Reedley College

Course Information

- This course is Information Systems 15 Section #50049 Computer Concepts.
- The class time is online using Canvas.
- This is an asynchronous class, which means we do not meet face to face and we do not meet online. The course work is posted and you as a student will complete it by the deadline.

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

- 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 Chrome book for this class! A Chrome Book will not work for this class! Let me know if you have any issues with this.
- You will need reliable internet access.
- There is no need for you to buy a textbook for this class. I will supply the textbook and all learning materials.
- 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 have limited functionality and won't work for this class. These programs are mandatory. We will use each and every 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. I will show you how to download Microsoft Office for free on the first week of 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 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

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.

You will have work due on the first week of class on Wednesday by 11:59 pm and every Wednesday after that. You have all day on Wednesday to work. Wednesday is over at 11:59pm.

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

- Friday, January 20th, for a refund
- Friday, January 27th, to avoid a "W" (in person)
- Sunday, January 29th, to avoid a "W" (on Self Service)

- Friday, March 10th, 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	1/9/2023	- Syllabus review - Intro to Canvas	Personal Profile, Email project, Practice Quiz and MS Office Install project
2	1/16/2023	- 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	1/23/2023	- Hardware and Operating Systems	Read "Hardware and Operating Systems" and complete those assignments. "Purchasing Computer Hardware" Project Quiz 1
4	1/30/2023	- Application Software and Networks	Read "Application Software and Networks" and complete those assignments.

Week #	Week of	Topic	Assignments
5	2/6/2023	- Networking and Online Security - Ethics	Read "Networking and Online Security" and "Ethics" and complete those assignments. Quiz 2
6	2/13/2023	- Midterm Review - Midterm Exam	Midterm Review Midterm Exam
7	2/20/2023	Microsoft Word: - Creating and editing documents - Formatting text and paragraphs	Word A and Word B
8	2/27/2023	Microsoft Word (continued) - Formatting text and setting tabs - Paragraph formatting & creating tables	Word C, Word D, Word D2
9	3/6/2023	Microsoft Word (continued)	Word Quiz Matching Word Quiz Project Mid-Term Course Evaluation
10	3/13/2023	Microsoft Excel - Entering labels and values - Using the SUM Function - Working with formulas and functions	Excel A, A2 and B
11	3/20/2023	Excel (continued) - Formatting a worksheet - Inserting charts - PMT Function	Excel C and D
12	3/27/2023	Excel (continued)	Excel Quiz Matching Excel Quiz Project
	4/3/2023	Spring Break	Spring Break
13	4/10/2023	Microsoft PowerPoint - Creating slides - Elements used in a presentation	PowerPoint A and B
14	4/17/2023	Database Management Systems - Creating tables, data input - Using queries and reports	Database (part 1 and 2)
15	4/24/2023	Understanding HTML code, graphics, and media	Downloading a Code Editor and Web A
16	5/1/2023	Understanding Programming concepts (JavaScript)	Programming
17	5/8/2023	Final Exams	Final Word (Hands on Project) Final Excel (Hands on Project)
18	5/15/2023	Final Exams	Final Exam Matching (Word and Excel) Final Exam Matching (Access, PowerPoint, Web, Programming)

Table 2Class Schedule