25 (M) Memorial Day holiday (campus closed)