Reedley College

Spring 2023

January 10, 2023 – May 19, 2023

# Course Information

* This course is Information Systems 15 Section #50045 Computer Concepts.
* The class meets on Tuesday & Thursday from 10am to 11:50am on Reedley College campus in room BUS 49. For this course, you will need to be self-motivated and have time management skills to be successful in this course.
* Office hours TBD.

# Instructor Information

My name is Corinna Lemos, and I will be your instructor for the class.

The preferred way to contact me is to use the Canvas Inbox tool to communicate with me.

In addition, you can e-mail me at corinna.lemos@reedleycollege.edu.

You can also text me at 559-859-1277 (Do not call me, I do not answer phone calls from unknown numbers), please allow up to 24 hours to reply.

In order to meet with me, use the Canvas Inbox or e-mail me and we can schedule a mutually convenient time for a meeting.

# Textbook and Materials

* No textbook is required to purchase for this class since we have it available online in “Modules” under “Course Information” for the first 6 modules.
* You will need Microsoft Office downloaded (an assignment during the 1st week/Module) onto your computer. We will start Microsoft Office Programs when we start Module 7. 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 or borrow a PC that has the Access program. We will use the Access program for only 2 projects during Module 14.
* You will need reliable internet access.
* You will need a reliable computer. A chrome book, iPad or a phone will not work when trying to complete the projects in this class. NOTE: A Chrome Book will not work for the Microsoft Office Programs that is necessary for 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 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 Student 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 the book 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 1 week or if you haven’t logged into Canvas regularly.

# 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.

Assignments are due by the assigned due date in Canvas. Late assignments will not be accepted. Due dates may change but Instructor will provide at least 24 hours prior notice of any such changes when needed.

# Outcomes Assessment (approximately)

| **Assignments** | **Points** |
| --- | --- |
| Reading Assignments | 75 |
| Quizzes | 155 |
| Projects (Hands on) | 205 |
| Review, Midterm, Final Exam | 160 |
| Participation Points | 100 |

Table 1 Outcomes Assessment

The approximate total points for this class is 695 points.

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

# Policies

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, etc 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 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 their own computer. Many students have been caught cheating because they don’t follow these 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

| **Module#** | **Week of** | **Topic** | **Assignments** |
| --- | --- | --- | --- |
| 1 | Tuesday/Thursday, January 10th & 12Th | - Syllabus review  - Intro to Canvas | Personal Profile, Email project, Practice Quiz and MS Office Install project |
| 2 | Tuesday/Thursday, January 17th & 19Th | - What is an Information System?  - Binary Numbering | Read “What is an Information System” and “Binary Numbering System” and complete those assignments.  Decimal Binary Conversion Project |
| 3 | Tuesday/Thursday, January 24th & 26Th | - Hardware and Operating Systems | Read “Hardware and Operating Systems” and complete those assignments.  “Purchasing Computer Hardware” Project  Quiz 1 |
| 4 | Tuesday/Thursday, January 31st & February 2Th | - Application Software and Networks | Read “Application Software and Networks” and complete those assignments. |
| 5 | Tuesday/Thursday, February 7th & 9Th | - Networking and Online Security  - Ethics | Read “Networking and Online Security” and “Ethics” and complete those assignments.  Quiz 2 |
| 6 | Tuesday/Thursday, February 14th & 16Th | - Midterm Review  - Midterm Exam (assigned) | Midterm Review  Midterm Exam |
| 7 | Tuesday/Thursday, February 21st & 23rd | Microsoft Word: - Creating and editing documents  - Formatting text and paragraphs | Word A and Word B |
| 8 | Tuesday/Thursday, February 28th & March 2nd | Microsoft Word (continued) - Formatting text and setting tabs  - Paragraph formatting & creating tables | Word C, Word D, Word D2 |
| 9 | Tuesday/Thursday, March 7th & 9th | Microsoft Word (continued) | Word Quiz Matching  Word Quiz Project (Assigned) |
| 10 | Tuesday/Thursday, March 14th & 16th | Microsoft Excel - Entering labels and values  - Using the SUM Function  - Working with formulas and functions | Excel A, A2 and B |
| 11 | Tuesday/Thursday, March 21st & 23rd | Excel (continued) - Formatting a worksheet - Inserting charts  - PMT Function | Excel C and D |
| 12 | Tuesday/Thursday, March 28th & 30th | Excel (continued) | Excel Quiz Matching  Excel Quiz Project (Assigned) |
| 13 | Tuesday/Thursday, April 11th & 13th | Microsoft PowerPoint - Creating slides  - Elements used in a presentation | PowerPoint A and B |
| 14 | Tuesday/Thursday, April 18th & 20th | Database Management Systems - Creating tables, data input - Using queries and reports | Database (part 1 and 2) |
| 15 | Tuesday/Thursday, April 25th & 27th | Understanding HTML code, graphics, and media | Downloading a Code Editor and Web A |
| 16 | Tuesday/Thursday, May 2nd & 4th | Understanding Programming concepts (JavaScript) | Programming |
| 17 | Tuesday/Thursday, May 9th & 11th | Final Exams NOTE: Matching will be done in class and Hands on Projects will be assigned. | Final Word (Hands on Project)  Final Excel (Hands on Project)  Final Exam Matching (Word and Excel)  Final Exam Matching (Access, PowerPoint, Web, Programming) |
| 18 | Tuesday/Thursday, May 16th or 18th | Last Class – Tuesday/Thursday, May 16th / 18thNOTE: Check your grade and let me know if you have any questions |  |

Table 2 Class Schedule NOTE: Syllabus may change as needed. Instructor will notify class of these changes within 24 hours.

***Important Dates:***

Monday, January 16th – Martin Luther King, Jr Day Holiday (No Classes held, Offices Closed)

Friday, January 27th – Last day to DROP a Spring 2023 full-term course to avoid a “W”

Friday, February 17th – Lincoln’s Day Observed Holiday (No Classes held, Offices Closed)

Monday, February 20th – President’s Day Holiday (No Classes held, Offices Closed)

Friday, March 10th – Last Day to DROP a full-term course with a “W” (letter grades assigned after this date)

Monday - Friday, April 3rd – 7th Spring Break (No Classes held, Offices Closed)

Monday-Friday May 15th through May 19th – Finals Week

Friday, May 19th – End of Spring 2023 Semester