

IS-15: Information Systems – Computer Concepts
Course: IS-15-52232
Course Syllabus: Spring 2022
Instructor: Mark L. Oller
Wednesday Evenings, 6:00-9:50pm
In-Person/Hybrid

Course Title & Code #:IS-15 Information Systems Computer Concepts #52232

Meeting Day, Time & Location: Wednesdays 6:00-9:50pm In-Person BUS 49

Textbook and Materials

- a) A textbook will be provided in digital form
- b) Even though the MSOffice software products will be made available to students when they are at the desktop computers in the classroom, students should still make a point of gaining access to the Office products on their own computers, including:

- Office
- Excel
- PowerPoint
- Access

Be careful to note whether you are obtaining the online versions or the desktop versions of the items above. If using a MacIntosh computer, the Access assignments will probably not work, so the student may have to make other computer arrangements in order to complete those assignments satisfactorily.

- c) Students will need reliable internet access.
- d) Students will need a reliable computer.

It will not be possible to complete the course if the student plans on using either a Chrome Book, or an iPad, or a personal phone. These tools are insufficient to the tasks in the course.

Instruction and Learning Methods

- a) Readings from the digital textbook provided
- b) Videos, Articles, News Items
- c) Canvas Assignments
- d) In-Class Projects and Lab Work
- e) Exams

Course Description: The Course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, 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 Objectives

- a) Describe existing and emerging technologies and their impact on organizations and society.
- b) Demonstrate an understanding of the development and use of information systems in business.
- c) Solve common business problems using appropriate applications and systems.

Student Learning Outcomes – Information Systems Computer Concepts

- a) Demonstrate understanding of information technology concepts in hardware, software, networks, and the systems development life cycle.

- b) Apply effective information technology skills to perform practical business functions that include word processing, spreadsheet, presentation, and database management applications.
- c) Demonstrate critical thinking to solve technology problems ethically and effectively

Attendance and Participation for online and hybrid classes

A student may be dropped from the course if the student

- a) does not complete the first week's assignments by the end of the first week
- b) has not logged-on to Canvas for two consecutive weeks
- c) has not completed assignments for two consecutive weeks
- d) is not participating in the course by keeping current on assignments

Attendance and Participation for face-to-face and hybrid classes

- e) misses **six (6)** or more class hours of a 3-unit course
- f) misses **four (4)** or more classes for courses that meet twice per week
- g) misses **one (1)** class meeting during the first **three (3)** weeks of instruction
- h) habitual tardiness will count toward absences

Unless you regularly attend class, and have prepared adequately for each class period, you are not fully participating in the course.

Drop Policy and Drop Dates

- a) Final Drop Date for Students is March 11, 2022

If you intend to drop a course, *do not simply stop participating!*
In order to officially drop a class, *you must fill out a program change card*
The Program Change Card is available in the Admissions and Records Office
Drop dates are listed in your Reedley College Class Schedule
If you do not officially drop a course but simply stop attending, *the Instructor is required to assign a letter grade.*

Communicating with Instructor

E-mailing:

- a) Use the CANVAS e-mail system
- b) Subject Line: Include Course ID and your QUESTION
- c) You should expect a response by the next normal business day.

Grading and Assessment

The course grade will be based on a student's point total points as a percentage of total points possible. Students completing all exams, assignments, and activities with a cumulative, average grade of "C" or better will be deemed as having achieved the course objectives.

Learning Methods & Course Activities:

- a) visual demonstrations and problem-solving

- b) weekly readings, homework assignments, hands-on projects, and periodic examinations
- c) assignments must be completed individually, rather than collaboratively
- d) students must work on their own individual computer
- e) all examinations must be completed individually--collaborative work is not allowed
- f) unless stated otherwise, no books, notes, cell phones, and other electronic devices will be permitted during examinations

Due Dates

All course requirements are organized into Modules on the Canvas portal

Outcomes Assessment (approximately)

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

Table 1 Outcomes Assessment

The approximate total points for this class is 595 points.

Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

Apparel and Attire

One of the objectives of the Business Department is to prepare you for the world of work. We are charged with teaching you about the various functional areas of business as well as appropriate behaviors and attire.

