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**IS-15 COMPUTER CONCEPTS 52489**

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| **Semester/Year:** Spring 2020**Units:** 3  | **Instructor**: Jesus Ruiz Garcia  **Office Location:** Online**Email**: jesus.ruiz-garcia@reedleycollege.edu  |
| **Length:** 11 weeks**Schedule:**Online Class  | **Delivery Mode:** **\_\_\_100% Face to Face****\_\_X\_100% Online****\_\_\_Blended (Hybrid 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

**Textbook**

* This class does not use a textbook, all necessary material will be provided by the instructor on a weekly basis and uploaded to Canvas.

**Course Learning Objectives**

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

**Course Learning Outcomes**

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

**Learning Methods**

• Required reading from presentations and documents found on Canvas

• Videos

• Canvas Assignments

• Hands-on projects (lab work)

• Exams

**Attendance and Drop Policy**

Students will be dropped from the course if they haven’t submitted the 1st weeks’ work, even if they log in into Canvas during the first 2 weeks. Students will also be dropped from the course if they haven’t submitted work for 3 weeks in a row or if they haven’t logged into Canvas for two weeks.

**Canceled Class Notifications**

Students will be notified ahead of time when class is canceled. Students must can also look for announcements on the college website. All notifications and primary communication will be performed via email, so please keep a constant check on email.

**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** |
| Assignments (14 at 10 points each) | 140 |
| Personal Profile Project  | 10 |
| E-Mail Project | 10 |
| Practice Test | 5 |
| Quizzes 1 - 4 (20 points each) | 80 |
| Summary | 20 |
| Midterm Review | 36 |
| Midterm | 50 |
| Midterm Course Progress Evaluation | 1 |
| Word Assignments (5 at 10 points each) | 50 |
| Word Quizzes (2 at 20 points each) | 40 |
| Excel Assignments (5 at 10 points each) | 50 |
| Excel Quizzes (2 at 20 points each) | 40 |
| PowerPoint Assignments (2 at 10 points each) | 20 |
| Google Database Assignments (2 at 10 points each) | 20 |
| Google Sites Assignments (2 at 20 points each) | 40 |
| Programming Assignment  | 10 |
| JavaScript Exercises  | 20 |
| Word and Excel Finals  | 40 |
| Final Exam Matching  | 20 |
| Think Tank Participation (18 at 3 points each) | 54 |
| Total Points Possible | 756 |

The total points for this class is 756 points.

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

**Drop Dates**

• Friday, January 22nd, for a refund

• Friday, January 29th, to avoid a “W” (in person)

• Sunday, January 31st, to avoid a “W” (on Web Advisor)

• Friday, February 12th, 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.**

**IS 15 – Class Schedule and Learning Outcomes and Objectives**

**The Instructor hold the right to make changes to the assignments as they see fit if the need arises. The instructor will promptly notify students of any changes via email or Canvas.**

**Week #1 - Computer Systems, Binary Numbering System, and Hardware Components**

* This week we will discuss: An introduction to the Computer Systems and brief history on their beginnings and origination. Students will also learn about the Binary System and how computers use this language to communicate., and the introduction to the various hardware components that make up the Information Systems.
* Assignments:
	+ Assignment 1
	+ Assignment 2
	+ Assignment 3
	+ Decimal Binary Assignment
	+ Hardware Assignment
	+ Quiz 1
* With successful completion of the activities this week, you will be able to:
	+ Learn the history and terminology of Computer Systems.
	+ Understand the Binary language of computers.
	+ Calculate and convert Binary Numbers.
	+ Assess student’s knowledge of Computer Systems and Binary Numbering System
	+ Learn about various types of technology Hardware and Peripherals.
	+ Price and quote computer and technology parts.

**Week #2 - Applications Software, OS and Utility Programs, and Computer Networks**

* This week we will discuss: Students will learn about the different types of Application Software available in the private and public sectors. Students will also cover the various operating systems that exist, and how they are used in today's environment. Finally, students will comprehend computer networks and their applications utilization and application, while working on organizing files and archives to develop their arching skills.
* Assignments:
	+ Assignment 4
	+ Assignment 5
	+ Assignment 6
	+ Software Assignment
	+ File Management Assignment
	+ Quiz 2
	+ Quiz 3
* With successful completion of the activities this week, you will be able to:
	+ Understand the various Application Software.
	+ List various Applications and Software and its functionalities.
	+ Assess students on hardware and software.
	+ Understand various operating systems.
	+ Comprehend and understand networks and types of configurations.
	+ Create and organize files and folders.
	+ Remotely login into other devices.
	+ Assess students' knowledge on OS and Computer Networks.

