

**Fresno City College**  
**School of Business Education**  
**Course Syllabus**

**CIT-15 - Computer Concepts**  
**Monday/Wednesday 2-3:50PM**  
**Business Education Building**  
**Room BE-123**  
**Section Number: 22756 (CIT-15-2017SP-Sause-22756)(fresnocitycollege16182)**

**Spring 2017**  
**Mr. Jim Sause**  
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**Course Outline**

<b>WEEK</b>	<b>WEEK</b>	<b>LECTURE</b>	<b>LAB</b>	<b>LAB ASSIGNMENTS</b>
1	1/9	Course Intro	1/11 LAB Intro MyITLab	Lab Intro, MyITLab Account setup
2	1/16	MLK Day No Class	1/18 Windows 10 MyITLab	<b>MyITLab</b> <b>Windows 10 Lab Test 1</b> <b>Due by 1/29, 11:50PM PST</b>
3	1/23	Chapter 1	1/25 Windows 10 MyITLab	<b>MyITLab</b> <b>Windows 10 Lab Test 1</b> <b>Due by 1/29, 11:50PM PST</b>
4	1/30	Chapter 2	2/1 Word 1 MyITLab	MyITLab Word 1 Due 2/28, 11:50PM PST
5	2/6	Chapter 3 & 4	2/8 Word 2 MyITLab	MyITLab Word 2 Due 2/28, 11:50PM PST
6	2/13	<b>TEST 1 Chaps (1-4)</b> In class 2/13	2/15 Word 3 MyITLab	MyITLab Word 3 Due 2/28, 11:50PM PST
7	2/20	Washington's Day 2/20/17	2/22 Word 4 MyITLab	MyITLab Word 4 Due 2/28, 11:50PM PST
8	2/27	Chapter 5 & 6	<b>Lab TEST 2 3/1</b> <b>Word Lab Test</b>	<b>Lab TEST 2 3/1</b> <b>Word Lab Test</b>
9	3/6	Chapter 7 <b>Last Day to DROP 3/10</b>	3/8 Excel 1 <b>Last Day to DROP 3/10</b>	MyITLab Excel 1 Due by 3/31 11:50PM PST
10	3/13	Chapter 8	3/15 Excel 2 MyITLab	MyITLab Excel 2 Due by 3/31 11:50PM PST
11	3/20	<b>TEST 2 Chaps (5-8)</b> In class 3/20	3/22 Excel 3	MyITLab Excel 3 Due by 3/31 11:50PM PST
12	3/27	Chapter 9	3/29 Excel 4	MyITLab Excel 4 Due by 3/31 11:50PM PST
13	4/3	Chapter 10	<b>Lab TEST 3 4/5</b> <b>Excel Lab Test</b>	<b>Lab TEST 3 4/5</b> <b>Excel Lab Test</b>
14	4/10	SPRING BREAK	SPRING BREAK	MyITLab Access 1 Due by 4/30, 11:50PM PST
15	4/17	Chapter 11	4/19 Access 2 MyITLab	MyITLab Access 2 Due by 4/30, 11:50PM PST
16	4/24	Chapter 12	4/26 Access 3 MyITLab	MyITLab Access 3 Due by 4/30, 11:50PM PST
17	5/1	<b>TEST 3 Chaps (9-12)</b> In class 5/1	5/3 Access 4 MyITLab	MyITLab Access 4 Due by 4/30, 11:50PM PST
18	5/8	Chapter 13	<b>Lab TEST 4 5/10</b> <b>Access Lab Test</b>	<b>Lab TEST 4 5/10</b> <b>Access Lab Test</b>
19	5/15	<b>FINAL 150 MCQ</b>	<b>WEN May-17 @ 2-4 PST</b>	<b>Comprehensive</b>

**PowerPoint is Extra Credit due by 5/3 11:50PM PST. You have all Semester to complete it.**

## **OFFICE HOURS**

Monday: 8-8:50 & 11-11:50  
Tuesday:  
Wednesday: 8-8:50 & 11-11:50  
Thursday:  
Friday: 10-10:50AM (VOH) jsause1@comcast.net)

## **COURSE DISCIPTION**

I do not use PowerPoint in class for lectures. However all of the PowerPoints for the class are located in MyITLab. You may view them at any time. We will cover 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 at FCC.

