COMS B2 - INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
BAKERSFIELD COLLEGE – FALL 2014

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

Instructor: Eddie Rangel
Email Address: edward.rangel@bakersfieldcollege.edu
Home Page: http://www.eddierangel.com/bc
Moodle Page: inside.bakersfieldcollege.edu
Office:
Office Hours:

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 (4) green 100-answer test scan sheets (FORM NO. 882-ES).

Course Tasks:

5 Homework Assignments @ 20 points each	100
SAM Online Assignments	20
1 Article Summary	50
6 Quizzes @ 10 points each	60
3 Exams @ 50 points each	200
1 Comprehensive Final Exam	50

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 <u>advance</u> 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 <u>may</u> be dropped from the course. If you do not want to be in the class then **<u>YOU must drop yourself from the course</u>.** I **<u>will not</u>** 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.

COMS B2 - READING AND CLASS SCHEDULE

<u>Date</u>	<u>Reading</u>	<u>Topic(s) and Items of Interest</u>
TH 8/28		Orientation
	Ch. 1	Digital Literacy
M 9/1	No Class	Labor Day Holiday
TH 9/4	Ch. 1	Digital Literacy
		HW #1: Assigned
F 9/5		***** Last day for refunds for semester length classes**
Su 9/7		***** Last day to drop for semester length classes w/o receiving W**
TH 9/11	Ch. 2	The Internet
		HW #1: Due
TH 9/18	Ch. 3	Computers and Mobile Devices
		Quiz # 1
TH 9/25	Ch. 4	Programs and Apps
		HW #2: Assigned
		Quiz #2
TH 10/2	Ch. 5	Digital Safety and Security
		HW #2: Due
		Exam #1
TH 10/9	Ch. 6	Inside Computers and Mobile Devices
		Quiz #3
TH 10/16	Ch. 7	Input and output
		HW #3: Assigned
TH 10/23	Ch. 8	Digital Storage
		HW #3: Due
TH 10/30	Ch. 9	Operating Systems
		Exam #2
F 10/31		***** Last day to withdraw from class and receive a W**
TH 11/6	Ch. 10	Communications and Networks
		Quiz #4
T 11/11	No Classes	Veteran's Day Holiday
TH 11/13	Appendix C	Coding Schemes and Number Systems
		HW #4: Assigned
		Quiz #5
TH 11/20	Ch. 11	Information and Data Management
		HW #4 : Due
		HW #5 : Assigned
		Exam #3
TH 11/27	No Classes	Thanksgiving Holiday
TH 12/4	Ch. 12	Information Systems and Program Development
		HW #5 : Due
		Quiz #6
TH 12/11	6pm – 7:50pm	**Comprehensive final exam**

*** READ THE MATERIAL FOR THE WEEK <u>BEFORE</u> CLASS ***
This syllabus is TENTATIVE and subject to change