State Center Community College District
Reedley College IS 15

IS 15, Computer Concepts, 3 units (Section number 59122) Fall semester, 2019, August 12, -- December 13, 2019, Monday, Tuesday, Wednesday, Thursday, Friday
Meeting place/time: 202, 8:00—8:50
Instructor: Sean Stephens, MBA
e-mail: sean.stephens@reedleycollege.edu
Phone: 559-370-6373 (Call or text)

Remind App

On rare occasions, I am unable to make it to class. In those cases, I rely on the *Remind* app to send out a notice that class will be cancelled. I may also use the app to send out assignment deadline reminders. If you would like notifications through the *Remind* app, follow these steps:
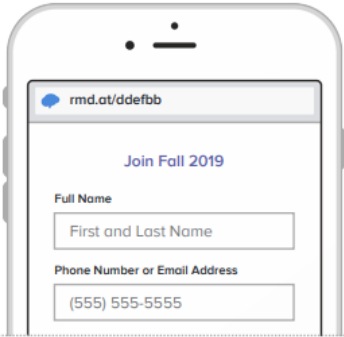
Pick a way to receive messages for **Fall 2019**:

A **If you have a smartphone, get push notifications.**

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/ddefbb

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

rmd.at/ddefbb

Join Fall 2019

Full Name
First and Last Name

Phone Number or Email Address
(555) 555-5555

B **If you don't have a smartphone, get text notifications.**

Text the message @ddefbb to the number 81010.

If you're having trouble with 81010, try texting @ddefbb to (559) 472-0066.

Standard text message rates apply.

To
81010

Message
@ddefbb

Don't have a mobile phone? Go to rmd.at/ddefbb on a desktop computer to sign up for email notifications.

ADA Statement

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 your instructor as soon as possible. Your instructor will do everything possible to protect your privacy in this matter.

Communications with the Instructor

Communications with the instructor can be handled before or after class, or via e-mail. Your instructor will make every effort to respond to your e-mail within 24 hours. Monday – Friday.

Your instructor may also be available during scheduled office hours at: TBD from TBD – TBD on TBD.

Instructor Availability

The instructor will not be available on Saturdays, Sundays, or Holidays to respond to e-mail.

Cell Phones and Portable Devices

Please refrain from using electronic devices during class time unless it is part of the lesson (exceptions including viewing textbook on your device). This material is essential to your continued success as a student and social distractions will hamper your efforts to excel.

Important Dates

Labor Day, September 2
Veteran's Day, November 11
Thanksgiving, November 28
Final Exam, TBD
KCUSD Events, TBD
Reedley College Calendar

Required Textbook

All materials will be internet downloadable or provided on Canvas.

Online Access to Course Materials

All materials are available via Canvas. Access Canvas at https://scccd.instructure.com

If you have problems accessing Canvas, please see your instructor or contact the main office at 559-638-0300. Your instructor is *not* able to reset passwords.

Course Prerequisites

To complete this course successfully, you must:

- Have the ability to read collegiate textbooks and handouts
- Follow written instructions
- Be able to operate a personal computer
- Send e-mail with attachments and receive e-mail with attachments
- Navigate web pages

Technology Suggestion for Homework

You are provided with time to complete many activities in class. However, you may prefer to do some of your assignments on your own home computer. To complete this work, you should have:

- A Windows PC running at least Windows 7, or a Mac osX 10.12 or better.
- MS Office 2010 or newer (you have access to office 365 through Reedley College)
- A g-mail account with access to Google Docs *(It's free!)*

Students must make sure their computer hardware and software work properly. If you have questions or concerns, your instructor can advise.

Computers are available for use at the Reedley College computer lab in the library. Library computers are equipped with Office 365 with the latest updates to MS Office. Classroom instruction will include both MS Office and Google Docs.

Attendance

Attendance is mandatory. The instructor reserves the right to take attendance at any time during the class session.

A student who misses 3 consecutive class sessions early in the semester may be dropped.

Course Description

IS-15, Computer Concepts, introduces the student to basic concepts of computers and information systems and their applications. This course will cover computer hardware, computer software (including productivity software, database management software, cloud software, operating systems, and utilities). You will also learn fundamentals of programming languages and basic cyber security techniques.

Upon completion, the student will possess the prerequisites required to take specific information systems courses and will have a wider view of information systems and computer science job functions and careers.

Student Learning Outcomes

Students who have completed this course satisfactorily will:

- Have essential knowledge of hardware, software, networks, applications, and services of information technology
- Be competent to operate a Windows based personal computer and its peripherals
- Be able to use MS Office 365 and associated software
- Have the skill to manage electronic documents on various storage media
- Be proficient with various communication software
- Understand basic concepts of programming
- Understand basic concepts of database management
- Understand basic concepts of cyber security
- Understand ethical conduct as it pertains to information technology
- Have the necessary knowledge and skill to take more advanced information technology courses

Dropping

It is your responsibility to drop this class by the drop date.

