

Fresno City College
School of Business Education
Course Syllabus

CIT-15 - Computer Concepts
Monday/Wednesday 9-10:50AM
Business Education Building
Room BE-215
Section Number: 39861

Spring 2012
Mr. Jim Sause
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CRSABRH-451905

Course Outline

WEEK	WEEK of	READING Done Prior to class	LECTURE	LAB ASSIGNMENTS
1	1/9	Chapter 1, 2	Course Intro	Lab Intro, MyITLab Installation/Account setup
2	1/16	Chapter 3	1/16 Martin Luther King Day	MyITLab Windows Due by 2/19 11:50PM
3	1/23	Chapter 4	Chapters 1-3	MyITLab Word Due by 2/19 11:50PM
4	1/30	Chapter 5	Chapter 4-5	MyITLab Word Due by 2/19 11:50PM
5	2/6	TEST 1	TEST 1 2/6 100Points Chapters 1-5	MyITLab Word Due by 2/19 11:50PM
6	2/13	Chapter 6	Chapter 6,7	MyITLab Word Due by 2/19 11:50PM
7	2/20		Word Lab Test 2/20	MyITLab Excel Due by 3/18 11:50PM
8	2/27	Chapter 8	Chapter 8	MyITLab Excel Due by 3/18 11:50PM
9	3/5	Chapter 9	Chapter 9 (DROP DEADLINE 3/10)	MyITLab Excel Due by 3/18 11:50PM
10	3/12	TEST 2	TEST 2 3//12 100 Points Chapters 6-9	MyITLab Excel Due by 3/18 11:50PM
11	3/19		Excel Lab Test 3/19	MyITLab PowerPoint Due by 4/8 11:50PM
12	3/26	Chapter 11	Chapter 10,11	MyITLab PowerPoint Due by 4/8 11:50PM
13	4/2	Easter Break	Easter Break 4/2 – 4/6	
14	4/9	Chapter 12	Chapter 12	MyITLab Access Due by 5/6 11:50PM
15	4/16	Chapter 13	Chapter 13	MyITLab Access Due by 5/6 11:50PM
16	4/23	Chapter 14	Chapter 14	MyITLab Access Due by 5/6 11:50PM
17	4/30	TEST 3	TEST 3 4/30 100Points Chapters 10-14	MyITLab Access Due by 5/6 11:50PM
18	5/7	Chapter 15, 16	Chapter 15, 16	Visual Basic Class Project
19	5/14	FINAL	SEE LAST PAGE	Comprehensive 150 Questions

OFFICE HOURS

Monday: 8:00-8:50AM
Tuesday: 11:00-11:50AM
Wednesday: 8:00-8:50AM
Thursday: 11:00-11:50AM
Friday: 8:00-8:50AM

COURSE DISCRIPTION

Introduction to computers and their use. Topics include basic principles of hardware and software, application programs, systems software, telecommunications, networks, program design, the Internet, and the World Wide Web. Students will work with Windows and the Internet; word processing, spreadsheet, and database programs; and a programming language. Fulfills the computer literacy graduation requirement

EXPECTED LEARNING OUTCOMES

Upon successful completion of the course, the student will be able to:

- Use a word processing program to design and create a document
- Use a spreadsheet program to design and create a spreadsheet
- Use a relational database program to design and create a database with at least one working query
- Use a visual programming environment to create and code a program
- Demonstrate fluency with computer concepts

COURSE PREREQUISITES / COREQUISITES / ADVISORY

Prerequisite: None
Corequisite: None
Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 and Math 101 recommended

TEXTBOOKS

Deborah Morley and Charles S. Parker, Understanding Computers: Today and Tomorrow, Comprehensive, Course Technology, Boston, Mass, Thirteenth Edition, 2009. ISBN 10: 0-536-74810-9
MyITLab lab materials and Unused Account Number, Course Technology.

ALTERNATE MEDIA

If you have a verified need for an academic accommodation or materials in alternate media (ie: 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.

BASIS FOR GRADES

Class Participation 45 points
Lab Assignment LAB EXAMS 200 points
Tests 300 points
Final Exam 150 points
Total Points Available 695 points

All grades will be maintained on a point basis. Final grades will be determined on a percentage of total points available. The following grade scale applies for grading:

0% - 59%	60% - 69%	70% - 79%	80% - 89%	90% - 100%
F	D	C	B	A

GRADE REPORTS

All grade reports will be sent electronically to the **students college email address**. The instructor will not use any other email address other than the one provided by the college.

ATTENDANCE

Show up to class ON TIME and do not leave early from class. Both of these will count as an absence from class. A number of absences during a semester equal to twice the number of times that the class meets in a one-week period are satisfactory grounds for the instructor to drop a student from the class. It is mandatory to drop a student if they miss two consecutive weeks of class. A student may also be dropped for lack of satisfactory progress. (Refer to the Fresno City College catalog). **Do not however count on being dropped. The ultimate responsibility for dropping is the student's.**

CLASS PARTICIPATION

Students will receive points for class participation. These points will be added to the rest of the points for the class and will affect the student's final class grade. Three points are deducted for each class missed.

