



*Fall 2020*

**IS-15 Computer Concepts**

**Syllabus**

**Section 55706**

Aug 10, 2020 – Dec 07, 2020

#### COURSE INFORMATION

**Note: this section of this course is offered synchronously online. We will meet twice each week online.**

Meetings

Online – via Zoom at

<https://cccconfer.zoom.us/j/94181139972?pwd=MIBXQlFzTFpVU3NNeVpZTFVtejZvdz09> at the scheduled course time Mondays and Wednesdays 12-1:50pm.

Note: Holidays on 9/7 and 11/11 – NO CLASS MEETING

Class Cancellation

If a meeting needs to be cancelled, 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

Simon Sultana, Ph.D.

#### 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 [simon.sultana@reedleycollege.edu](mailto:simon.sultana@reedleycollege.edu) or call (559) 638-0300 ext. 3497(if there is no answer, please leave a detailed message.) For all communication inquiries, I will answer within 24 hours.

#### OFFICE HOURS

I am available for Zoom contact during office hours as posted on Canvas. I will also meet with you at mutually agreed upon times. Please email me to set up 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 online via Zoom Also be sure to look for and engage in 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.

### TENATIVE SCHEDULE:

	Assignment Points	Date
<b>Week 1: Introduction, Syllabus Review, Personal Profile Project</b>	<b>40</b>	<b>8/10/2020</b>
Class 12pm online		8/10/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	8/12/2020
Class 12pm online		8/12/2020
Canvas Inbox Project	20	8/16/2020
Personal Profile Project	10	8/16/2020
Practice Quiz	5	8/16/2020
<b>Week 2: Information Systems and the Binary Numbering System</b>	<b>50</b>	<b>8/17/2020</b>
Class 12pm online		8/17/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	8/19/2020
Class 12pm online		8/19/2020
Reading & Questions - What is an Information System?	15	8/23/2020
Reading & Questions - Binary Number System	15	8/23/2020
Decimal-Binary Conversion Project	15	8/23/2020
<b>Week 3: Hardware and Operating Systems</b>	<b>85</b>	<b>8/24/2020</b>
Class 12pm online		8/24/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	8/26/2020

Class 12pm online		8/26/2020
Reading: Information Systems for Business & Beyond (ISfBaB) Ch. 2 & answer questions	15	8/30/2020
Let's Go Shopping: Purchasing Computer Hardware	15	8/30/2020
Quiz 1	50	8/30/2020
<b>Week 4: Applications Software and Networks</b>	<b>20</b>	<b>8/31/2020</b>
Class 12pm online		8/31/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	9/2/2020
Class 12pm online		9/2/2020
Reading: ISfBaB Ch.3 (pages 28-37) & answer questions	15	9/6/2020
<b>Week 5: Networking and Online Security</b>	<b>35</b>	<b>9/7/2020</b>
No class meeting (Labor Day)		9/7/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	9/9/2020
Class 12pm online		9/9/2020
Reading: ISfBaB Ch.5 (pages 52-61) & answer questions	15	9/13/2020
Reading: ISfBaB Ch.6 (pages 64-73) & answer questions	15	9/13/2020
<b>Week 6: Ethics</b>	<b>195</b>	<b>9/14/2020</b>
Class 12pm online		9/14/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	9/16/2020
Class 12pm online		9/16/2020
Reading: Ethics presentation & answer questions	15	9/20/2020
Quiz 2	50	9/20/2020
Midterm Review	20	9/22/2020
Midterm Exam	100	9/27/2020
Midterm Course Progress Evaluation	5	9/27/2020
<b>Week 7: Microsoft Word Introduction</b>	<b>25</b>	<b>9/21/2020</b>
Class 12pm online		9/21/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	9/23/2020
Class 12pm online		9/23/2020
Project: Word A	10	9/27/2020
Project: Word B	10	9/27/2020
<b>Week 8: Microsoft Word Advanced Features</b>	<b>35</b>	<b>9/28/2020</b>
Class 12pm online		9/28/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	9/30/2020
Class 12pm online		9/30/2020
Project: Word C	10	10/4/2020
Project: Word D	10	10/4/2020
Project: Word D2	10	10/4/2020
<b>Week 9: Microsoft Word Unit Assessments</b>	<b>50</b>	<b>10/5/2020</b>
Class 12pm online		10/5/2020
Class 12pm online		10/7/2020

