Information Systems 61-58002: Computer Building and Configuration

Instructor: Sean Stephens
Meeting in: Room PE 352 2:00 pm – 5:50 pm
Dates: March 17 – April 9 Mondays and Wednesdays
E-mail: sean.stephens@reedleycollege.edu

ADA Statement:
"If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the American with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible."

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Communications with the Instructor:
Students may meet with the instructor before or after class, or during a scheduled meeting time at the Reedley College campus. Students may e-mail using the designated email address given for the class. The instructor may not be available on Saturdays, Sundays or holidays for e-mail replies. There is no voice mail available for the instructor.

Electronic Mail:
When sending electronic mail to the instructor at sean.stephens@reedleycollege.edu please format the subject line as follows:
YOUR NAME_TOPIC
E-mail without the correct subject line format may not be read or graded.

Course Description:
This course introduces and emphasizes the proper procedures for building a personal computer system. Students will learn how to select, assemble, and configure the components necessary to build and to configure a personal computer system. The course will include discussions and hands-on activities on how to install an operating system and application software, as well as how to use appropriate diagnostic software to solve hardware and/or software problems.

Course Prerequisites:
Basic Skills Advisories…
1. Eligibility for English 125, 126
2. Mathematics 101
Subject Advisories…
1. Information Systems 11
2. Information Systems 15

Attendance:
The attendance to this class is mandatory. The instructor reserves the right to take the attendance at the beginning, during, or ending of a class. The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present, by checking the Course Calendar, or by logging into Blackboard.

Students are to notify the instructor about his or her absence prior to the class or within 24 hours of the class. Two unexcused absences will result in a drop from the course.

The state of California requires Community College instructors to take attendance and report each student's attendance in the classes in which they are enrolled. Colleges, Vocational educational institutions, and even universities come under this same law. Attendance is a legal matter. Attendance is also required of all students who are receiving financial aid or enrolled in college to be covered by various insurances.

Course Materials:
Various Online Resources
Content and Links Available on Blackboard

Course Outcomes:
(Specify the learning skills the student demonstrates through completing the course and link critical thinking skills to specific course content and objectives)
Upon completion of this course, students will be able to:

1. Select appropriate hardware components for a computer system.
2. Install and configure hardware components of a computer system.
3. Install and configure system and application software.
4. Troubleshoot basic hardware problems.

Course Objectives:
(Specify major objectives in terms of the observable knowledge and/or skills to be attained.)
In the process of completing this course, students will:

1. Apply work safety procedures
2. Use appropriate tools
3. Identify all hardware components of a personal computer, desktop and a laptop
4. Select appropriate hardware components for a desktop computer
5. Assemble all needed hardware components of a desktop computer
6. Configure the settings of hardware components of a desktop computer and a laptop computer
7. Connect basic input and output devices of a desktop computer and a laptop computer
8. Replace hardware components of a desktop computer and a laptop computer
9. Install operating system and other needed system software
10. Connect peripheral devices and network devices
11. Configure the settings of input, output, and network devices

Teaching Methods:
1. Materials for this course are posted on Reedley College's Blackboard website: www.blackboard.scccd.edu
2. All assignments must be completed thoroughly. It is the student's responsibility to make sure that his/her assignments and examinations are submitted on time and can be read by the instructor. All assignments must be completed by the due date. Late submission of assignments will not be accepted. All examinations must be completed no later than their designated date.
3. Students are expected to spend additional hours outside the classroom each week to read and comprehend the course materials, perform hands-on exercises, and complete assignments.

Learning Methods:
1. Lectures – used to bring all students to a shared foundation of knowledge
2. Required Reading
3. Class projects and Blackboard assignments (lab work)
4. Textbook assignments (lab work)

Assignments and Exams:
1. All examinations must be completed on their designated dates.
2. Missed or late quizzes cannot be made up under any circumstances.

Reading and Lab Assignments:
Assigned chapters MUST be read prior to attending class. Students are required to complete class/lab assignments in class. You may collaborate with fellow students on lab assignments. Late lab assignments will not be accepted.

Grading:
Total points will be computed as follows. The total points for quizzes, labs, and assignments may vary.

			Grade	Percent
10 Student Labs (25 points ea):	250		A	90 +
System Build	60		B	80 – 89
5 Assignments (12 points ea):	60		C	70 – 79
Final Exam :	120		D	60 – 69
Total Points:	490		F	< 60

Course Policies:
Assignments: All assignments are due on the date due, as specified by the instructor.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project. For this class, it is permissible to assist classmates in general discussions. Advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. Students may work together on graded assignments as directed by the instructor.

Various Policies:
Campus code requires that shoes or sandals and appropriate attire be worn at all times on the campus. Eating, drinking, and smoking is not allowed in the classroom or computer labs. Cell phones must be turned off or in the silence mode while class is in session. Cheating and plagiarism will be treated according to the policy specified in the Course Catalog of Reedley College.

A student will be subject to discipline if he or she:
1. Prevents other students from pursuing their authorized curricular or co-curricular interests.
2. Interferes with or disputes faculty and administrators who are fulfilling their professional responsibility.
3. Prevents classified employees from fulfilling their prescribed duties.
4. Deliberately endangers the safety of persons or the security of college property.
5. Violates SCCCD computers and networks usage policy.

Instructors reserve the right to change the syllabus if necessary to maintain the class quality.
If changes are made, a revised syllabus will be available to all students.