HOMEWORK AND OTHER ASSIGNMENTS

Late assignments **will not be accepted** and will receive zero credit. Assignments are to be turned in complete. Partial assignments will be accepted for partial credit.

TESTS

Tests are taken on-line and can be made up of true/false, multiple choice, fill-in and essay questions. The instructor will provide the web address URL, the username and password in class at the beginning of the exam class session. Should a test be missed, the next test will count double. If two consecutive tests are missed, the score of the first test that was missed becomes a permanent ZERO (0). Students will have one class period or the equivalent to complete all parts of an exam.

MAKEUP POLICY

Generally, tests cannot be made up. However, makeup's for tests will be allowed only under **unusual circumstances** and **with advance notice and arrangement**. All makeup's are subject to the instructors **pre-approval**.

EXTRA CREDIT

Extra credit is not normally available and is at the instructor's discretion, so show up for each class on time, turn all the homework in on time and take all the tests and quizzes.

CELL PHONES PAGERS PDA'S AND PERSONAL LAP-TOP COMPUTERS

Turn off, mute, or disable the ring on cell phones and pagers during class. Texting or use of PDA's or Personal laptop computers during class is not permitted. If you need to make a call get up quietly and go outside of the classroom and then return to class after the call is complete.

FOOD, DRINK AND GENERAL STUDENT BEHAVIOUR

ANY FOOD and/or drinks are not permitted in the classroom. Exceptions will be made to those students that provide a verified medical doctor's prescription that states the reason for the need to have food and/or drink in class. This is a College and you are a college student. As such your attitudes and behavior should reflect this. Students that disrupt the class will be expelled from class and the appropriate academic forms will be filed. (See the FCC Catalog for the school policy)

CHEATING AND PLAGIARISM

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.

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment 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. (See the FCC Catalog for the school policy)

CLASSROOM VISITORS

Friends, boyfriends, girlfriends, husbands, wives, children, grandchildren etc. are not permitted in class during any part of the class session. Students need to make prior arrangements for child care or stay home.

LAB ASSIGNMENTS

Lab assignments are done using MyITLab, an on-line training and assessment program. A student earns lab points by successfully completing a lab **EXAM**. Trainings are used to learn how to use the software. Points are gained by taking **EXAMS**. The website URL is <http://www.MyITLab.com>.

SUGGESTIONS AND RECOMMENDATIONS

- Read every chapter assignment before attending class and go through the “Self-Review Exercises” at the end of each chapter. Highlight the portions in the book the instructor shows during lectures. These are all answers to test questions.
- Attend every class session participate and ask questions. Turn in every assignment on time
- Study for tests by reading the book each week and completing the chapter review exercises. Sometimes you may need to read chapters more than once.
- Study the test questions provided to students on-line at <http://www.FCCsause.com>
- **DO NOT COUNT ON THE INSTRUCTOR TO DROP YOU FROM THIS COURSE. IF YOU WANT OR NEED TO DROP THIS CLASS, THEN YOU NEED TO TAKE THE APPROPRIATE ACTION TO DROP THIS CLASS BEFORE THE DROP DEADLINE DATE LISTED ON THE FIRST PAGE OF THIS SYLLABUS.**

DISCLAIMER

If needed, this syllabus can be changed at any time during the semester at the instructor’s discretion. All student disputes over grades, attendance, test scores, test dates, test times, test questions, testing methods, student study guides, class times, final date, final time, final room number, grade reports, email addresses, office hours, and final class grade is at the sole discretion and judgment of the instructor.

Spring 2012 Final Exam Schedule

Group Definitions	Class Time/Group	SAT. May 12	MON. May 14	TUE. May 15	WED. May 16	THU. May 17	FRI. May 18	
Time/Group A: Daily MWF M W** F** MT MW MTh MF WTh** WF** MTW MTT _h MTF MWTh MThF WThF** MTWTh MTWF MThF MWThF Time/Group B: TTh T Th** TW TF ThF** TWTh TWThF TThF TWThF Night M: M MW Night T: T TTh Night W: W Night Th: Th Night F: F	7:00 A	For Saturday classes the instructor should begin the final exam at the time the class usually begins.			OPEN*		7-8:50	
	7:00 B						7-8:50	
	8:00 A		8-9:50					
	8:00 B			8-9:50				
	9:00 A					9-10:50		OPEN*
	9:00 B						9-10:50	
	10:00 A		10-11:50					
	10:00 B			10-11:50				
	11:00 A					11-12:50		
	11:00 B						11-12:50	
	12:00 A	12-1:50						
	12:00 B		12-1:50					
	1:00 A				1-2:50			
	1:00 B					1-2:50		
	2:00 A	2-3:50						
	2:00 B		2-3:50					
	3:00 A				3-4:50			
	3:00 B					3-4:50		
	4:00 A	4-5:50						
	4:00 B		4-5:50					
Night M	Night M	§						
Night T	Night T		§					
Night W	Night W			§				
Night Th	Night Th				§			
Night F	Night F					§		