Reedley College

Course Information

- This course is Information Systems 15 Section #52231 Computer Concepts.
- The class time is Mondays and Wednesdays from 10am to 11:50am.

Instructor Information

My name is Daniel Morales and I will be your instructor for the class. I have a Bachelor's Degree in Public Management and a Master's Degree in Information Systems.

Please use the Canvas Inbox tool to communicate with the me.

In addition, you can e-mail me at daniel.morales@reedleycollege.edu.

You can also call me at 559-638-0300 ext.3264 (if no answer, leave a detailed message).

In order to meet with me, use the Canvas Inbox or e-mail me and we can schedule a phone call or zoom meeting.

Textbook and Materials

- No textbook is required for this class.
- Bring headphones to 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 Learning 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 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

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 2 weeks in a row or if you haven't logged into Canvas for two weeks.

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.

Due Dates

You will find all work that is due, organized into modules (folders) in Canvas.
The Instructor will let you know when the work will be due.

Outcomes Assessment (approximately)

Assignments	Points
Reading Assignments	75
Quizzes	155
Projects (Hands on)	205
Review, Midterm, Final Exam	160

Table 1Outcomes Assessment

The total points for this class is 595 points.
Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

Drop Dates

- Friday, January 21st, for a refund
- Friday, January 28th, to avoid a "W" (in person)
- Sunday, January 30th, to avoid a "W" (on Web Advisor)
- Friday, March 11th, to avoid a "Letter Grade" (Letter grades assigned after this date)

It's 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

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Eating, drinking, and smoking 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 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.

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

Week #	Week of	Topic	Assignments
1	1/10/2022	- Syllabus review - Intro to Canvas	Personal Profile
		E-mail	Introductions, Email project Homework: Read "What is an Information System" and "Binary Numbering System" and complete those assignments. (Due: Wednesday 1/19/22)
2	1/17/2022	No Class on Monday, January 17 – Martin Luther King Jr. Day	
		- What is an Information System? - Binary Numbering	In Class: Practice Quiz, Decimal Binary Conversion Project Homework: Read "Hardware and Operating Systems" and complete those assignments. (Due: Wed. 1/26/22)
3	1/24/2022	- Hardware	"Purchasing Computer Hardware" Project
		- Operating Systems	Quiz 1 Homework: Read "Application Software and Networks" and complete those assignments. (Due: Wed. 2/2/22)
4	1/31/2021	- Application Software	Application Software Assignment
		- Networks	Networking Assignment Homework: Read "Networking and Online Security" and "Ethics" and complete those. (Due: Wed. 2/9/22)
5	2/7/2022	- Security	Security Assignment
		- Ethics	Quiz 2

Week #	Week of	Topic	Assignments
			Homework: Study for Exam.
6	2/14/2022	- Midterm Review	Midterm Review
		- Midterm Exam	Midterm Exam
7	2/21/2022	No Class on Monday, February 21 – Lincoln Day	
		Microsoft Word: - Creating and editing documents	Word A
8	2/28/2022	Microsoft Word (continued) - Creating a resume	Word B
		Microsoft Word (continued) - Formatting text and setting tabs	Word C
9	3/7/2022	Microsoft Word (continued) - Formatting text and paragraphs	Word D, Catch up on other projects
		- Paragraph formatting & creating indents	Word D2
10	3/14/2022	- Word Exams	Word Quiz Matching and Review for Exam
			Word Quiz Project
11	3/21/2022	Microsoft Excel - Entering labels and values - Using the SUM Function	Excel A, A2
		- Working with formulas and functions	Excel B
12	3/28/2022	Excel (continued) - Formatting a worksheet - Inserting charts	Excel C
		- PMT Function	Excel D, Review, Catch up
13	4/4/2022	Excel Exams	Excel Quiz and Review for Exam
			Excel Quiz Project
	4/11/2022	Spring Break	Spring Break
14	4/18/2022	Microsoft PowerPoint - Creating slides	PowerPoint A
		Microsoft PowerPoint - Elements used in a presentation	PowerPoint B
15	4/25/2022	Database Management Systems - Creating tables, data input	Database (part 1)
		Database Management Systems - Using queries and reports	Database (part 2)
16	5/2/2022	Understanding HTML code, graphics, and media	Web A
		Understanding Programming concepts (JavaScript)	Programming Web A (continued)
17	5/9/2022	Final Exam	Final Word (Hands on Project)
		Final Exam	Final Excel (Hands on Project)

Week #	Week of	Topic	Assignments
18	5/16/2022	Final Exam on Monday, May 16 from 10-11:50am	Final Exam Matching (Word and Excel) Final Exam Matching (Access, PowerPoint, Web, Programming)

Table 2Class Schedule