

Introduction to Computers and Information Systems

Syllabus for COMSC 100 – 9082 ■ Spring 2010 ■ 3 Units

Meeting days/time: Class: Mon & Wed 9:30 am – 10:45 am Lab: Mon 8:30-9:30am OR Wed 11am-12 noon	Instructor: Mario Tejada Jr.
Classroom: SRC-E227	Office: SRC 121
Class Date: 1/25 – 5/28	Phone: 925-866-1822 ext 5125
Office Hours: Mon & Wed 11am – 1pm @ SRC Tues & Thurs 8:30am - 10am @ PHC Select Thurs nights 6-8pm @ SRC or By Arrangement at either campus	E-mail: mtejada@dvc.edu
	Website: http://Webct.dvc.edu

Course Objectives and Student Learning Outcomes

The purpose of this course is to introduce students to computers and technology, how this technology is used in business, and some of the societal implications of computers and related technology. Topics include the history of computers, current computer technology and terminology, the Internet, software, systems, and societal issues related to computer use. A basic instruction in programming procedures and programming logic is provided.

This course is appropriate for the student with a general interest in this area as well as for the student desiring to pursue further training in computer science or information systems. This class – in combination with COMSC 100L - meets the Computer Literacy requirement for transfer to both CSU and UC campuses.

No prior computer experience is required.

At the end of this class students will be able to:

- A. Explain and use the basic vocabulary of Computer Science and information systems.
- B. Describe the components of a computing system.
- C. Perform basic computer programming procedures and programming logic.
- D. Describe the components of Corporate Information Systems.
- E. Comprehend information system development, capabilities, current and future applications, and societal impact.

Student Learning Outcomes being assessed this semester can be found at:

<http://www.dvc.edu/slos?comsc-100>

Required Text and Materials:

1. **Textbook:** *Understanding Computer: Today and Tomorrow, 12th Edition*, by Morley and Parker. Course Technology, 2008. (ISBN: 1-4239-2521-1) - Available at SRC
2. **USB – Flash Drive**
3. **Internet Computer and MS Office Software** (or an alternative)

Teaching Methods and Methods of Evaluation

1. **Class Meetings:** Important material from the text and outside sources will be covered during our regularly scheduled class meetings. Regular attendance is critical and students should take careful notes. Discussion is encouraged, as is student-procured outside material relevant to topics being covered.
2. **Homework and Other Assignments:** Exercises, projects, labs, and other activities will be periodically assigned to reinforce the material in the text. These assignments may require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software.
3. **Quizzes:** Quizzes will be given via the class website on WebCT (<http://webct.dvc.edu>) to help ensure students stay up with reading assignments. *There will be no make-up quizzes.* (16 Quizzes + 20 Questions each + 1 Point Each)
4. **Projects:** There will be two projects. One based on the different software applications we will study. The second will be based on HTML programming. Project Hand Outs will be distributed during class. (2 Projects at 100 points each)
5. **Exams:** Three semester exams and a Final exam will be given for a total of 4 exams. The exams will be closed book/notes and are designed to test the students' comprehension of material in the reading assignments, as well as any additional material discussed in class. *It is the student's responsibility to contact the instructor PRIOR to the exam day if is going to be missed. (See Missed Classes Policy)*
(3 Exams at 100 points each)
6. **Internet Research Projects:** Some assignments for this course will require the use of the Internet. Internet work can be completed at the campus or at home.
7. **Grading:** Letter grades will be determined based on the percentage of possible points earned during the semester, as outlined below. The Instructor may change this if needed.

Grading Scale:	Evaluations	Qty	Points	Total	% Grade
A = 90%-100%	Exams	4	100	400	36%
B = 80%-89%	Quizzes	16	20	320	29%
C = 70%-79%	Internet Research	10	10	100	9%
D = 60%-69%	Apps Project	1	100	100	9%
F = Below 60%	HTML Code Project	1	100	100	9%
	Participation	32	3	96	9%
	Total Points =			1116	

8. **Extra Credit** – EC options will be explained in Class.

Course Policies

Withdrawal from Class Policy

If for any reason you need to stop attending class it is your responsibility to contact the admissions office and withdraw from the class. If you haven't dropped and your name shows up on the FINAL Class Roster I have to put an "F" – Sorry but it's a School Policy.

Missed Classes Policy

The student is responsible for obtaining material distributed on class days when he or she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during office hours or by e-mail. Missed quizzes and exams cannot be made up under any circumstances.

Missed exams are only given for the following excused absences:

School sponsored function	Religious Holiday
Jury Duty/Government obligation	Prior Arrangement with Instructor

Assignments

All assignments are due at the beginning of class on the due date. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions.

