Course Syllabus

Reedley College

Fall 2023

August 7, 2023 – December 8, 2023

Course Information

- This course is Information Systems 15 Section #57771 Computer Concepts.
- The class time is 10:00-11:50am
- The class location is Business room 49
- The class days are Monday and Wednesday. The course materials are posted at the beginning of the week and will need to be submitted by the deadline.

Instructor Information

My name is Alonzo Valencia, and I'll be your instructor for this class. I hold an associate in science in Business Administration, and I am currently dedicated to pursuing a bachelor's degree in business administration with a focus on entrepreneurship.

Please use the Canvas Inbox tool to communicate with me.

In addition, you can e-mail me directly at luis.valencia@reedleycollege.edu

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.
- You will need Microsoft Office downloaded onto your computer. Programs that you will need: Word, Excel, PowerPoint, and Access. Make sure these programs are downloaded onto your computer. The online version of these programs has limited functionality and won't work for this class. These programs are mandatory. We will use each one of them. If you have a Mac, there isn't a version of the Access program. It is recommended to do the Access projects at the computer lab at school or borrow a PC that has the Access program. We will use the Access program for only 2 projects.
- You will need reliable internet access.
- You will need a reliable computer. A chrome book, iPad or a phone will not work when trying to complete the projects in this class. Please do not use a

<u>Chrome book for this class! A Chrome Book will not work for this class!</u> Let me know if you have any issues with this.

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). e-business, types of information systems and their roles in business, and the systems development life cycle.

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

- 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 the book found on Canvas
- Videos
- Canvas Assignments
- Hands-on projects (lab work)
- Exams

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.

The mottos for this class are: Don't procrastinate! Complete your work before it is due!

Due Dates

You will find all work that is due, organized into modules (folders) in Canvas.

You will have work due on the first week of class on Sunday by 11:59 pm and every Sunday after that.

Outcomes Assessment (approximately)

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

Table 1Outcomes 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

Drop Dates

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 and drinking, 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 text message) please wait until after class. 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	8/7/2023	- Syllabus review - Intro to Canvas	Personal Profile, Email project, Practice Quiz and MS Office Install project
2	8/14/2023	- 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	8/21/2023	- Hardware and Operating Systems	Read "Hardware and Operating Systems" and complete those assignments. "Purchasing Computer Hardware" Project Quiz 1
4	8/28/2023	- Application Software and Networks	Read "Application Software and Networks" and complete those assignments.

Week #	Week of	Topic	Assignments
5	9/4/2023	- Networking and Online Security - Ethics	Read "Networking and Online Security" and "Ethics" and complete those assignments. Quiz 2
6	9/11/2023	- Midterm Review - Midterm Exam	Midterm Review Midterm Exam
7	9/18/2023	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B
8	9/25/2023	Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables	Word C, Word D, Word D2
9	10/2/2023	Microsoft Word (continued)	Word Quiz Matching Word Quiz Project Mid-Term Course Evaluation
10	10/9/2023	Microsoft Excel - Entering labels and values - Using the SUM Function - Working with formulas and functions	Excel A, A2 and B
11	10/16/2023	Excel (continued) - Formatting a worksheet - Inserting charts	Excel C and D

Week #	Week of	Topic	Assignments
		- PMT Function	
12	10/23/2023	Excel (continued)	Excel Quiz Matching Excel Quiz Project
13	10/30/2023	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A and B
14	11/6/2023	Database Management Systems - Creating tables, data input - Using queries and reports	Database (part 1 and 2)
15	11/13/2023	Understanding HTML code, graphics, and media	Downloading a Code Editor and Web A
16	11/20/2023	Understanding Programming concepts (JavaScript)	Programming
17	11/27/2023	Final Exams	Final Word (Hands on Project) Final Excel (Hands on Project)
18	12/4/2023	Final Exams (continued) Check your grade and let me know if you have any questions	Final Exam Matching (Word and Excel) Final Exam Matching (Access, PowerPoint, Web, Programming)

Course Summary:

Date	Details	Due
Sun Aug 13, 2023	Quiz Practice Quiz	due by 11:59pm
	Assignment Class Introductions	due by 11:59pm
	Assignment E-Mail Project	due by 11:59pm
	Assignment Personal Profile Project	due by 11:59pm
Sun Aug 20, 2023	Quiz Reading - Binary Numbering System	due by 11:59pm
	Quiz Reading - What is an Information System?	due by 11:59pm
	Assignment Decimal-Binary Conversion Project	due by 11:59pm
	Assignment Microsoft Office Install	due by 11:59pm
Wed Aug 23, 2023	Quiz Quiz 1	due by 1pm
Sun Aug 27, 2023	Quiz Reading - Hardware and Operating Systems	due by 11:59pm
	Assignment Let's Go Shopping: Purchasing Computer Hardware	due by 11:59pm
Sun Sep 3, 2023	Quiz Reading - Application Software	due by 11:59pm
	Quiz Reading - Networking	due by 11:59pm
	Discussion Topic Which computer is best?	due by 11:59pm
Wed Sep 6, 2023	Quiz Quiz 2	due by 11:59pm

Date	Details	Due
Sun Sep 10, 2023	Quiz Reading - Ethics	due by 11:59pm
	Quiz Reading - Security	due by 11:59pm
Wed Sep 13, 2023	Quiz Midterm Exam	due by 11:50am
Sun Sep 17, 2023	Quiz Midterm Review	due by 8am
Sun Sep 24, 2023	Assignment Word A	due by 11:59pm
	Assignment Word B	due by 11:59pm
Sun Oct 1, 2023	Assignment Word C	due by 11:59pm
	Assignment Word D	due by 11:59pm
	Assignment Word D2	due by 11:59pm
Mon Oct 2, 2023	Quiz Word Quiz (Matching)	due by 11:50am
Wed Oct 4, 2023	Assignment Word Quiz (Hands On)	due by 11:50am
Sun Oct 15, 2023	Assignment Excel A	due by 11:59pm
	Assignment Excel A2	due by 11:59pm
	Assignment Excel B	due by 11:59pm
Sun Oct 22, 2023	Assignment Excel C	due by 11:59pm
	Assignment Excel D	due by 11:59pm

Date	Details	Due
Mon Oct 23, 2023	Quiz Excel Quiz (Matching)	due by 11am
Wed Oct 25, 2023	Assignment Excel Quiz (Hands On)	due by 11am
Sun Nov 5, 2023	Assignment PowerPoint A	due by 11:59pm
	Assignment PowerPoint B	due by 11:59pm
Sun Nov 12, 2023	Assignment Access (Part 1)	due by 11:59pm
	Assignment Access (Part 2)	due by 11:59pm
Sun Nov 19, 2023	Assignment Web A	due by 11:59pm
Sun Nov 26, 2023	Assignment Programming	due by 11:59pm
Wed Nov 29, 2023	Assignment Excel Final (Hands On)	due by 11:59pm
	Assignment Word Final (Hands On)	due by 11:59pm
Wed Dec 6, 2023	Quiz Final Exam Matching (Access, PowerPoint, Programming, and Web)	due by 11:59pm
	Quiz Final Exam Matching - Word & Excel	due by 11:59pm