# IS-15

# Computer Concepts

# 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.

### Learning Outcomes

By the end of the course, you will be able to:

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 presentations and documents found on Canvas

• Videos

• Canvas Assignments

• Hands-on projects (lab work)

• Exams

### Course Outline

The course is divided into learning units. Each learning unit will appear in the Modules section of the course and on our course homepage. To get started, closely review the Introduction and Getting Started pages, which list the learning objectives and required assignments for the unit.

### [Q&A Forum](https://scccd.instructure.com/courses/57123/pages/%24CANVAS_OBJECT_REFERENCE%24/discussion_topics/g0f1374e6743ed8ae95495964977b9069)

Please post general questions in the [Q&A forum](https://scccd.instructure.com/courses/57123/discussion_topics/569290) that is located at the top of the course homepage. I will reply to Q&A posts within 24 hours, Mon-Fri, and my replies will be visible to the entire class.

### Time Commitment & Recommended Skills

**This class will take approx. 100 hours.** There will be 1 hour synchronous “class meetings” Monday-Friday. Some additional time, outside of the regularly scheduled class meetings, will be required to complete research projects and other assignments. Diligent use of in-class time will reduce the additional time required. If web technologies are not familiar, please expect to spend additional hours on the course.

Although this class is designed for novice users you should have the following:

* Basic computer skills (start applications, log in to Canvas)
* Basic Internet skills (use of browser, searches, uploading/downloading files)
* An open mind and willingness to try new things

If you require any special accommodations for this class, please contact me soon as possible to ensure a quality learning experience.

### Technical Requirements

* Fairly recent Mac or PC with a current operating system.
* Current browser (Firefox, or Chrome are preferable) do not use Internet Explorer
* Internet connection, preferably broadband (DSL speeds) -- for viewing online videos

### Textbook Information

There is no required textbook to purchase for this class. All readings will be available online in Canvas via modules.

### Discussions & Collaborations

Each of the learning units will provide you with opportunities to interact with your peers. Each discussion forum includes clear criteria for your required post and replies including a grading rubric. Post when you are ready and respond to any of the peers which have already submitted their response.

### Ground Rules & Tips for Success

* If this is your first online learning experience, expect to invest extra time to orient yourself to the course design
* Block out time in your schedule to work on this course
* Consider yourself a member of a community.
* Treat contributions made by other members of the class with respect.
* Have patience and a sense of humor with your peers, technology, and most importantly, your Instructor!
* Ask for help when you need it, and assist others when help is needed
* Read this guide, and any other course material, carefully and ask for clarification when needed
* Please make sure you download and save any information or assignments you want to maintain.
* **Important: It is important to complete assignments from the links found in the modules and not in the assignment list.**

### Assessment & Grading

This course has been designed as an active learning environment to ensure you leave the course feeling confident about your new skills and abilities. Throughout the course, you will be introduced to a series of computer concepts and applications. Most assignments are graded using a Rubric which is available to the student. Check the comment sections of assignments to view any recommendations/suggestions for improvement (opportunities to improve the score).

A grade of “1” is significant. It indicates that I believe you have submitted an incorrect file/document. You should review the assignment immediately, and rectify, if you want credit for the assignment.

### Outcomes Assessment (approximately)

### Grading Scale:

90-100%=A

80-89%=B

70-79%=C

60-69%=D

<60%=F

#### Table of Assignment Points

|  |  |  |
| --- | --- | --- |
| Assignment Type | Number at Point Value | Total Points |
| Multiple-Choice  | 11 at 10 points each  | 110 |
| Multiple-Choice  | 8 at 20 points each  | 160 |
| Multiple-Choice | 1 at 5 points | 5 |
| Midterm Exam  | 50 points | 50 |
| Hands-On-Projects |  14 at 10 points each | 140 |
| Hands-On-Projects | 1 at 20 points | 20 |
| Hands-On-Projects | 5 at 5 points each | 5 |
| Final Exam | 1at 80 | 80 |
| Participation  | 1 at 50  | 50 |
| Total points | Course | 620 |

# Course Policies and Guidelines

### Academic Discipline

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.

### Attendance

I will drop you if you have not submitted the 1st weeks’ work, even if you logged into Canvas during the first 2 weeks. I will also drop you if you have not submitted work for 2 weeks in a row or if you have not logged into Canvas for two weeks.

### 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
* 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 to a failing grade in the course, at the discretion of the instructor.

### Due Dates

You will find all course work organized into modules (folders) in Canvas. Due dates are included for each assignment. If any change to the due dates is necessary, the Instructor will post an Announcement reflecting the new due dates.

### 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.

### Table of Important Dates

|  |  |  |
| --- | --- | --- |
| DATE | DAY OF THE WEEK | ACADEMIC EVENT |
| August 10 | (M) | Start of Fall 2020 semester |
| August 21 | (F) | Last day to drop a Fall 2020 full-term class for full refund |
| August 28 | (F) | Last day to register for a Fall 2020 full-term class in person |
| August 28 | (F) | Last day to drop a Fall 2020 full-term class to avoid a “W” in person |
| August 30 | (SU) | Last day to drop a Fall 2020 full-term class to avoid a “W” on WebAdvisor |
| September 7 | (M) | Labor Day Holiday (no classes held; campus closed) |
| September 11 | (F) | Last day to change a Fall 2020 class to/from Pass/No-Pass grading basis |
| October 9 | (F) | Last Day to drop a full-term class (letter grades assigned after this date) |
| November 11 | (W) | Veterans’ Day (no classes held; campus closed) |
| November 26-27 | (Th, F) | Thanksgiving Holiday (no classes held; campus closed) |
| December 7-11 | (M-F) | Fall 2020 Final Exams week |