Instructor: Phil Whitney  
Email Address: pwhitney@bakersfieldcollege.edu  
Home Page: http://www2.bakersfieldcollege.edu/cs/pwhitney  
Private Page: http://www2.bakersfieldcollege.edu/cs/pwhitney/  
Office: Business 3 (B3)  
Office Hours: M,W 10:30am – 11:00am, 2:30pm – 3:00pm  
M 4:30pm – 5:30pm  
T,R 11:00am – 11:30am thru 4/8  

Course Description:

This course is an introduction to computers and computer information systems as problem-solving and personal productivity tools. The focus of the course is to provide the “survival skills” and computer literacy that most computer users need today. The lecture portion of the course includes a brief history of computing, input, output, processing, storage, communications, the Internet, software, and ethical and societal implications of computer use. The lab portion of the course will provide hands-on experience with software and techniques that will help students to be productive personally and professionally. Examples include: word processing, spreadsheets, backup, anti-virus, anti-spyware, communications, multimedia, Email, web based research, and operating systems. This course is similar to COMS B2 and fulfills the same academic goals. You can not receive credit for both COMS B2 and COMS B3.

Course Materials Needed:

- Flash Drive, Email account, or someplace to store files that we work on in class.  
- Four (4) green 100-answer test scan sheets (FORM NO. 882-ES). Keep these in pristine condition!

Course Tasks:

- 7 Lab Assignments @ 10 points each  
- 1 Article Summary  
- 4+ Pop Quizzes @ 10 points each  
- 4 Exams @ 50 points each
Follow these policies on assignments or points will be deducted:

- Clearly list on your assignment your name, and the assignment name
- Do not use paper that has torn edges; i.e., from a spiral notebook
- On multi-page assignments, neatly put the pages in order and staple the pages in the upper left corner. Do not fold pages or use paper clips to combine pages. I WILL NOT BRING A STAPLER TO CLASS!!!
- Do not use a cover page for your assignments or put them in a folder or binder
- Up to 20% will be deducted from your score if you do not follow these policies

PowerPoint slides of the lectures presented in class and all assignments and handouts will be distributed through the Private Page web address listed at the top of this syllabus. The slides will usually be available for downloading at least 12 hours before class. It is recommended that you print them and bring them to class and make YOUR notes on them. The slides by themselves convey little information and will be of minimal assistance in your exam preparations. Your notes add meaning to them and WILL help you prepare for the exam.

**Grading:**

Grades will be based on the percentage of total semester points earned, computed as follows:

- Raw Percent = Total points earned /Total points possible * 100
- Final Grade Percent = (Total points earned – (Low Exam + Low Quiz + Low Assignment))/(Total Points possible – 75) * 100
- 90%+ = A, 80-89.99% = B, 70-79.99% = C, 60-69.99% = D, below 60% = F. (I do not round up and I do not curve grades)

YOU should keep track of your grade throughout the semester. Keep all assignments as proof of grades received in the RARE case of bookkeeping errors on my part.

**Student Learning Outcomes** (Top 7 representing focus of the course and the expectations of the instructor)

- The student will create a document in a word processor and spreadsheet, and apply various formatting and function features from each product.
- The student will evaluate various operating system utilities (backup, defragmentation, anti-virus, anti-spyware, encryption, etc.) and download, install, configure and experiment with each.
- The student will identify various computer hardware devices and detail the purpose of each device as well as how each device works.
- The student will explain, and defend, their views on societal and ethical issues involving computers (e.g., hacking, right to privacy, intellectual property, copyright, etc.)
- The student will demonstrate their skill with Internet based research methods and find relevant information to be used for a paper related to computers and their chosen profession.
- The student will evaluate various communication programs (instant messaging, email, chat, newsgroup, etc.) and download, install, configure, and experiment with each.
• The student will learn the ancillary programs and techniques that are beneficial to computer users. Examples: formatting and emailing attachments, extracting screen media and using in other programs, logging in to networks.

Academic Dishonesty:

Unfortunately, the subject of academic dishonesty must be discussed for those who are inclined toward such activities. The campus’s policy is listed in the campus catalog. Please review it for specifics. There is no need to engage in any unethical behavior in this class! If you need help, my door is always open. For those who need some explanation of what academic dishonesty is...

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process. Included is any act by which a student gains or attempts to gain an academic advantage for him/herself, or another, by misrepresenting his/her, or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

• Using any materials that are not authorized by the instructor for use during an examination
• Copying from another student's paper during an examination
• Collaborating (i.e., talking, passing notes and/or signals, etc.) during an examination with any other person by giving or receiving information without specific permission of the instructor
• Stealing, buying or otherwise obtaining information about a course’s graded material
• Substituting for another person or permitting any other person to substitute for oneself to take an examination
• Submitting another person's work as yours either in its original or altered form
• Giving someone else your work to fulfill his/her assignment
• Plagiarizing

Late assignments, Make-up Exams/Quizzes, and time allowed for Exams/Quizzes:

MAKE-UP EXAMS OR QUIZZES WILL NOT BE GIVEN AND LATE ASSIGNMENTS WILL NOT BE ACCEPTED. NO EXCEPTIONS. DO NOT ASK. You will, however, be allowed to drop your lowest exam score, your lowest quiz score and your lowest lab assignment. The article summary CANNOT be dropped or turned in late.

