

California State University, Fresno
Information Systems & Decision Sciences
IS 52: Computer Concepts – Fall 2010

Instructor: Sasan Rahmatian, Ph.D. (sa-san' ra-ma'-ti-yan)

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Office Hours:

Tuesday/Thursday: 3:15-4:00 pm

(please let me know in advance by email if you are planning to see me in my office)

Course Description: IS 52 is a 2-unit course that provides an introduction to computer hardware and software systems, use of computers in problem solving, the impact of computers on society, and ethical issues involving computer technology.

Learning Objectives:

All students taking this class will:

1. Learn “bits and bytes” – computer jargon – so as to be knowledgeable and conversant when making a purchase decision regarding computers
2. Learn that computer literacy goes far beyond just knowing how to use a few pieces of software
3. Learn how computers work, are used to add productivity to modern life and are valuable decision tools
4. Develop an understanding of the societal impacts, both positive and negative, brought about by technology
5. Gain an understanding of the ethical issues involved in using technology
6. Learn how to become a safe and savvy user of information technology

Candidates for teaching credentials will satisfy the Learning Objectives (LO):

- 9.2 Learn to use technologies for multiple applications including research, analysis, communication and presentation applications.
- 9.4 Introduced to ethical and social issues related to technology, including issues of access, equity, privacy, the protection of children, and ownership of intellectual property.

Texts: Baldauf & Stair; *Succeeding with Technology*; Third Edition, Course Technology

Grading:

- | | |
|-----|-----------------------------------|
| 25% | Test 1 |
| 25% | Test 2 |
| 25% | Test 3 |
| 25% | Final Examination (Comprehensive) |

Date	Chapter/Activity
Aug 25	Ch 1 (LO 9.4)
Sept 1	Ch 2 (LO 9.2) Introduction to Spreadsheets (LO 9.2)
Sept 8 (7:00 pm)	Ch 3 (LO 9.2)
Sept 15	Test 1
Sept 22	Ch 4 (LO 9.2)
Sept 29	Ch 5 (LO 9.2)
Oct 6	Ch 6 Introduction to Word Processing (LO 9.2)
Oct 13	Ch 8 (LO 9.2)
Oct 20	Test 2
Oct 27	Ch 7 (LO 9.2)
Nov 3	Ch 9
Nov 17 (6:30 pm)	Ch 11 (LO 9.4)
Dec 1	Ch 12 (LO 9.4)
Dec 8	Test 3
December 15 (8:00-10:00 pm)	Final Examination

Note the late starting time.

Course Policies

Please familiarize yourself with these policies as they are important for this class.

Blackboard: The Blackboard Learning System™ will not be used in this course.

Email Policy:

- All emails to the instructor **must** have a Subject beginning with “IS 52” and the body must contain your full name.
- Email messages that are written in an unprofessional manner -- i.e., tone, grammar, spelling, punctuation, inappropriate case usage, containing non-business standard abbreviations, no subject, are not signed, etc. may not be answered. You can read about e-mail etiquette at the following link: <http://www.library.yale.edu/training/netiquette/>

Dropping the Class

- There is a new and more restrictive University policy on dropping courses. This policy will be enforced in this class.

Classroom Conduct:

- Please be courteous to those around you.
- IT 101 is a large classroom, with long rows. Students arriving late or leaving early can be very disruptive. Please arrive on time and do not leave early.
- Please don't carry on personal conversations or goof off during class. Both are very disruptive to students sitting around you and the speaker.

Means of Taking this Course

IS 52 is composed of a Lecture Class and a Lab Class – these require separate registration and may be completed during different semesters.

For ALL Students	Credit by Examination (CBE)	This allows you to take credit-by-examination exams for IS 52 (lecture and lab). If you pass, you get a grade of credit (CR) for the lecture and/or lab course. If you fail, you remain in the portion(s) of the course that you did not pass. You must be registered in the course to take CBE. Make sure that your major allows a grade of CR in this course before selecting this option. You must sign up in the ISDS Office (Peters Bldg 287) by Thursday Sept 3 2009 to take CBE. ISDS phone is (559) 278-2823. If you choose to do this, you will need to change your registration to CBE. If you pass the CBE exam(s), you will receive a grade of Credit (CR) and the appropriate number of units towards graduation. If you do not pass the CBE Exam, you <u>MUST</u> change your registration back to Regular Enrollment for any portion of the class you will continue to take. Failure to do so will result in a grade of NC (no credit).
	Entire Course	You complete the entire course as outlined on the syllabus.
For Business Students ONLY	Challenge Exam	Starting with the 2004/2005 Catalog Year, those planning on majoring in Business Administration have the option of demonstrating competency for the entire course (lecture and lab) through a competency exam. <u>You must pass both the lecture and lab parts of the exam to meet the computer competency requirement</u> for the Business Administration major. You will <u>NOT</u> receive units towards graduation or a grade when meeting the requirement by taking the competency exam. Please see CSB Undergraduate Advising for Competency exams in Peters Bldg 185. Phone: (559) 278-4943.

Cheating and Plagiarism: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the University Center Room 5 (278-2811).

Exams and quizzes

- Any question regarding grading of a test must be brought to the instructor's attention within one week of when the results were returned to class.
- The final is comprehensive and is required unless permission is given otherwise.
- Tests will cover material from the book. They are multiple-choice. You may be assured that for every question on the test the answer may be found in the book and has already been discussed in class.

Policies on Make-Up Work:

- There is no make-up work in this class.
- If you are away from class on official University business (e.g., you are on an athletic team), the instructor must be notified in advance. Advance notice means before the assigned date of the work for which an authorized absence is anticipated. Missed tests must be made up prior to the next class meeting.
- The same criteria apply to instances of medically documented serious illness (e.g., hospitalization). The allowance/disallowance of make-up work is solely at the discretion of the instructor. Students will be required to provide timely written documentation in all cases and must complete make-up work in a timely fashion and at the convenience of the teacher.

Cell Phone Usage: As a courtesy to others, all cell phones are to be turned off during class. If you need to be reached for family medical or significant work-related issues, this needs to be documented. Absolutely no cell phones (or other communication tools/electronic devices) may be used during a test.

Laptop Usage: This is a class involving the use of technology, so you are welcome to use a laptop computer to take notes. Please do not abuse this privilege by doing other work, surfing or playing games.

Attendance and Note-taking: By being present in class, you will know what material was covered, hence you will prepare more efficiently for tests.

Honor Code: "Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:

- understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
- take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Computers: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.csufresno.edu/ITS/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Disruptive Classroom Behavior: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

Some facts regarding the LAB

- There will be no labs during the 1st week of classes. The first lab meetings will be the week of August 30.
- You will be informed by the lab coordinator via email about the date of the first lab meetings PLUS information you need to know for your first lab sessions.