**COMP B2 - Introduction to Computer Information Systems**

**Bakersfield College – Fall 2016**

**CRN: 71351 in Business 5 on MW from 1:00pm – 2:45pm**

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| **Instructor:** | Eddie Rangel | |
| **Email Address:** | [edward.rangel@bakersfieldcollege.edu](mailto:edward.rangel@bakersfieldcollege.edu) | |
| **Home Page:** | courses.eddierangel.com/bc | |
| **Office:** | Business B6 (Shared Office space) | |
| **Office Hours:** | Monday 12:00pm – 1:00pm, 3:00pm – 4:00pm  Tuesday 1:30pm – 2:30pm  Wednesday 12:00pm – 1:00pm, 3:00pm – 4:00pm  Thursday 5:30pm – 6:00pm | |
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**Course Description:**

Introduction to the concepts of computer information systems as problemsolving tools in business, economics, mathematics, and the sciences. Includes the history of computer system components, and sequential and directaccess processing. Database management systems, teleprocessing, and distributed processing are covered. An overview of personal computer applications software (word processing, electronic spreadsheets, and personal database management systems) is also included. Not open to students who have previously received credit for COMS B2, COMS B3, or COMP B3.

**Student Learning Outcomes**

* The student will create a document in a word processor, spreadsheet, database management program and apply various formatting/function/aggregate features from each product.
* The student will analyze the appropriate use of systems and application software and describe the benefits/purpose related to business and other organizations.
* 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 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.
* Demonstrate an understanding of the development and use of information systems in business.

**Course Materials Needed:**

* Discovering Computers, Technology in a World of Computers, Mobile Devices, and the Internet, Cengage Learning ISBN-978-1-305-04028-1
* Four (5) green 100-answer test scan sheets (FORM NO. 882-ES).

**Course Tasks:**

5 Homework Assignments @ 25 points each 125

1 Article Summary 50

6 Quizzes @ 10 points each 60

4 Exams @ 50 points each 200

1 Comprehensive Final Exam 50

Format for All Assignments being turned in.

**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 – 85) \* 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.

**Equity and Inclusion Statement:**

Bakersfield College is committed to creating and fostering a positive, safe and conducive learning environment based on open communication where diversity, equity, and inclusion are recognized, valued and inform thoughtful decision-making and action. BC embraces individual difference and expects all employees and students to respect these differences and accept an understanding that individuals have unique perspectives, behaviors, and worldviews that may be different from their own.

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| COMP B2 - READING AND CLASS SCHEDULE | | |
| Date Reading Topic(s) and Items of Interest | | |
| 08/24/15\*\*\*Fall Semester Begins | | |
| Th 8/27 | Ch. 1 | Orientation/Digital Literacy |
| Th 9/3 | Ch. 2 | The Internet |
| F 9/4 \*\*\* Last day for refunds for semester length classes | | |
| Su 9/6 \*\*\* Last day to drop for semester length classes w/o receiving W | | |
| M 9/7 \*\*\* Labor Day Campus Closed | | |
| T 9/8 \*\*\* Census Date | | |
| Th 9/10 | Ch. 3 | Computers and Mobile Devices |
|  | Assigned HW #1 |  |
| Th 9/17 | Ch. 4 | Programs and Apps |
|  | Due HW # 1 |  |
| Th 9/24 | Exam # 1 | Ch. 1 – 3 |
|  | Ch. 5 | Digital Safety and Security |
| Th 10/1 | Ch. 5 Cont. |  |
|  | Ch. 6 | Inside Computers and Mobile Devices |
|  | Assigned HW # 2 |  |
| Th 10/8 | Ch. 7 | Input and Output |
|  | Due HW # 2 |  |
| Th 10/15 | Ch. 7 Cont. |  |
| Th 10/22 | Exam # 2 | Ch. 4 – 6 |
|  | Ch. 8 | Digital Storage |
|  | Assigned HW # 3 |  |
| Th 10/29 | Ch. 9 | Operating Systems |
|  | Due HW # 3 |  |
| F 10/30 \*\*\* Last day to withdraw from class and receive a W | | |
| Su 11/1 \*\*\* Last day to file for Fall Graduation | | |
| Th 11/5 | Ch. 10 | Communications and Networks |
|  | Assigned HW # 4 |  |
| W 11/11 \*\*\* Veterans Day Campus Closed | | |
| Th 11/12 | Exam # 3 | Ch. 7 - 9 |
|  | Ch. 11 | Information and Database Management |
|  | Due HW # 4 |  |
| Th 11/19 | Ch. 11 Cont. |  |
|  | Ch. 12 | Information Systems and Program Development |
|  |  | Enterprise Computing |
|  | Due Article Summary |  |
|  | Assigned HW # 5 |  |
| Th 11/26-27 \*\*\* Thanksgiving Holidays Campus Closed | | |
| Th 12/3 |  | Numeral Systems |
|  |  | Programming Languages |
|  | Exam 4 | Ch. 9 - 12 |
|  | Due HW # 5 |  |
| Th 12/10 | FINAL EXAM | Comprehensive |

**\*\*\* READ THE MATERIAL FOR THE WEEK BEFORE CLASS \*\*\***

**This syllabus is TENTATIVE and subject to change**