## **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**

Alan Evans, Kendall Martin, Mary Anne Poatsy, Technology in Action, Complete, Pearson, Boston, Mass, Thirteenth Edition, 2016. ISBN: 978-0-13-394956-8  
MyITLab **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**

Lab Assignments	120 points (12 MyITLab assignments @ 10pts 10 points ( 1 VB @ 10 pts 50 points (Windows 10 @ 50pts )
Tests	300 points (3 multiple choice tests from <u>Technology in Action</u> @ 100 pts ea.)
Lab Tests (Hands-on)	150 points (3 Lab Tests @ (50 points each)
Final Exam	150 points 150 Multiple choice questions 20 points Extra Credit MyITLab PowerPoint 2 @ 10pts ea
Total Points Available	<b>780 Points plus 20 points of EC</b>

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 percentages are for total point percentages:

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. Missing any day in the first 2 weeks of class is grounds for dropping. 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.**

## **HOMEWORK AND OTHER ASSIGNMENTS**

Late assignments **will not be accepted** and will receive zero 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 access to the test in class. 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. All extra credit must be made available to ALL students.

## **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 or tests is not permitted. If you need to make or receive a call go outside of the classroom.

## **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.

## CALCULATING YOUR CLASS GRADE

Grade = (Current Points Accumulated + Extra Credit Points) / Total Available class points not including Extra Credit Points)

Ie: Grade = (630 + 20) / 780 = 83.33 From the scale above that falls within the range of a “B”.

## LAB ASSIGNMENTS MyITLab Computer Based Training and Assessment

MyITLab is the lab software we are currently using to facilitate the learning of Microsoft Office and take all course exams. The instructor will inform you of which version of MS Office we will be training on. You need to purchase an un-used code for this product from the bookstore or other appropriate source. If you haven't yet purchased this code you need to do so ASAP. During the first week of class the instructor will be going over and assisting students creating an account, and adding themselves to the correct class. It is imperative that each student purchase a code so they can follow along with the instructor. The first lab assignment is due a few weeks into the semester and there are no extensions to any MyITLab assignment due date. Once the due date has passed the assignment is no longer available to the student. The first page of this syllabus has all of the MyITLab assignments and their respective due dates. **Because a student can not get any points in this class without using the MyITLab software, a student will be dropped if they do not have a permanent MyITLab account by FRIDAY of week two. NO EXCEPTIONS.**

Each Training can be taken as many time as a student wants to take it. Each Lab Assessment can be taken a maximum of three (3) times. I will use the highest score attained by the student to enter into my grade book. Each question in the Assessment can be taken as many as 10 times to get it right. Once the student has taken the Assessment three (3) times the software will no longer allow the student to open the Test. After the due date, assessments are no longer available. I cannot extend the due date for any student. They are cast in stone. Don't wait until the last moment to take an assessment. Allow at least 2-4 hours to complete each lab. At the end of the semester we will be doing a hands-on Visual Basic program in class. It is worth 10 points. We do it together in class. If you are there you get the points, if not then you don't.

## SUGGESTIONS AND RECOMMENDATIONS

- Purchase a USB thumb drive to store your class information and assignments on.
- Read every chapter assignment before attending class and study the chapter review questions on line. Since they are a printout of the test bank you can get the answers to every question on every test prior to the test.
- Attend every class session participate and ask questions. Complete every assignment before the due date.
- Study for tests by reading the book and studding the chapter review questions 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 APPROPRATE ACTION TO DROP THIS CLASS BEFORE THE DROP DEADLINE DATE LISTED ON THE FIRST PAGE OF THIS SYLABUS.**
- **You and you alone are responsible for your success or failure and your grade. Blaming something or someone else is a poor copout and reviles your true character. Everyone has problems and difficulties. It is up to you to rise above them and achieve what you want in life.**