**Week #3 – Internet, Security, and Ethics**

* This week we will discuss: The history of the internet and its origination. The security that is used in the Information Systems field and its purpose. Complete an internet assignment which will familiarize students more with the internet. Students will also work on writing a summary on a security related topic. Finally, students will cover the ethics that govern the Information Systems field and technology world
* Assignments:
	+ Assignment 7
	+ Assignment 8
	+ Assignment 9
	+ Internet Assignment
	+ Summary
	+ Quiz 4
* With successful completion of the activities this week, you will be able to:
	+ Understand the Internet and its functionality.
	+ Become familiar with Security and its role in technology.
	+ Know the purpose of the internet and its work-ability.
	+ Write a security summary regarding a security incident.
	+ Assess students' knowledge in the internet and security.
	+ Properly understand and discuss the ethics in Information Technology

**Week #4 – Word A, B, C, and D**

* This week we will discuss: Begin to learn Microsoft Office Word and it's functionality and use. This week will cover two sections and prepare students to begin utilizing Word. The sections will teach students to add and edit text in word. Students will also be creating and editing a Resume., editing footer and header, and changing document margins.
* Assignments:
	+ Word A
	+ Word B
	+ Word C
	+ Word D
* With successful completion of the activities this week, you will be able to:
	+ Know how to add and edit text in Word.
	+ Create and edit a personal Resume.
	+ Learn how to create a header and footer/ tables.
	+ Modify margins and sections

**Week #5 - Word D2, and Word Quiz’s**

* This week we will discuss: How to properly cite a document when writing a paper. Finally, the use and implementation of Word through an assessment, which will evaluate the student’s knowledge and understanding of Word. But also, the proper implementation and application of word processing.
* Assignments:
	+ Word D2
	+ Word Quiz (Matching)
	+ Word Quiz (Hands On)
* With successful completion of the activities this week, you will be able to:
	+ Creating a works cited page.
	+ Understand the tools and application of Word.
	+ Properly edit and complete a Word document.

**Week #6 – Excel A, A2, and B**

* This week we will discuss: The introduction to Excel. Students will be creating spreadsheets using the SUM function in Excel. This will permit students to create expense reports.
* Assignments:
	+ Excel A
	+ Excel A2
	+ Excel B
* With successful completion of the activities this week, you will be able to:
	+ Learn SUM functions and create a budget.
	+ Create a wedding budget.
	+ Generate a Sales Spreadsheet.

**Week #7 – Excel C, D, and Excel Quiz’s**

* This week we will discuss: The use of Excel features to generate a grading sheet. But also use Excel to generate an attendance report. Finally. Students will learn how to use the PMT function in Excel and apply it to a spreadsheet. Student's will take Excel assessments, which will evaluate the student’s knowledge and understanding of Excel. But also, the proper implementation and application of spreadsheets.
* Assignments:
	+ Excel C
	+ Excel D
	+ Excel Quiz (Matching)
	+ Excel Quiz (Hands On)
* With successful completion of the activities this week, you will be able to:
	+ Understand how to create a grade sheet and attendance report.
	+ Properly use the PMT function in Excel.
	+ Complete Excel and know the tools and the application.
	+ Properly comprehend how to apply the learned Excel spreadsheet skills.

**Week #8 – PowerPoint A, B, and Google Database 1, 2**

* This week we will discuss: The use of PowerPoint to create presentations, and how to properly utilize PowerPoint. We will also cover the different types of tools that exist within the application. Students will also cover the use of Google Forms and Sheets to generate a Database. This database will permit students to generate and compile information. Which is essential for various operations.
* Assignments:
	+ PowerPoint A
	+ PowerPoint B
	+ Google Database 1
	+ Google Database 2
* With successful completion of the activities this week, you will be able to:
	+ Create two PowerPoints that will expand your knowledge of PowerPoint presentations.
	+ Generate a database for inventory generating and item tracking.

**Week #9 – Google Sites and Personal Google Website**

* This week we will discuss: The use of Google Sites to create and publish a wedding mockup website. Students will also use these videos to generate and publish a personal website. This site will consist of anything that is of interest to the student.
* Assignments:
	+ Google Sites Assignment
	+ Google Sites Personal Website Assignment
* With successful completion of the activities this week, you will be able to:
	+ Create and publish websites utilizing Google Sites.
	+ Create your own personal website and publish it.

