Information and Decision Sciences Department
Jack H. Brown College of Business and Public Administration
California State University, San Bernardino

IST101-70 Introduction to Information Technology (41223)
Spring 2019

Instructor	Shaoyi He, Ph.D.
Class Time	Online-Asynchronous via CSUSB Blackboard System, Sunday - Saturday
Class Room	Online-Asynchronous via CSUSB Blackboard System, Sunday - Saturday
Office	JB 531
Office Hours	Please Contact via Email as Needed
Phone / Fax	(909) 537-5728 / 537-7176
Email	she@csusb.edu

Course Description:

- This is an introduction to information technology concepts and skills currently used in organizations. It surveys the current computer hardware and software, their use in organizations, and attending ethical issues. It introduces the popular software applications (word processing, spreadsheets, and presentation graphics). No computer background required. The knowledge and skills learned in this course will prepare students for IST 309 (Information Systems and Technology) and for later courses in CBPA majors.

Course Objectives:

- This course prepares future information knowledge workers by emphasizing the following:
  1. Transform computer skills into business problem solving skills
  2. Developing good information work habits and ethics
  3. Understand the components of how businesses gather, analyze and exploit technology
  4. Understand and apply different methods for analyzing information for decision making.

Required Textbook:

- Bundle: Understanding Computers: Today and Tomorrow: Comprehensive; Loose-Leaf Version; 16th + Shelly Cashman Series® Microsoft® Office 365 & Office 2016: Introductory; Loose-leaf Version + LMS Integrated SAM 365 & 2016 Assessments; Trainings; and Projects with 2 MindTap® Reader Printed Access Card; ISBN13: 978-1-337-76046-1 (Available in the **Coyote Bookstore**, or at **Cengage Website**).

Course Requirements:
- **Exams (40%)**: The **Mid-Term Exam** will be given in Week 5. The **Final Exam** will be given the Final Week. Each exam weights 20% for the final grade. Both exams will be **CLOSE-BOOK** and **CLOSE-NOTE**. There will be **NO** make-up exam unless an official excuse (document) is submitted and approved by the instructor under very special circumstances.
- **Online Discussion Participation (20%):** Students are required to participate in an online discussion session each week on Blackboard. Ten sessions will be held, and each will count for 2% of the final grade. The time of each discussion session will be announced via email and Blackboard beforehand.

Grading Weights:
- Evaluation of your accomplishments and performance will be based on the following:

Mid-Term Exam	20%
Final Exam	20%
Online Discussion Participation	20%
IST101-71 Lab Session	40%
Total	100%

- Based on the scores of accomplishments, the final letter grade is determined as follows:

A	95-100%		C	74-76%
A-	90-94%		C-	70-73%
B+	87-89%		D+	67-69%
B	84-86%		D	64-66%
B-	80-83%		D-	60-63%
C+	77-79%		F	Below 60%

Course Policies:
- **Blackboard System:** The course will be supported via CSUSB Blackboard System (https://csusb.blackboard.com), where students can find the syllabus of the course, assignments, and other supplementary materials. Student must use the campus Blackboard account to stay current, access information and post assignments. Therefore, all assignments need to be submitted to Blackboard. No printed copies and email submissions are accepted.
- **Syllabus Changes:** The instructor may elect to change the content or schedule of the syllabus to better accommodate the learning needs of the class. Students will be notified of any changes.
- **Schedule Modifications:** The instructor has the right to modify the schedule as needed. Students need to login to Blackboard frequently to stay updated on any changes to the class schedule.
- **Announcements:** Check the announcements page frequently for updates on activities or assignments or other important information.

