



**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS**

CIM 10 – INTRODUCTION TO INFORMATION SYSTEMS

Instructor: Maureen Smith
Voicemail: 498-1713
Ticket #: 11815A
E-Mail: 1pcprof@cox.net

8/25 through 12/21/2008
Semester: Fall 2008
Time & Day: 7-9:50p W
Mailbox: BGS Office

COURSE DESCRIPTION

An introductory concepts and hands-on applications software course designed for those who currently use or are interested in using computers in their work. Emphasis on hardware and software analysis and design of computers and other types of information systems used for creating, maintaining, retrieving, printing, and communicating computer files. Hands-on exercises using word processing, spreadsheet, database, graphics, and communications, including an introduction to the Internet, which provides the experience necessary to recognize the major capabilities available in each software application and how the software applications work together in an integrated information systems environment. 3 Units; 3 Lecture Hours; 3 Lab Hours.

COURSE OBJECTIVES

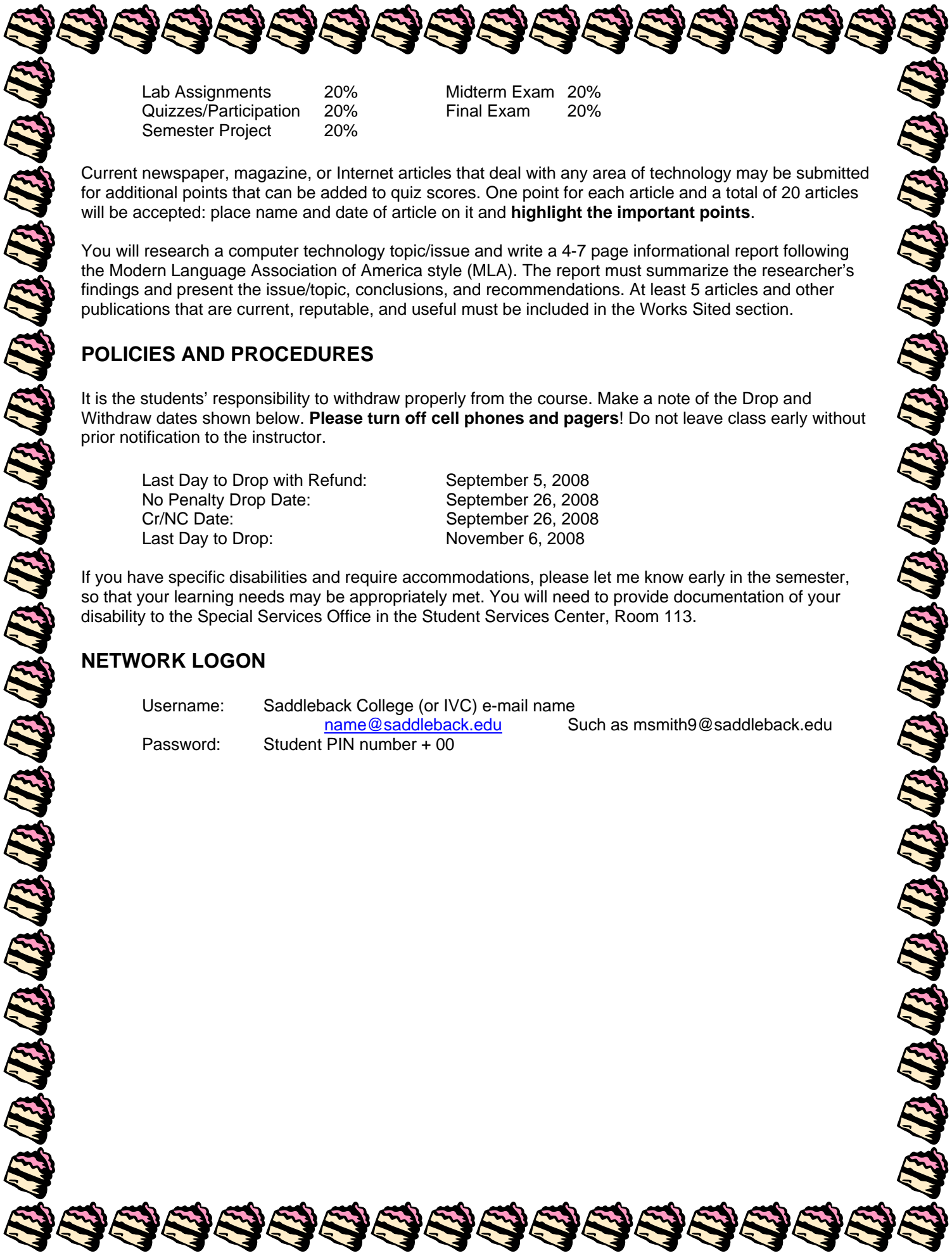
Upon completion of this course, the student will be able to: (1) Describe the evolution of office automation to information systems; (2) define the various information system tools used in today's workplace; (3) define and discuss the similarities of software and hardware of information systems; (4) operate at an introductory level for the Internet and the five application software packages for a microcomputer: word processing, spreadsheet, database, communications, and graphics; (5) discuss the various stages in using information technologies (input, processing, output, storage and retrieval, and communication); (6) explain and assess the benefits of the integration of information systems; (7) examine and explain the principles of managing the information systems environment; (8) develop a sample feasibility study as a planning tool for automating the workplace; (9) prepare different methods of presenting a feasibility study findings to management for decision making; (10) examine and identify approaches for implementing the change from a traditional office to an automated workplace; (11) identify the proper ergonomic considerations for today's automated workplace (such as acoustics, lighting, temperature, and workstation design); (12) specify hardware and software considerations for a case study of a work environment using current technologies.