Word Quiz - Matching and Multiple Choice	20	10/11/2020
Word Quiz - Hands On	30	10/11/2020
<b>Week 10: Microsoft Excel Introduction</b>	<b>25</b>	<b>10/12/2020</b>
Class 12pm online		10/12/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	10/14/2020
Class 12pm online		10/14/2020
Project: Excel A	10	10/18/2020
Project: Excel A2	10	10/18/2020
<b>Week 11: Microsoft Excel Intermediate Features</b>	<b>30</b>	<b>10/19/2020</b>
Class 12pm online		10/19/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	10/21/2020
Class 12pm online		10/21/2020
Project: Excel B	10	10/25/2020
Project: Excel C	15	10/25/2020
<b>Week 12: Microsoft Excel Avanced Features and Assessments</b>	<b>70</b>	<b>10/26/2020</b>
Class 12pm online		10/26/2020
Class 12pm online		10/28/2020
Project: Excel D	10	11/1/2020
Project: Excel D2	10	11/1/2020
Excel Quiz - Matching and Multiple Choice	20	11/1/2020
Excel Quiz - Hands On	30	11/1/2020
<b>Week 13: Databases</b>	<b>35</b>	<b>11/2/2020</b>
Class 12pm online		11/2/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	11/4/2020
Class 12pm online		11/4/2020
Project: Access (Part 1)	15	11/8/2020
Project: Access (Part 2)	15	11/8/2020
<b>Week 14: Powerpoint</b>	<b>35</b>	<b>11/9/2020</b>
Class 12pm online		11/9/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	11/11/2020
<b>(No classes - Veterans Day)</b>		<b>11/11/2020</b>
Project: PowerPoint A	15	11/15/2020
Project: PowerPoint B	15	11/15/2020
<b>Week 15: Web Coding</b>	<b>45</b>	<b>11/16/2020</b>
Class 12pm online		11/16/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	11/18/2020
Class 12pm online		11/18/2020
Project: Web A	20	11/22/2020
Project: Web B	20	11/22/2020
<b>Week 16: Computer Programming</b>	<b>30</b>	<b>11/23/2020</b>

Class 12pm online		11/23/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	11/25/2020
Class 12pm online		11/25/2020
Project: Programming	25	11/29/2020
<b>Week 17: Course Review</b>	<b>10</b>	<b>11/30/2020</b>
Class 12pm online		11/30/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	12/2/2020
Post to Discussion Forum (First post due Wed, 2 more by Sun)	5	12/2/2020
<b>Week 18: Final Exam</b>	<b>185</b>	<b>12/7/2020</b>
Final Exam 12pm online	150	12/7/2020
Course Evaluation	10	
Professionalism	25	
<b>TOTAL</b>	<b>1000</b>	

### SUBJECT TO CHANGE

This syllabus and schedule are subject to change. If you are absent from class meeting, it is your responsibility to check on any changes made while you were absent.

### 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.*

<b>Assessments</b>	<b>Percent of Grade</b>
Assignments	22.5
Projects	30
Quizzes and Midterm	30
Final Exam	15
Professionalism	2.5

*Table 1 - Outcomes Assessments*

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

### IMPORTANT ADMINISTRATIVE DATES

Class begin	Monday	08/10/2020
Last day to drop a full-term class for a full refund	Friday	08/21/2020

Last day to register	Friday	08/28/2020
Last day to drop this class to avoid a “W” in person	Friday	08/28/2020
Last day to drop this class to avoid a “W” on	Sunday	08/30/2020
Last date to drop this class	Friday	10/09/2020
No classes, campus is closed		
Labor Day	Monday	09/07/2020
Veterans	Wednesday	11/11/2020
	Thurs-Fri	11/26/2020 –
<b>Final Exam</b>	<b>Monday</b>	<b>12/07/2020</b> <b>12:00 – 1:50 pm</b>

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 are 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.
- Professional behavior during, including the above, during Zoom meetings.

#### 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.
- Failing to properly attribute credit for someone else's work (plagiarism)

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.