Reedley College

Fall 2022

August 8, 2022 – December 09, 2022

# Course Information

IS-59-58282 – Careers in Computing

## Meetings

 Monday 6 pm - 6:50 pm

## Class Cancellation

If class is cancelled unexpectedly, an announcement will be sent out via Canvas. Additional means, such as via email may also be employed.

## Textbook

Sebastian Biedroń: A career in IT - How to make it happen

## Technology

### Computer

### Software

Students will need the latest version of Office 365 with the following components installed:

* Word

Office 365 is available to SCCCD students for download at no cost. **Other office productivity packages such as Google Docs and Apple iWork (Pages, Numbers, and Keynote) will not work!**

# Instructor Information

Jorge Villanueva, AA in Technology, AAS in Information Systems Empasis in Network administration, AS-T in Business Administration.

# Course Communication Policy

Use the Canvas Inbox Tool to email questions about assignments and course content. As a backup, or for other questions, email me at Jorge.Villanueva@reedleycollege.edu.

Students may also Email my personal email at j\_villanueva@rocketmail.com. As with all inquiries, please include your name and course.

For all communication inquiries, I will answer within 24 hours.

# Office Hours

Available upon Request

# Course Description

This course provides an introduction and description to the many careers in computing and technology including IT support, networking, web and software development and programming. An emphasis will be made on explaining industry certifications, portfolio creation and job preparedness. (A,CSU)

# Prerequisites, co-requisites, and advisories

Advisory for ENGL-1A (Reading and Composition) or ENGL-1AH (Honors Reading and Composition).

# Course Learning Objectives

1. Understand the expectations that exist with different employment opportunities.
2. Identify the departments and the IT roles within each department. Examine the different IT careers, their job responsibilities and salaries.
3. Explain the differences between the many IT certifications.
4. Identify which IT careers require a certification, degree, experience and/or portfolio.
5. Learn about the many tech companies and the products and services they provide.
6. Understand the relationship between business and technology.
7. Create a resume that is specifically appropriate for a career in the IT field.
8. Search for and locate specific and practical employment opportunities.
9. Identify trends in computing careers.
10. Create a simple algorithm.
11. Discuss ethical, legal, security, and social issues in computing.

# Student Learning Outcomes

1. Describe the tasks and opportunities associated with the following occupations: applications software developer, computer hardware engineer, computer network technician, computer programmer, IT support specialist, computer systems analyst, information security analyst, web developer, postsecondary teachers in the IT field.
2. Identify a pathway to a computing career and its educational and skill requirements
3. Identify trends in computing careers.

# Learning Methods

* Required reading from presentations and documents found on Canvas
* Lecture and Videos
* Canvas Assignments
* Hands-on projects
* Exams

# Attendance and Drop Policy

Regular attendance is required, and I use participation in weekly discussion topics in lieu of taking roll.

You will be dropped from the course under the following circumstances:

1. **If you do not attend the first day of class.**
2. **If you miss three or more consecutive days.**
3. **Are disrespectful towards myself and or others in the classroom**

# Readings, Assignments, Hands on Projects, and Exams

## Academic Honesty

### Assignments and Projects

Students are required to complete assignments and hands-on projects on their own. In other words, unless otherwise specified, you may not collaborate with fellow students.

### Examinations

All examinations must be completed individually. Collaborative work will not be allowed during examinations. The use of books, notes, cell phones, and other electronic devices will not be allowed during examinations, unless specifically stated by the instructor prior to the examination.

## Late Work Policy

Late work will not be accepted. If a student fails to submit an assignment or project on the day that it is due, then the student will lose points for that project. No excuses will be accepted. To summarize:

* No late work accepted!
* Absolutely no excuses will be accepted!

Make-up examinations are only granted with advanced notification for extenuating circumstances.

