

# COMS B2 - INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

BAKERSFIELD COLLEGE – FALL 2014

CRN: 70930 in Business 7 on TH from 6:00pm – 9:10pm

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## 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 himself/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

## 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.

## **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.

- Leave pagers/cell phones at home, or turn them off 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 may receive a 10-point grade reduction each time their ringer/buzzer/tune-player goes off in class. If you must leave during class for **any** reason, please take your personal belongings with you because you will be finished for that classroom session.
- Personal computers or other electronic devices are not to be used 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.
- Prepare your desk (take your books out, etc.) before lecture starts. Prepare to leave when the lecture is over, not five minutes before.
- 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.
- 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.