

# **COMP B3 - COMPUTER CONCEPTS AND SURVIVAL SKILLS**

**BAKERSFIELD COLLEGE – SPRING 2015**

**CRN: 30931 in Business 2 on TH from 6:00pm – 9:10pm**

**Instructor:** Eddie Rangel  
**Email Address:** [edward.rangel@bakersfieldcollege.edu](mailto:edward.rangel@bakersfieldcollege.edu)  
**Home Page:** <http://www.eddierangel.com/bc>  
**Office:**  
**Office Hours:**

## **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 cannot receive credit for both COMS B2 and COMS B3.

## **Student Learning Outcomes**

- The student will appropriately use a word processor, spreadsheet, web browser, and other ancillary programs, demonstrating techniques that are beneficial to computer users. Examples: creating an email with attachments, extracting screen media, compressing and encrypting files and folders, and configuring software.
- The student will identify various computer hardware components and peripherals and detail the purpose of each device as well as how each device works.
- 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 explain, and defend, their views on societal and ethical issues involving computers (e.g., hacking, right to privacy, intellectual property, copyright, etc.)

## **Course Materials Needed:**

- Discovering Computers 2014, 1st Ed. - CUSTOM BUNDLE  
Author: Shelly, Vermaat, Publisher: Cengage, ISBN: 9781305040281
- Four (4) green 100-answer test scan sheets (FORM NO. 882-ES).
- Flash Drive, Email account, or someplace to store files that we work on in class.

**Course Tasks:**

Your grade will be based on the following tests and assignments:

7 Lab Assignments@ 20 points each	140
1 Article Summary	50
4 Quizzes @ 15 points each	60
4 Exams @ 75 points each	300
1 Comprehensive Final Exam	100

**Format for Assignments**

**Student Name** Jane Doe  
**Assignment Name** HW #1  
**Class Day and Time** Th 6:00-9:10  
**Date** September 1, 2014

**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

**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. You will, however, be allowed to drop your lowest exam (including final exam), quiz and homework score. The article summary CANNOT be dropped or turned in late.

Assignments are due at the BEGINNING of the class session. You may always arrange to turn in assignments or take exams in advance of the scheduled times.

Exams and quizzes will be timed. 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.

**Special Considerations**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Student Programs & Services at (661)395-4334, (on-campus located at Student Services Building, 1st Floor, Counseling Center), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

**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. If you do not want to be in the class then **YOU must drop yourself from the course.** I **will not** retroactively drop you if you miss one of the “last day” to drop the course dates. These dates are listed in class schedule and in the online campus schedule “Important Dates” section. 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.

## COMP B3 - READING AND CLASS SCHEDULE

Date Reading Topic(s) and Items of Interest		
Th 1/22		Orientation
Th 1/29	Ch. 1	Digital Literacy
F 1/30 *** Last day for refunds for semester length classes		
Su 2/1 *** Last day to drop for semester length classes w/o receiving W		
Th 2/5	Ch. 2	The Internet
	Lab #1	Lab orientation
Th 2/12	Ch. 2 cont.	
	Lab #2	
M 2/16 NO CLASS President's Day (Washington)		
Th 2/19	Ch. 3	Computers and Mobile Devices
	Exam #1	
Th 2/26	Ch. 4	Programs and Apps
Th 3/5	Ch. 5	Digital Safety and Security
	Lab #3	
Th 3/12	Ch. 5 cont.	
	Lab #4	
Th 3/19	Ch. 6	Inside Computers and Mobile Devices
	Exam #2	
Th 3/26	Ch. 6, cont.	
	Lab #5	
F 3/27 *** Last day to withdraw from class and receive a W		
Th 4/2 NO CLASS SPRING BREAK		
Th 4/9	Ch. 7	Input and output
	Ch. 8	Digital Storage
Th 4/16	Lab #6	
	Exam #3	
Th 4/23	Ch. 9	Operating Systems
	Lab #7	
Th 4/30	Ch. 10	Communications and Networks
Th 5/7	Review and Special Topics	
	Exam #4	
Th 5/14	6pm	Comprehensive Final Exam

This syllabus is TENTATIVE and subject to change