Early in the semester, a student may be dropped for non-attendance until the census date, after which time the instructor is not able to drop students. Students who do not drop will receive a final grade.

Reading, Class Activities, and Assignments

Materials for this course, including the course syllabus, are posted on the Canvas web site for this class. Assigned reading and hands-on exercises, as stated in the class schedule, must be completed thoroughly. It is the student's responsibility to make sure their assignments are submitted on time and can be read by the instructor.

Assignments, and projects must be completed by the due date or risk losing approximately 5% credit for any assignment turned in up to a week late; or losing 50% credit for any work turned in more than a week late.

Class activities are the activities conducted during class meetings. Students must attend the session to earn class activity points.

Examinations and Quizzes

All examinations and quizzes must be completed individually in the classroom or specified alternate location on their designated dates during class time.

Collaborations are not allowed on any of the examinations or quizzes.

Materials for quizzes are directed readings, handouts, videos, slide shows, and lecture information.

All quizzes are closed book and closed notes.

One makeup examination is allowed with the instructor's advanced approval and must be completed within two days after the exam date.

Assignment List

Name	Topic	Points
WP1 _____	Google Docs_____	30
WP2 _____	Google Docs_____	35
WP3 _____	MS Word _____	45
WP4 _____	MS Word _____	35
SS1 _____	MS Excel_____	30
SS2 _____	MS Excel_____	45
SS3 _____	MS Excel_____	30
SS4 _____	MS Excel_____	35
PP1 _____	MS PowerPoint _____	30
PP2 _____	MS PowerPoint _____	40
PP3 _____	MS PowerPoint _____	50
DB1 _____	MS Access _____	50
DB2 _____	MS Access _____	50
DB3 _____	MS Access _____	50
CC1 _____	Programming_____	50
CC2 _____	Programming_____	50
CC3 _____	Programming_____	50
SY1 _____	Security _____	50
SY2 _____	Security _____	50

List of Quizzes

Quiz	Points
Pre-Test_____	10
Computers and Society_____	20
Hardware _____	20
Software _____	20
MS Word_____	62
MS Excel _____	50
MS PowerPoint_____	50
Database_____	20
Programming _____	20
Security_____	20
Final Exam_____	150

Grading Scale

90% - 100% _____	A
80% - 89% _____	B
70% - 79% _____	C
60% - 69% _____	D
59% and below _____	F

Topics

Computers and Society:

Computers and society unit examines the role of computers in today's society, how that role Has evolved over time and what future changes are likely.

Elements of Information Systems:

A brief overview of information systems, what comprises information systems and how those systems serve humanity as we navigate our daily lives.

Hardware:

An explanation of major hardware components including basic structural models of modern computer systems, including memory, storage, discrete expansion cards, and peripherals

Software:

Software is simply the instructions that a computer uses to perform myriad operations. This section describes different types of software, including operating systems and applications and the many variations of software available today.

Word Processing:

Beginning with basics of putting text on a page, then moving in to formatting, the student will learn intricacies of formatting options with MS Word, including changing fonts, spacing lines and paragraphs, dividing and subdividing documents using breaks, using built in editing features, using data management features to build bibliographies, add images and other aspects of the Microsoft Word software. Students will also have some experience with Google Docs and the editing features it includes.

Spreadsheet Design

Spreadsheets are used in offices across the world to manage and collate small amounts of data. Students will learn the basics of MS Excel, including the ability to create formulas to perform operations, use built in formulas to perform operations, and create charts to visualize data

PowerPoint

PowerPoint is one of several presentation software titles. Students will learn the basics of creating slide shows, how to select and alter design templates, how to add and customize object animations, and best practices of creating effective slide shows

Database Management

Relational Database Management Software is currently the most popular choice for database administration. Students will experience a simulated production database in MS Access to get a look at how data is entered and managed in a relational database system and how queries are designed and deployed to get accurate and detailed information from and about collected data.

Programming

Programming is a broad field of software development that is necessary to create all computer software. This unit will introduce the student to basic programming procedures including coding and compiling, and will have the opportunity to create a basic computer program with immediate results.

Cyber Security

Cyber security is a rapidly growing concern that affects computer users at all levels. This section describes the primary threats facing us as computer users and explains the role everyday computer users play in preventing security events in our workplaces, our schools, and our homes.

Various Policies

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Cheating and plagiarism will be treated according to the policy specified in the Course Catalogue of Reedley College. A student will be subject to discipline if that student:

- Prevents other students from pursuing their authorized curricular or co-curricular interests
- Interferes with or disputes faculty and administrators who are fulfilling their professional obligations
- Prevents classified employees from fulfilling their prescribed duties
- Deliberately endangers the safety of persons or the security of college property
- Violates SCCCD Computers and Networks Usage Policy

Final Exam Schedule