**Week #10 - JavaScript Exercises and Programming**

* This week we will discuss: The use of JavaScript to program and generate a simple program. But also learn the various types of text functions inside of the JavaScript language.
* Assignments:
	+ JavaScript Exercises
	+ Programming
* With successful completion of the activities this week, you will be able to:
	+ Program a simple JavaScript based program

**Week #11 - Final Word and Excel**

* This week we will discuss: The use of Word and Excel to access students' knowledge and application of these concepts.
* Assignments:
	+ Word Final (Hands On)
	+ Excel (Hands On)
	+ Final Exam Matching (Word and Excel)
* With successful completion of the activities this week, you will be able to:
	+ Apply learned skills from Word and Excel into real world applications.

**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 obtained. 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.

**Plagiarism:** Plagiarism is theft and can be committed intentionally or unintentionally. Plagiarism can occur by representing the writings, works or ideas of another as one's own or by copying material from a resource without proper citation. Exact copying should be correctly documented. Paraphrasing, when the basic sentence structure, phraseology and unique language remain the same, also requires proper citation.

Whenever you quote from, make references to, or use ideas attributable to others in your writing, you must identify these sources in citations or bibliography, or both. If you do not, whether deliberately or accidentally, you have committed plagiarism. Plagiarism, defined as the act of stealing or using as one’s own the ideas or writing of another, is not permitted in college or university work or in any published writing. “Plagiarism involves two kinds of wrongs. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud” (MLA Handbook for Writers of Research Papers, 6th edition, New York: Modern Language Association of America, 2003, p. 66).

To avoid plagiarism, students must acknowledge, cite, and reference any material that is not original or common knowledge. Repeating common knowledge (e.g., “John F. Kennedy was elected president in 1960”) is not plagiarism. But what is common knowledge may not be universally agreed upon. Plagiarism can be inadvertent, rather than deliberate, resulting from not knowing the rules or being careless. However, lack of intention is not an excuse. A good rule-of-thumb to use in order to avoid plagiarism is “when in doubt, cite.”

Sanctions for academic dishonesty range from reprimands and counseling to expulsion from Reedley College.

**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 can take the form of [crib notes](http://en.wikipedia.org/wiki/Cheat_sheet), looking over someone's shoulder during an exam, or any forbidden sharing of information between students regarding an exam or exercise. Also, the storing of information in graphing calculators, pagers, cell phones, and other electronic devices has cropped up since the information revolution began.

**Accommodations for students with disabilities**: 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 (ADA) or Section 504 of the Rehabilitation Act please contact me as soon as possible.

##### Fundamental Principles of Study

1. *Diligent preparation for class*. You may assume that the instructor will operate on a collaborative learning model; that is, all persons in the room are expected to be knowledgeable about the topic for the day and to have something to contribute.
2. *Active participation in class discussions*. Because of this collaborative learning model, your contribution to the class is vital. Your focused and attentive participation, openness to others’ ideas, and positive attitude toward the learning experience are expected throughout the course.
3. *Intellectual engagement.* Students should view assignments as learning opportunities. Going above and beyond what is expected in the assignment helps you mature as a scholar. Bringing your own ideas or ideas from sources beyond those listed in the syllabus will make an important contribution to the class learning experience.
4. *Self-regulation.* At this level of study, students are expected to regulate their own behavior and to not need to be reminded of deadlines. Ask for feedback, take the initiative to get what you need from the class, and be courageous in the questions you ask. Hold one another accountable for the quality of the learning experience. Take risks and take responsibility for your own learning.
5. *Coherent, professional writing.* Students are expected to write in a way that is clear, concise, coherent, and professional. Every written assignment should be at least a second draft that has been reviewed by another person for clarity. If you have difficulty with your writing, take the initiative to pursue assistance in this area.
6. *Collegiality.* College is an opportunity for you to become a colleague with your instructor and your classmates. Respect for one another’s ideas, a willingness to engage the hard questions, and openness to new ways of thinking about issues are some of the hallmarks of collegiality. An appropriate balance of challenge and support for one another is expected in this course.

**College Policy and Procedures**

Students are responsible for becoming familiar with the information presented in the Academic Catalog and for knowing and observing all policies and procedures related to their participation in the college community. Reedley College Catalog may be found on the colleges website or at the following link <http://www.reedleycollege.edu/admissions-aid/College%20Catalogs.html>