- **Computer Usage:** As part of any class involving information technology, it is the responsibility of the student to access a computer that has Internet capabilities. Computer malfunctions will not be accepted as valid excuses for incomplete assignments or activities.
- **Software Usage:** The copying of software is illegal if you are not the registered owner, so don't do it. Software piracy is against the rules of the Department of Information and Decision Sciences and is a crime in the State of California. Unauthorized copying of software or course materials is illegal and against the policies of this university.
- **Zoom Usage:** Communication via Zoom (https://zoom.us/) will be used to help the students. Therefore, the students need to have a working Zoom account in order to participated in activities via Zoom.
- **Readings:** Readings in and out of this online class should be done before hand, for they are meant to be supplementary to the topic-related PowerPoint slides, and very helpful for discussions and assignments.
- **Course Slides:** Besides the textbook, there are topic-related PowerPoint slides available on Blackboard for the students to have a better understanding of the topics covered in the textbook.
- **Video Clips:** There are topic-related video clips available for the students to watch in order to have a better understanding of the topics covered in the textbook and slides.
- **Materials Use:** This course is for learning about "Information Technology." The materials learned herein are not to be used contrary to any laws or policy of the university, state, federal or any international government.
- **Recording:** Video/digital recording of any part or all of the class is prohibited unless written permission is given to the instructor, in advance.
- **Academic Integrity:** Student are expected to adhere to standards of academic honesty and integrity. All written work and oral presentation assignments must be original work. All ideas/materials that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks. Students are responsible for honest completion of their work including examinations. No tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment or a failing grade for an exam, assignment, or the class as a whole.
- **Students with Disabilities**. It is this institution's policy to not discriminate against qualified students with documented disabilities. Persons with disabilities are welcome to attend all classes, programs, and events. If you need accommodations, or have questions about access to buildings where learning activities are held, please contact The Services to Students with Disabilities (SSD) in University Hall 183**,** or phone at 909-537-5238; 909-537-7230 (TDD), or email at ssd@csusb.edu. If you need assistance during a class, program, or event, please contact any member of the SSD staff. If you have a disability-related need for modifying your exam or test environment, notify the instructor during the first week of classes so that your needs can be accommodated in time. You will be asked to present documentation from SSD that describes the nature of your disability and the recommended remedy.
- **E-mail:** All students are requested to obtain a CSUSB e-mail account. If you have any questions about the course or need assistance, please feel free to e-mail the instructor at she@csusb.edu. Please make sure you put the following in the Subject line for any e-mail: IST215-70 followed by the specific subject of your e-mail.

Tentative Course Schedule:

• This schedule is **tentative** and will be revised when necessary.

Dates	Topics	Texts	Notes
Week 1 4/1 – 4/6	Course Introduction and Syllabus Overview and Orientation	N/A	N/A
	Introduction to the World of Technology	Ch. 1	Discussion
	Online Activity 1: Self-Introduction via Discussion Board on Blackboard	N/A	Discussion
Week 2 4/7 – 4/13	The System Unit, Processing, and Memory	Ch. 2	Discussion
	Online Activity 2: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 3 4/14 – 4/20	Storage	Ch. 3	Discussion
	Input and Output	Ch. 4	
	Online Activity 3: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 4 4/21 – 4/27	System Software: Operating Systems and Utility Programs	Ch. 5	Discussion
	Online Activity 4: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 5 *4/28 – 5/4*	Application Software: Desktop and Mobile Apps	Ch. 6	Discussion
	Online Activity 5: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
	Mid-term Exam for Chapters 1-6	*N/A*	*N/A*
Week 6 5/5 – 5/11	SAP Overview	N/A	Discussion
	Online Activity 6: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 7 5/12 – 5/18	Network and Communication Devices	Ch. 7	Discussion
	Online Activity 7: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 8 5/19 – 5/25	The Internet	Ch.8	Discussion
	Online Activity 8: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 9 5/26 – 6/1	Security and Privacy	Ch. 9	Discussion
	Online Activity 9: Discussion Session via Discussion Board on Blackboard	N/A	Discussion
Week 10 6/2 – 6/8	Information System and System Development	Ch.10	Discussion
	Online Activity 10: Discussion Session via Discussion Board on Blackboard		
Final Week *6/9 – 6/15*	*Final Exam for Chapters 7-10, SAP*	*N/A*	*N/A*