# SPRING 2017 FINAL EXAM SCHEDULE

## Group Definitions

### Time/Group A

Daily  
MWF  
M  
W \*\*  
F \*\*  
MT  
MW  
MTh  
MF  
WTh \*\*  
WF \*\*  
MTW  
MTTh  
MTF  
MWTh  
MThF  
WThF \*\*  
MTWTh  
MTWF  
MTThF  
MWThF

### Time/Group B

TTh  
T  
Th \*\*  
TW  
TF  
ThF \*\*  
TWTh  
TWF  
TThF  
TWThF

### Night M:

M  
MW

### Night T:

T  
TTh

### Night W:

W

### Night Th:

Th

### Night F:

F

Class Time/Group	SAT. MAY 13	MON. MAY 15	TUE. MAY 16	WED. MAY 17	THU. MAY 18	FRI. MAY 19
7:00 A	For Saturday classes, the instructor should begin the final exam at the time the class usually meets.	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 T			§			
Night W				§		
Night Th					§	
Night F					§	

## DAY CLASSES

- If your class does not start on the hour, please assume that it starts at the beginning of the hour in order to determine on which day and at what time your final exam will be. (For example: If you have a 9:30 a.m. Monday/Thursday class, your class will fall into group 9:00 A.)
- Classes which meet two days a week and which have different starting times for those two days will have a final exam determined by the first class meeting of the week. For example: A class which meets at 9 a.m. on Monday and 10 a.m. on Wednesday will fall into group 9:00 A.)
- Exam dates calling for special arrangements and/or approved makeup exams must be scheduled through the class instructor. Final exam dates not adhering to this schedule may be made by the instructor and are subject to approval by the division dean.
- Students who have three final examinations scheduled on the same day may wish to have one final exam moved to another day by contacting the individual instructors BEFORE the start of the final exam week.

## EXTENDED DAY

(Classes beginning after 4:30 p.m. and Saturday classes.)

- Final exams will be given during the final exam week using the above schedule.
  - Classes which meet more than once during a week will meet only once during the final exam week, with meeting decided by the final exam date. Unless approved by the division dean, such classes will meet on normally scheduled night.
- NOTE: Instructors must submit their final grades in the Student Services Building, no later than Monday, May 22, 2017.
- Open periods are for final exam conflicts, makeup exams, and exam by special arrangement.
  - \*\* Classes falling into these groups are possible you will sit with other classes. However, the other classes have pre-arranged. The instructor will choose an open period for the final exam.
  - § For night classes, the instructor should begin the final exam at the time the class usually begins.

# Tutorial Center

Student Learning Support Services

## FRESNO CITY COLLEGE STUDENT SUCCESS RESOURCES

**Assessment Center** – Provides FCC placement, ability to benefit (financial aid) assistance, and computer familiarity testing. For a nominal fee, they proctor exams for online/distance learning/correspondence courses taught by other institutions. Located in LI-145. For more information, please call 442-8280. The recording number for the placement schedule is 442-8282.

**CalWORKs** – Offers assistance to students eligible to participate in the CalWORKs program. Support services may include: child care, book vouchers, and academic counseling. Located in T-201. For details, please call 442-8286.

**Career Center** – Offers assistance to students in their selection of a career. Support services may include: career assessments, career planning guidance, and computer based career information. Located upstairs in the Student Services building. For details, please call 442-8291.

**Child Development Center** – Offers child care services for the children of students and staff. Located at 1621 E. University. For details, please call 244-2691.

**College Activities Office** – Coordinates college activities and special events, the housing program, all campus clubs and organizations, and student government. Located on the south end of the cafeteria. For details, please call 265-5711.

**Computer Lab** – Offers students free access to a computer. Located in LI-118. For details, please call 442-8208.

**Counseling Department** – Offers assistance with academic, personal, and career counseling services. Specialized programs are also available for students meeting eligibility criteria (see descriptions below). Located upstairs in the Student Services building. For details, please call 442-8226.

**Bridge** – An academic community designed to help aging-out foster care youth, ages 18-21, make a transition into college and/or vocational training opportunities. For details, please call 442-4600, x8677.

**IDILE** – Designed to enhance the leadership skills of all students, with emphasis on African Americans while helping to develop the self-confidence to succeed in post-secondary education. For details, please call 442-4600, ext. 8639.

