Course Description:

This course is intended for home users and business people who desire a working knowledge of personal computer hardware and software. Special emphasis is placed on software that is most widely used in Kern County as well as the nation. The course mainly focuses on business and home applications of personal computers. Hands-on training is given with word processing, spreadsheets, database management systems, presentation software and the necessary operating system fundamentals to use the listed application software.

Course Materials Needed:

- Flash Drive, Email account, or someplace to store files that we work on in class.

Course Tasks:

- 22 Assignments @ 20 points each 440
- 4 Exams @ 100 points each 400

Follow these policies on assignments or points will be deducted:

- Clearly list on your assignment your name, and the assignment name
- On multi-page assignments, neatly put the pages in the order they are assigned. Clearly indicate the assignment piece on each page 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

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.
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, and time allowed for Exams:

LATE ASSIGNMENTS WILL NOT BE ACCEPTED. YOU WILL NOT BE ALLOWED TO TAKE An EXAM LATE. NO EXCEPTIONS. DO NOT ASK. You will, however, be allowed to drop your lowest assignment score and your lowest exam score.

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.

Exams will be timed. You will not be given extra time to complete the exam if you start late.

Extra Credit:

There will be no 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.

- 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.
- 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 will receive a 10-point grade reduction each time their ringer/buzzer/tune-player goes off in class.
- Personal computer (laptop) use is not allowed 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. Notify me of your temporary seating change.
- 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.
- 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.
- If you cause an ongoing disruption or disturbance in class, you will be asked to leave. Persistent and blatant disregard of etiquette will lead to a (maximum) 20 percent reduction in your final grade (or approximately 2 letter grades) or you will be dropped from the course – my choice.

Special Considerations

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Supportive Services in FACE 16, 395-4334, 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!!!”

*NOTE: This syllabus is TENTATIVE and subject to change.*
## COMS B5 - READING AND CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Task/INFO</th>
<th>Homework Due</th>
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<tbody>
<tr>
<td>W-1/20</td>
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<tr>
<td>M-1/25</td>
<td>Orientation, Windows Vista Orientation, Word Ch. 1</td>
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<tr>
<td>M-2/1</td>
<td>Word Ch. 2, 3</td>
<td>Word Ch. 1</td>
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<tr>
<td>M-2/8</td>
<td>Word Ch. 4, 5</td>
<td>Word Ch. 2, 3</td>
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<tr>
<td>M-2/15</td>
<td>No Class - Washington’s Birthday</td>
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<tr>
<td>F-2/19</td>
<td>*** Last day to withdraw without receiving a W ***</td>
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<tr>
<td>M-2/22</td>
<td>Word Ch. 6, 7</td>
<td>Word Ch. 4, 5</td>
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<tr>
<td>M-3/1</td>
<td>Word Exam, Excel Ch. 1</td>
<td>Word Ch. 6, 7</td>
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<td>M-3/8</td>
<td>Excel Ch. 2, 3</td>
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<td>M-3/22</td>
<td>Excel Ch. 6, 7</td>
<td>Excel Ch. 4, 5</td>
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<td>M-3/29 thru F-4/2 - Spring Break</td>
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<td>M-4/5</td>
<td>Excel Exam, Access Ch. 1, 2</td>
<td>Excel Ch. 6, 7</td>
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<td>M-4/5</td>
<td>** Last day to withdraw from classes and receive a W ***</td>
<td>Excel Ch. 6, 7</td>
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<tr>
<td>M-4/12</td>
<td>Access Ch. 3, 4</td>
<td>Access Ch. 1, 2</td>
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<td>M-4/19</td>
<td>Access Ch. 5, 6, 7</td>
<td>Access Ch. 3, 4</td>
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<td>M-4/26</td>
<td>Access Exam, PowerPoint Ch. 1-4</td>
<td>Access Ch. 5, 6, 7</td>
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<td>M-5/3</td>
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<tr>
<td>M-5/12</td>
<td>6:00 – 7:50 pm</td>
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*** READ THE MATERIAL FOR THE WEEK BEFORE CLASS ***