Assignments are due at the BEGINNING of the class session. I will announce, “Last call”, and after that announcement assignments will not be accepted. NO e-mailed or faxed assignments will be accepted. You may always arrange to turn in assignments or take exams in advance of the scheduled times. Lab results are turned in at the end of the lab session.

Exams and quizzes will be timed. Quizzes will be given at random times. You will not be given extra time to complete the exam or quiz if you start late.
Extra Credit:

There will be no opportunity for extra credit.

Attendance policy:

Attendance is MANDATORY. The attendance policy as outlined in the campus catalog will be enforced. Students must notify me in the event of class absences. Any student that is absent for more than two weeks without prior instructor notification may be dropped from the course. Verification of this is the STUDENT’S responsibility. It is also expected that students will notify me before class in the RARE instance of needing to leave class early. Students, not notifying me in advance, will be marked absent upon their early departure.

Classroom Etiquette

The basic rule underlying classroom etiquette is **having consideration for others**. The following list of guidelines has been assembled to help you understand what this means.

- Leave pagers/cell phones at home, or turn them to vibrate/silent mode and respond to them **AFTER** class ends. Do not leave class to answer the phone and do not text message (it is just as distracting to others as talking). A student may receive a 10-point grade reduction each time their ringer/buzzer/tune-player goes off in class. If you must leave during class, please take your personal belongings with you because you will be finished for that classroom session.
- Personal computers or other electronic devices are not to be used in class.
- On the rare occasion that you cannot arrange childcare, **well-behaved** children are welcome in class. Bring them something quiet to occupy their time and please sit in the back of the classroom.
- Prepare your desk (take your books out, etc.) before lecture starts. Prepare to leave when the lecture is over, not five minutes before.
- If you need to leave or enter the classroom while class is in session, please do so in a non-disruptive manner. This includes (but is not limited to) walking in front of the class, letting the door slam, and making noises that prevent others from listening. If you need to leave class early, please notify me of your early exit before class and sit near the exit.
- Do not conduct personal conversations during class. Even though you may be speaking in a very low tone, your voice will carry and disturb others around you. Please conduct your conversations outside of the classroom.
- No eating in the classroom.
- Sleeping is not allowed. If you are tired, please rest outside of the classroom. You will be asked to leave if you sleep during class.

Special Considerations

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services (661-395-4334), FACE 16, as soon as possible to better ensure such accommodations are implemented in a timely fashion.
SOME of Phil’s Pet Peeves (Can you guess why?):

- Student asks, “What am I getting in class?”
- Student asks any variation of, “I have to miss class today, are we covering anything important?”
- Student asks, “Do you have a stapler, spare pencil, test scan sheets, copy of the class notes, etc.?”
- Student comes to office hours at the very end of the semester and has this conversation with me:

  Student – “I think I’m getting a bad grade in class and I need help. I can’t flunk this class.”
  Phil – “What are your specific questions?”
  Student – “I don’t know what to ask. I don’t get any of it.”
  Phil – “Did you read the last chapter?”
  Student – “No”
  Phil – “Did you do the last homework?”
  Student – “No”
  Phil – “How’d you do on the last exam?”
  Student – “I had to miss it... I had something important to do.”
  Phil – “GET OUT OF MY OFFICE!!!”  8-(

NOTE: This syllabus is TENTATIVE and subject to change.
### COMS B3 - READING AND CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Reading</th>
<th>Topic(s) and Items of Interest</th>
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</thead>
<tbody>
<tr>
<td>W-1/20</td>
<td></td>
<td>Orientation</td>
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<tr>
<td>M-1/25</td>
<td>Ch. 1</td>
<td>Computers and Digital Basics</td>
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<tr>
<td>W-1/27</td>
<td>Ch. 1</td>
<td>Computers and Digital Basics</td>
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<tr>
<td>M-2/1</td>
<td>Ch. 7</td>
<td>LAB #1</td>
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<tr>
<td>W-2/3</td>
<td></td>
<td>The Web and E-mail</td>
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<tr>
<td>M-2/8</td>
<td>Ch. 7</td>
<td>The Web and E-mail</td>
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<tr>
<td>W-2/10</td>
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<tr>
<td>M-2/15</td>
<td>No Class</td>
<td>Washington's Birthday</td>
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<tr>
<td>W-2/17</td>
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<td>EXAM #1</td>
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<tr>
<td>F-2/19</td>
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<td>*** Last day to withdraw without receiving a W ***</td>
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<tr>
<td>M-2/22</td>
<td>Ch. 2</td>
<td>Computer Hardware</td>
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<td>Ch. 2</td>
<td>Computer Hardware</td>
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<td>M-3/1</td>
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<td>Ch. 4</td>
<td>Operating Systems and File Management</td>
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<td>Film – Revolution OS</td>
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<td>M-3/29</td>
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<td>M-4/5</td>
<td>Ch. 5</td>
<td>LANS and WLANS</td>
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<td>M-4/5</td>
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<td>** Last day to withdraw from classes and receive a W ***</td>
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<td>Ch. 8</td>
<td>Digital Media</td>
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<td>M-5/3</td>
<td>Ch. 8</td>
<td>Digital Media</td>
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<tr>
<td>W-5/5</td>
<td></td>
<td>Special Topics, Final Exam Lightening Round</td>
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<tr>
<td>W-5/12</td>
<td>Noon – 1:50 pm</td>
<td>Comprehensive FINAL EXAM #4</td>
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*** READ THE MATERIAL FOR THE WEEK BEFORE CLASS ***

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