**Puente** – Designed to increase the number of students who transfer to four-year colleges and universities with a course content focus on a Chicano/Latino emphasis. For details, please call 442-4600, ext. 8644.

**SYMBAA** – Assists African American male students in achieving success through a coordinated program of courses and support. For details, please call 442-4600, ext. 8643.

**USEAA** – This program has special emphasis on the Southeast Asian American culture and is designed to prepare students to transfer successfully to a four-year university. For details, please call 442-4600, ext. 8639.

**Student Support Services Program** – Supports low income, first generation students by providing academic support and guidance to help students meet the challenges of college life. Located in SC-216. For details, please call 265-5789.

**Disabled Students Programs and Services (DSP&S)** – Offers assistance to students with disabilities. Support services may include: special parking permits, disability testing, interpreters for the deaf, note takers, and other appropriate support. Located upstairs in the Student Services building. For details, please call 442-8237.

**Early Alert** – An intervention/retention program designed to inform students of their academic standing prior to receiving an unsatisfactory grade. For details, please call 442-4600, ext. 8160.

**Employment Resource Center** – Offers assistance for students that desire employment. Support services may include: job listings, employment advising, job search workshops, and job fairs. Located in LI-147. For details, please call 442-8294.

**Extended Opportunity Programs and Services (EOPS)** – Offers assistance to low income and academically disadvantaged students. Support services may include: academic counseling, tutorial assistance, financial aid, and book grants. Located downstairs in the Student Services building, room ST-101. For details, please call 442-8231.

**Financial Aid** – Offers assistance to students that qualify. Services may include: PELL grants, work study, student loans, fee waivers, and Cal grants. Located upstairs in the Student Services building. For details, please call 442-8245.

**Health Services** – Offers students confidential health counseling, emergency first aid, screening tests, limited immunizations, and TB and HIV testing. Located downstairs in the Student Services building, ST-112. For details, please call 442-8268.

**Honors Program** – High achieving students are encouraged to apply for admission into this program. For details, please call 442-8207.

**International Student Services** – Office of International/Veterans provides assistance to veterans and to international students. Located downstairs in the Student Services building, ST-108. For details, please call 442-8224.

**Library** – Library staff is available to offer individual assistance in the use of the many learning resources available in the Library. For details, please call 442-8204.

**Psychological Services** - Offers assistance to students who experience interpersonal or personal difficulties. Located upstairs in the Student Center (above the Bookstore), room SC-216. For details, please call 442-4600, ext. 8055, 8056 or 8050.

**Scholarship Information & Resources** - Provides information regarding scholarships available to Fresno City College students. For more information, please call 442-4600, ext 8293.

**Transfer Center** - Offers assistance to students preparing to transfer to a university. Support services may include: transfer advising, assistance with admissions process, and transfer workshops. Located upstairs in the Student Services building. For details, please call 442-8290.

**Tutorial Center** - The Student Success Tutorial Center offers students FREE assistance in most subject areas as well as with basic skills. The center provides a comfortable and encouraging environment with faculty-recommended tutors who assist students in achieving their academic goals. Located in LI-134. For details, please call 442-8209.

**Extending the Class (ETC)** – Extending The Class sessions are free, peer-led study sessions provided for selected courses. ETC sessions provide a chance for students to get together with classmates to compare notes, discuss important concepts, and develop strategies for studying the subject. For details, please call 442-4600, ext 8183.

**Online Tutoring** – Offers assistance in most subject areas from your own home. For online instructions and hours visit <http://fccwise.fresnocitycollege.edu> or call 442-4600, ext 8183 for more details.

**Veterans Services** - Office of International/Veterans provides assistance to veterans and to international students. Located downstairs in the Student Services building, ST-108. For details, please call 442-8224.

**Web Room** - Offers assistance with online admissions and records forms as well as WebAdvisor. Located downstairs in the Student Services building, ST-102. For details, please call 442-8236.

**Writing and Reading Center** – Tutoring is available to students in reading and writing. Located upstairs in the Tutorial Center, LI-134. For details, please call 449-6042.