Academic Dishonesty

Plagiarism and cheating are serious violations of school policy and will not be tolerated. Cheating on an exam or assignment will result in receiving a zero for the entire exam or assignment and notification to the Dean of Student Life. DVC's policy can be found at: <http://www.dvc.edu/org/info/policies/academic-dishonesty.htm>

Classroom Courtesy – Respect

No food or drinks allowed in computer class. Turn off cells phones, pagers, and other electronic devices before entering the classroom. The **DVC Student Code of Conduct** (<http://www.dvc.edu/org/info/policies/code-of-conduct.htm>) is posted on the DVC Website and pertains to both face to face and online courses.

Cell Phone Policy – If it Rings or If You send/receive a Text THEN you're disturbing the class so.....You will bring Cookies to the Next Class Meeting as an Apology!
Homemade or Chips Ahoy – we don't care, just bring the cookies!!

Student Privacy Rights Policy

The Family Educational Rights and Privacy Act (FERPA) is a law that protects students from having their education records shared with people without the student giving their advance approval in writing. (Education records include such things as grades, information from counseling appointments, academic standing, disciplinary records, to name a few.) FERPA also gives students the right to see their education records. If there is inaccurate or misleading information in their records, students can challenge it and try to get it changed. Under FERPA, colleges must have students' written

permission to let parents, guardians, spouses, or others see or discuss their educational records, even if the student is present.

DVC Students Privacy Policy is located at:

<http://www.dvc.edu/org/info/policies/privacy.htm>

Accommodations for Students with Disabilities

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency, please contact me as soon as possible.

Students who require alternative formats for course materials or adaptive equipment because of a specific disability can request them through the Disability Support Services office. The High Tech Center on the Pleasant Hill Campus (in LC-107) is an adaptive technology computer lab available for students with disabilities and is open Monday-Thursday from 9am-5pm, and Fridays from 9am-1pm. Please contact Carrie Million in LC-112 or at 925-685-1230 ext. 2553 for more information.

For information related to DVC Disabled Student Services go to:

<http://www.dvc.edu/org/departments/dss/dss-student-handbook/program-services/index.htm>

Important enrollment dates:

- Feb 2nd – Drop with a Refund
- Feb. 19th - Last Day to take the CR/NC option or to Drop without a "W"
- April 30th - Last Day to Drop with a "W"
- FYI - If you are on my class roster on May 1st – You will receive a Grade for the Class.

Census Date – Feb 8th

You MUST have submitted at LEAST 1 ASSIGNMENT to me by this date or I WILL DROP YOU from the class - this is to verify that you are REALLY taking this class!

Assignment Calendar

(Subject to Change by the Instructor)

		Date	Assignments Due	Homework
1	Mon	25-Jan	Class Orientation	Log in to WebCT, Discussion Board & Take Exam
2	Wed	27-Jan	HTML & IR Day	Meet your Lab partners
3	Mon	1-Feb	Chapter 1	Read Chapter
4	Wed	3-Feb		Internet Research #1 - Storage Devices
5	Mon	8-Feb	Chapter 2	Read Chapter
6	Wed	10-Feb		Internet Research #2 - Purchase a PC
	Mon	15-Feb	Prez Holiday	
7	Wed	17-Feb	Chapter 3	Read Chapter
8	Mon	22-Feb		Internet Research #3 - Computer Security
9	Wed	24-Feb	Chapter 4	Read Chapter
10	Mon	1-Mar	Progress	Report Day
11	Wed	3-Mar	Chapter 15	Read Chapter
12	Mon	8-Mar	Exam #1 - Chpt 1-4	Complete ALL Quizzes for Chpt 1-4 by today
13	Wed	10-Mar	No Class	Accreditation Team Visit
14	Mon	15-Mar	Chapter 16	Read Chapter
15	Wed	17-Mar		Internet Research #4 - Property Rights
16	Mon	22-Mar	Exam #2 - Chpt 15-16	Complete ALL Quizzes for Chpt 15-16 by today Internet Research #5- Computer Ethics
17	Wed	24-Mar	Chapter 5	Read Chapter
18	Mon	29-Mar		Internet Research #6 - OS or Utility Software
19	Wed	31-Mar	Chapter 6	Read Chapter
	Mon	5-Apr	Spring	Break
	Wed	7-Apr	Spring	Break
20	Mon	12-Apr	Chapter 7	Internet Research #7 - Application Software
21	Wed	14-Apr	Chapter 8	
22	Mon	19-Apr	Chapter 9	Internet Research #8 - Web Browser Software
23	Wed	21-Apr	Progress	Report Day
24	Mon	26-Apr	Exam #3 - Chpt 5-9	Complete ALL Quizzes for Chpt 5-9 by today;
25	Wed	28-Apr	Chapter 10	
26	Mon	3-May	Chapter 11	Internet Research #9 - Internet Security
27	Wed	5-May	Chapter 12	Apps Project Due
28	Mon	10-May	Chapter 13	Internet Research #10 - Multimedia
29	Wed	12-May	Chapter 14	
30	Mon	17-May		HTML Project Due
31	Wed	19-May	Progress	Report Day
32	Wed	26-May	FINAL EXAM Chpt 10-14 8am - 10am	