# Due Dates

You will find all work that is due organized into modules (folders) in Canvas. *Required reading is expected to be completed prior to the next class lecture.*

# Outcomes Assessment

Below is an outline of assessments and assigned percentage of the final grade. Use this for determining your final grades. Remember: Every 10% = 1 letter grade!

|  |  |
| --- | --- |
| **Assessments** | **Percent of Grade** |
| Exams | 20 |
| Presentations | 30 |
| Class Participation – Attendance  | 20 |
| Written Assignments | 20 |
| Pop Quiz | 10 |

*Table 1 - Outcomes Assessments*

## Grading Scale

The grading scale is: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, <60%=F

# Drop Dates

* Friday, August 20th for a refund
* Friday, August 27th to avoid a “W” (in person)
* Sunday, August 29th to avoid a “W” (via WebAdvisor)
* Friday, October 8th to avoid a letter grade

It is each student’s responsibility to drop the class if they are no longer attending or no longer interested, otherwise they risk obtaining a grade of “F” in the class.

# Policies

## Expectations

As adults I have a few expectations of any student in my class. Failure to follow these rules can result in points loss or Disciplinary action through Reedley College.

1. **Be on Time**

Make sure you are on time every class, I do factor in attendance into grades. If you are going to be a late, let me know.

1. **Dress Appropriate.**

Make sure you follow all Campus codes that require shoes or sandals and appropriate attire be warn always on campus.

1. **Be Respectful**

We are all here to learn and better ourselves, do not judge others or put them down. This will not be tolerated! Also please have respect for our school and its property.

1. **No Cellphones**

Cellphones are to be put on silent or turned off during class time. They will be allowed during classroom breaks. If you are expecting an important call or text, please let me know ahead of class.

1. **Food and Drinks**

No food or drinks allowed in the classroom. Water is acceptable, Must be in a no spill bottle or flask

1. **No Cheating**

I know it is tempting but it will not be Tolerated under any circumstances!

## Personal and Academic Conduct

A student will be subject to discipline if she or he:

* Prevents other students from pursuing their authorized curricular or co-curricular interests.
* Interferes with or disputes faculty and administrators who are fulfilling their professional responsibilities.
* Prevents classified employees from fulfilling their prescribed duties.
* Deliberately endangers the safety of persons or the security of college property.
* Violates Reedley College computers and networks usage policy.
* Violates Reedley College cheating/plagiarism policy.

# Accommodations

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 Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

# Cheating

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, attempting 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
* Failing to disclose research results completely.

Incidents of cheating may result in any of a variety of sanctions and penalties, which may range from a failing grade on an examination, assignment, or hands-on project in question to a failing grade in the course, at the discretion of the instructor and depending on severity and frequency.

# Class Schedule (Subject to change)

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Week of | Topic | Assignments |
| 1 | 8/8/2022 | Syllabus ReviewClass IntroIntro to Canvas | Personal ProfileSyllabus QuizCanvas Inbox Project |
| 2 | 8/15/2022 | Employer Expectation Employee responsibilityIT Tech 1,2,3 and Lead |  |
| 3 | 8/22/2022 | System Administration |  |
| 4 | 8/29/2022 | Network OperationNetwork Administration |  |
| 5 | 9/5/2022 | Security Cyber ops |  |
| 6 | 9/12/2022 | Game Programing  |  |
| 7 | 9/19/2022 | IT Management / System Engineer  |  |
| 8 | 9/26/2022 | Web Developer  |  |
| 9 | 10/3/2022 | Resume Overview | Resume |
| 10 | 10/10/2022 | Database |  |
| 11 | 10/17/2022 | Coding |  |
| 12 | 10/24/2022 | Researching Jobs and possible Careers. Also seeing where Job Trends are going. |  |
| 13 | 10/31/2022 | Interviews |  |
| 14 | 11/7/2022 | Ethics |  |
| 15 | 11/14/2022 | Final Overview | Final |
| 16 | 11/21/2022 | Off | Off |
| 17 | 11/28/2022 | Presentation Final | None |
| 18 | 12/5/2022 | Presentation Final | None |