STUDENT RESOURCES

Required Text: *Technology in Action Complete, 5th Edition*, by Evans, Martin, Poatsy; Prentice Hall. *Exploring Microsoft Office Brief* by Grauer/Barber; Prentice Hall. 3½" high density disks, flash drive, or CDs (if working in the IMC). Space is also available on the hard drive of each computer.

ASSIGNMENTS AND TESTS

Quizzes will follow the completion of each chapter. Lab assignments will be accepted for credit until the day of the final exam.



Lab Assignments	20%	Midterm Exam	20%
Quizzes/Participation	20%	Final Exam	20%
Semester Project	20%		

Current newspaper, magazine, or Internet articles that deal with any area of technology may be submitted for additional points that can be added to quiz scores. One point for each article and a total of 20 articles will be accepted: place name and date of article on it and **highlight the important points**.

You will research a computer technology topic/issue and write a 4-7 page informational report following the Modern Language Association of America style (MLA). The report must summarize the researcher's findings and present the issue/topic, conclusions, and recommendations. At least 5 articles and other publications that are current, reputable, and useful must be included in the Works Sited section.

POLICIES AND PROCEDURES

It is the students' responsibility to withdraw properly from the course. Make a note of the Drop and Withdraw dates shown below. **Please turn off cell phones and pagers!** Do not leave class early without prior notification to the instructor.

Last Day to Drop with Refund:	September 5, 2008
No Penalty Drop Date:	September 26, 2008
Cr/NC Date:	September 26, 2008
Last Day to Drop:	November 6, 2008

If you have specific disabilities and require accommodations, please let me know early in the semester, so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Special Services Office in the Student Services Center, Room 113.

NETWORK LOGON

Username:	Saddleback College (or IVC) e-mail name name@saddleback.edu	Such as msmith9@saddleback.edu
Password:	Student PIN number + 00	

SEMESTER SCHEDULE

Date/Week	Topic/Activity	Preparation
1/15 1	Overview of class Chapter 1 – Why Computers Matter To You Introduction to Windows and Office XP	Purchase textbook, disks (if needed) Read: Technology 2-35
1/22 2	QUIZ on Chapter 1 Introduction to Word 2007	Word Chapter 1, pp. 69-129 in Office book ☑ COMPLETE WORD LAB 1 TO TURN IN
1/29 3	Chapter 2 – Looking at Computers: Understanding the Parts	Read Technology 48-91
2/5 4	QUIZ on Chapter 2 Introduction to Excel 2007	Excel Chapter 1, pp. 249-316 in Office book ☑ COMPLETE EXCEL LAB 1 TO TURN IN
2/12 5	Chapter 3 – Using the Internet: Making the Most of the Web's Resources	Read Technology 92-139
2/19 6	QUIZ on Chapter 3 Introduction to PowerPoint 2007	PP Chapter 1, pp. 483-555 in Office book ☑ COMPLETE PP LAB 1 TO TURN IN
2/26 7	Chapter 4 – Application Software	Read Technology 160-205
3/5 8	Introduction to Access 2007 In-class QUIZ on Chapter 4	Access Chapter 1, pp. 423-481 in Office book ☑ COMPLETE ACCESS LAB 1 TO TURN IN
3/12 9	📖 MIDTERM EXAM – TECHNOLOGY CHAPTERS 1 – 4 ☑ ALL LABS ARE DUE	
3/19 10	SPRING BREAK	
3/26 11	Chapter 5 – Using System Software Research paper discussion	Read Technology 206-253
4/2 12	QUIZ on Chapter 5 Word 2007 Chapter 2 Chapter 6 – Understanding and Assessing Hardware	Word Chapter 2, pp. 131-194 in Office book ☑ COMPLETE WORD LAB 2 TO TURN IN Read Technology 268-311
4/9 13	QUIZ on Chapter 6 Chapter 7 – Networking and Security	Read Technology 312-359
4/16 14	QUIZ on Chapter 7 Excel 2007 Chapter 2	Excel Chapter 2, pp. 317-366 in Office book ☑ COMPLETE EXCEL LAB 2 TO TURN IN
4/23 15	Chapter 8 – Mobile Computing	Read Technology 374-417
4/30 16	QUIZ on Chapter 8 Chapter 9 – Behind the Scenes: System Hardware Word 2007 Chapter 3	Word Chapter 3, pp. 195-247 in Office book ☑ COMPLETE WORD LAB 3 TO TURN IN Read Technology 434-469



12/3

15

QUIZ on Chapter 9
Excel 2007 Chapter 3

Excel Chapter 3, pp. 367-422 in Office book
☑ **COMPLETE EXCEL LAB 3 TO TURN IN**

12/10

16

Completion of Excel Lab 3
Review for final exam

12/17

17

📖 **FINAL EXAM – TECHNOLOGY CHAPTERS 5 – 9**
☑ ALL LABS ARE DUE
✍ **PAPER IS DUE**