- a) No low-riding pants
- b) No low-cut clothing
- c) No earphones during class
- d) No sunglasses during class
- e) No pajamas in class
- f) No halter-tops or tank tops or muscle shirts in class
- g) shoes or sandals must be worn at all times at Reedley College

General Conduct

Conduct standards are designed to perpetuate the college’s educational purposes, allowing students to enjoy the right of freedom to learn. To that end,

- a) students who fail to meet the conduct standards, or
- b) students who interfere with the rights of freedom to learn of others will be removed from class.
- c) eating, drinking, and smoking are not allowed in the classroom or computer labs
- d) cell phones must be turned off or in the silence or vibrate 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. Please, if you carry a cell phone or pager, turn the ringer off or to vibrate so the rest of the class is not disrupted by a ring or

beep. If your cell phone/pager rings, beeps or makes any other audible sounds in class, you can expect to lose your points for the day – impacting your attendance/participation credit. If you are penalized more than once for a cell phone “violation, you can expect to be asked to leave the class. A ringing cell phone or pager may also initiate a pop quiz for the entire class.

A student will be subject to discipline if she or he:

- a) Prevents other students from pursuing their authorized curricular or co-curricular interests.
- b) Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
- c) Prevents classified employees from fulfilling their prescribed duties.
- d) Deliberately endangers the safety of persons or the security of college property.
- e) Violates Reedley College computers and networks usage policy.
- f) Violates Reedley College cheating/plagiarism policy.

Entering Classroom Late, Leaving Early

- a) Students entering or leaving the classroom at times other than the scheduled start/end of class cause a disruption to students and instructors, and it is rude.
- b) Class begins on the hour (or half hour – depending on the scheduled start time) not 10 minutes past the hour. In an effort to be courteous to your fellow students and the instructor, please make sure that you are in your seat and ready to “get to work” on time.
- c) Students who are habitually tardy (3 or more times per term) will be penalized, as will those who leave class early (without making prior arrangements).

Ethics in the Classroom

You will notice that we will often discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other).

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.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

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 me, or the **DSPS office – ext. 3332** as soon as possible

*Please see the Reedley College catalog for clarification of issues and additional guidelines.

Class Schedule

Week #	Week of	Topic	Assignments
1	8/9/2021	- Syllabus review - Intro to Canvas	Personal Profile, Email project, Practice Quiz and MS Office Install project
2	8/16/2021	- What is an Information System? - Binary Numbering	Read "What is an Information System" and "Binary Numbering System" and complete those assignments. Decimal Binary Conversion Project
3	8/23/2021	- Hardware and Operating Systems	Read "Hardware and Operating Systems" and complete those assignments. "Purchasing Computer Hardware" Project Quiz 1
4	8/30/2021	- Application Software and Networks	Read "Application Software and Networks" and complete those assignments.
5	9/6/2021	- Networking and Online Security - Ethics	Read "Networking and Online Security" and "Ethics" and complete those assignments. Quiz 2
6	9/13/2021	- Midterm Review - Midterm Exam	Midterm Review Midterm Exam
7	9/20/2021	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B
8	9/27/2021	Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables	Word C, Word D, Word D2
9	10/4/2021	Microsoft Word (continued)	Word Quiz Matching Word Quiz Project Mid-Term Course Evaluation
10	10/11/2021	Microsoft Excel - Entering labels and values - Using the SUM Function - Working with formulas and functions	Excel A, A2 and B
11	10/18/2021	Excel (continued) - Formatting a worksheet - Inserting charts - PMT Function	Excel C and D
12	10/25/2021	Excel (continued)	Excel Quiz Matching Excel Quiz Project
13	11/1/2021	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A and B
14	11/8/2021	Database Management Systems - Creating tables, data input - Using queries and reports	Database (part 1 and 2)

Week #	Week of	Topic	Assignments
15	11/15/2021	Understanding HTML code, graphics, and media	Downloading a Code Editor and Web A
16	11/22/2021	Understanding Programming concepts (JavaScript)	Programming
17	11/29/2021	Final Exams	Final Word (Hands on Project) Final Excel (Hands on Project) Final Exam Matching (Word and Excel) Final Exam Matching (Access, PowerPoint, Web, Programming)
18	12/6/2021	Check your grade and let me know if you have any questions	

Table 2Class Schedule