Reedley College

Fall 2022

August 8, 2022 – December 9, 2022

# Course Information

IS-15-58286 – Computer Concepts

## Meetings

 Tuesday – Thursday 8 am 9:50 am Weeks of 8/9/2022 thru 12/6/2022. Class will not be in session 11/25/2022.

## Class Cancellation

If class is cancelled unexpectedly, 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.

## Technology

### Computer

Students will need access to a computer running the latest Windows version of Office 365 to complete the assignments. The recommended system is a laptop or desktop computer running Windows 10. Macs, iPads, and android tablets will not work. Surface or similar tablets running the latest version of Windows 10 (not Windows 10 RT) should suffice.

### Software

Students will need the latest version of Office 365 with the following components installed:

* Word
* Excel
* PowerPoint
* Access (Available ONLY on the Windows version)

Office 365 is available to SCCCD students for download at no cost. **Other office productivity packages such as Google Docs and Apple iWork (Pages, Numbers, and Keynote) will not work!**

# Instructor Information

Jorge Villanueva, AA in Technology, AAS in Information Systems Empasis in Network administration, AS-T in Business Administration.

# 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 Jorge.Villanueva@reedleycollege.edu.

Students may also Email my personal email at j\_villanueva@rocketmail.com. As with all inquiries, please include your name and course.

For all communication inquiries, I will answer within 24 hours.

# Office Hours

Available upon Request

# 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 software 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 ENGL-1A (Reading and Composition) or ENGL-1AH (Honors Reading and Composition).

# Course Learning Objectives

1. Describe existing and emerging technologies and their impact on organizations and society.
2. Survey communication and network concepts, systems, and applications.
3. Introduce Internet usage and e-business systems.
4. Identify system infrastructure concepts.
5. Compare system and application software programs and concepts.
6. Discuss information systems security, crime, and ethics.
7. Recognize types of information systems and their roles in business.
8. Analyze the system development life cycle.
9. Organize and manage structured and unstructured data using spreadsheet and database tools.
10. Construct practical exercises in word processing, electronic spreadsheets, and database software.
11. Construct practical exercises in Internet technologies including web development and programming.

# 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 and 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.**
2. **If you miss three or more consecutive days.**

# 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.

# 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.*

# Outcomes Assessment

Below is an outline of assessments and assigned percentage of the final grade. Use this for determining your final grades. Remember: Every 10% = 1 letter grade!

|  |  |
| --- | --- |
| **Assessments** | **Percent of Grade** |
| Assignments | 25 |
| Projects | 20 |
| Quizzes and Midterm | 30 |
| Final Exam | 15 |
| Academic Discourse (Discussions, Class Attendance, Pop Quizzes, etc.) | 10 |

*Table 1 - Outcomes Assessments*

## Grading Scale

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

# Drop Dates

* Friday, August 20th for a refund
* Friday, August 27th to avoid a “W” (in person)
* Sunday, August 29th to avoid a “W” (via WebAdvisor)
* Friday, October 8th to avoid a letter grade

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

As adults I have a few expectations of any student in my class. Failure to follow these rules can result in points loss or Disciplinary action through Reedley College.

1. **Be on Time**

Make sure you are on time every class, I do factor in attendance into grades. If you are going to be a late, let me know.

1. **Dress Appropriate.**

Make sure you follow all Campus codes that require shoes or sandals and appropriate attire be warn always on campus.

1. **Be Respectful**

We are all here to learn and better ourselves, do not judge others or put them down. This will not be tolerated! Also please have respect for our school and its property.

1. **No Cellphones**

Cellphones are to be put on silent or turned off during class time. They will be allowed during classroom breaks. If you are expecting an important call or text, please let me know ahead of class.

1. **Food and Drinks**

No food or drinks allowed in the classroom. Water is acceptable, must be in a no spill bottle or flask

1. **No Cheating**

I know it is tempting but it will not be tolerated under any circumstances!

## 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.

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.

# Class Schedule (Subject to change)

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Week of** | **Topic** | **Assignments** |
| 1 | 8/8/2022 | * Syllabus Review
* Class Intro
* Intro to Canvas
 | * Personal Profile
* Syllabus Quiz
* Canvas Inbox Project
 |
| 2 | 8/15/2022 | * What is an Info. System?
* Binary Number System
 | * Read “What is an Information System”
* Read “Binary Numbering System”
* Decimal Binary Conversion Project
 |
| 3 | 8/22/2022 | * Hardware
* Operating Systems
 | * Read “Hardware and Operating Systems”
* Let’s Go Shopping: Purchasing Computer Hardware
* Quiz 1
 |
| 4 | 8/29/2022 | * Application Software
 | * Read “OS and Utility Programs” and “Computer Networks”
 |
| 5 | 9/5/2022 | * Networking
* Security
 | * Read “Networking”
* Read “Security”
 |
| 6 | 9/12/2022 | * Ethics
* Midterm Exam
 | * Read “Ethics”
* Quiz 2
* Midterm Review
* Midterm Exam
 |
| 7 | 9/19/2022 | * Microsoft Word
 | * **You need Office 365 starting HERE!**
* Read “Important Instructions”
* Introduction to Word
* Word A
* Word B
 |
| 8 | 9/26/2022 | * Microsoft Word
 | * Word C
* Word D
* Word D2
 |
| 9 | 10/3/2022 | * Microsoft Word
 | * Word Quiz (Matching)
* Word Quiz (Hands On)
 |
| 10 | 10/10/2022 | * Microsoft Excel
 | * Read “Important Instructions”
* Introduction to Excel
* Excel A
* Excel A2
 |
| 11 | 10/17/2022 | * Microsoft Excel
 | * Excel B
* Excel C
* Excel D
 |
| 12 | 10/24/2022 | * Microsoft Excel
 | * Excel Quiz (Matching)
* Excel (Hands On)
 |
| 13 | 10/31/2022 | * Microsoft PowerPoint
 | * PowerPoint A
* PowerPoint B
 |
| 14 | 11/7/2022 | * Microsoft Access
 | * Access (Part 1)
* Access (Part 2)
 |
| 15 | 11/14/2022 | * The Internet and the Web
 | * Web A
* Web B
 |
| 16 | 11/21/2022 | * Programming
 | * Programming
 |
| 17 | 11/28/2022 | * Final Exams
 | * Word Final (Hands On)
* Excel Final (Hands On)
 |
| 18 | 12/5/2022 | * Final Exams
 | * Final Exam Matching (Word and Excel)
* Final Exam Matching (PowerPoint, Access, Web and Programming)
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