

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS**

CIM 120 – COMPUTER LITERACY

Instructor: Maureen Smith
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1/12 through 3/22/2009
Semester: Spring 2009
Time & Day: 12-2:50p Th
Mailbox: BGS Office

COURSE DESCRIPTION

Provides students basic knowledge of how computers are used in society. Assists students in using computers to solve computer-related educational, work, or personal problems. Focuses on using the computer as a tool to manage information, access the Internet, and telecommunicate to and with others in all intellectual pursuits and enhance their life-long learning in a technologically-changing society. No computer experience required. 1.5 Units; 1.5 Lecture Hours; 3 Lab Hours.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to: (1) Describe the evolution of computers in society; (2) explain essential elements of a computer system and the main types of application software; (3) utilize applications related to student's field of study or work; (4) relate significant ways that computers have had an impact in society to humankind, social institutions, and society, as a whole; (5) examine privacy, ethics, and security issues created by the use of computers in society; and (6) describe the Internet, search engines, and the process involved for e-mailing.

STUDENT RESOURCES

Required Text: *Technology in Action, 5th Edition*, by Evans, Martin, Poatsy; Prentice Hall. *Microsoft Office 2003, 2nd Edition* by Grauer/Barber; Prentice Hall. Flash drive, or CD (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	33.3%	Final Exam	33.3%
Quizzes/Participation	33.3%		

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 10 articles will be accepted: place name and date of article on it and **highlight the important points**.



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:	January 16, 2009
No Penalty Drop Date:	January 29, 2009
Cr/NC Date:	January 29, 2009
Last Day to Drop:	February 19, 2009

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 (zeros)	

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	📖 FINAL EXAM – TECHNOLOGY CHAPTERS 1 – 4 ☑ ALL LABS ARE DUE	