Reedley College

COURSE INFORMATION

IS-15-51368 – Computer Concepts

Meetings

Online – Weekly assignments.

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 or 11. Macs, iPads, and Android tablets will not work

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

Jason Boyer, BA/MBA

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 jason.boyer@reedleycollege.edu.

Students may also text me at (559) 836-1181 between 8 am and 9 pm. As with all inquiries, please include your name and course.

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

OFFICE HOURS

I am available for in-person contact in BUS 47 or PHS 352, during office hours as posted outside BUS 47 and on Canvas. I will also meet with you at mutually agreed upon times. Email me for 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 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 spreadsheet, 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.** *Attendance the first day of class is by online check in via the discussion board. Look for 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.

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.*

Typically, the modules will be opened at the beginning of each week on Monday at 12:00 am, with initial discussions due Friday at 11:59 pm, and all remaining assignments will be due Sunday at 11:59 pm. All times and dates given are local time at Reedley College (Pacific Standard or Pacific Daylight Savings Time as appropriate.)

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, Online Meetings, 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, January 21st for a refund.
- Friday, January 28th to avoid a "W" (in person).
- Sunday, January 30th to avoid a "W" (via WebAdvisor).
- Friday, March 11th 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

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 two 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.

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.

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	1/10/2022	• Syllabus Review • Class Intro • Intro to Canvas	• Personal Profile • Syllabus Quiz • Canvas Inbox Project
2	1/17/2022	• What is an Info. System? • Binary Number System	• Read "What is an Information System" • Read "Binary Numbering System" • Decimal Binary Conversion Project
3	1/24/2022	• Hardware • Operating Systems	• Read "Hardware and Operating Systems" • Let's Go Shopping: Purchasing Computer Hardware • Quiz 1
4	1/31/2022	• Application Software	• Read "OS and Utility Programs" and "Computer Networks"
5	2/7/2022	• Networking • Security	• Read "Networking" • Read "Security"
6	2/14/2022	• Ethics • Midterm Exam	• Read "Ethics" • Quiz 2 • Midterm Review • Midterm Exam
7	2/21/2022	• Microsoft Word	• **You need Office 365 starting HERE!** • Read "Important Instructions" • Introduction to Word • Word A • Word B
8	2/28/2022	• Microsoft Word	• Word C • Word D • Word D2
9	3/7/2022	• Microsoft Word	• Word Quiz (Matching) • Word Quiz (Hands On)
10	3/14/2022	• Microsoft Excel	• Read "Important Instructions" • Introduction to Excel • Excel A • Excel A2
11	3/21/2022	• Microsoft Excel	• Excel B • Excel C • Excel D
12	3/28/2022	• Microsoft Excel	• Excel Quiz (Matching) • Excel (Hands On)

13	4/4/2022	• Microsoft PowerPoint	• PowerPoint A • PowerPoint B
	4/11/2022	**Spring Break**	
14	4/18/2022	• Microsoft Access	• Access (Part 1) • Access (Part 2)
15	4/25/2022	• The Internet and the Web	• Web A • Web B
16	5/2/2022	• Programming	• Programming
17	5/9/2022	• Final Exams	• Word Final (Hands On) • Excel Final (Hands On)
18	5/16/2022	• Final Exams	• Final Exam Matching (Word and Excel) • Final Exam Matching (PowerPoint, Access, Web and Programming)