

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS**

CIM 1 - INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

Instructor: Rae Fisher
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Room: BGS 245

8/24/09 to 12/19/09
Semester: Fall 2009
Ticket #: 11805, Tuesday, 7-10 p.m.

COURSE DESCRIPTION:

Basic computer concepts including computer system components, operating systems, application programs, databases, communication networks, business information systems development, ethical issues, and Internet usage. Emphasizes spreadsheets, entering data, using formulas, creating charts, formatting worksheets, using functions, what-if analysis, absolute vs. relative addresses, and linking worksheets. Focuses on database software; entering and editing data; defining fields; creating tables, forms, queries, and reports; and sorting data. Exposes students to word processing and presentation graphics software. May be offered by mediated mode of instruction.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Define terms that are unique to the field of computers and information systems.
2. Describe the functions and uses of the hardware and software comprising a computer system.
3. Describe the Information Systems Development process.
4. Describe computer ethics, crime, and security.
5. Demonstrate the ability to interface with an operating system by:
 - a. Loading two or more application programs into main memory, and switching from one application program to the other.
 - b. Moving and re-sizing windows.
 - c. Opening windows such as Date/Time, Printers, and Display, and performing such operations as changing the date and time, changing the assigned printer, and creating a screen saver.
 - d. Creating folders and moving files from one folder to another.
 - e. Copying, re-naming, and deleting files.
6. Demonstrate the ability to utilize a word processing program by:
 - a. Creating such documents as business letters and reports.
 - b. Saving and printing copies of documents.
 - c. Using a spell checker.
 - d. Selecting, inserting, and deleting text and objects.
 - e. Formatting text.
7. Demonstrate the ability to utilize a spreadsheet program by:
 - a. Creating spreadsheets utilizing formulas to make calculations.
 - b. Saving and printing spreadsheets.
 - c. Loading existing spreadsheets, revising the data, and re-saving them as separate spreadsheets.
 - d. Formatting spreadsheets.
 - e. Using the AutoSum and AutoFill features.
 - f. Creating Line Charts, Pie Charts, and Column Charts.
 - g. Using the Hide and UnHide tools to Hide, and then UnHide, rows and columns.
 - h. Using the Function feature to calculate such statistics as Sum, Average, Maximum, and Minimum for a range of values.
 - i. Using the Copy-and-Paste feature to insert a spreadsheet and chart in a word processing document.
 - j. Using the Embedding feature to link a spreadsheet and chart with a word processing document.
 - k. Describing the difference between an Absolute vs Relative cell reference.
 - l. Copying, pasting, inserting, and deleting data.
8. Demonstrate the ability to utilize a database management program by:
 - a. Creating databases.
 - b. Creating tables in databases.
 - c. Designating Primary Key fields in tables.
 - d. Saving and printing tables.
 - e. Sorting data in tables.
 - f. Creating forms.
 - g. Creating queries.
 - h. Creating compound queries.
 - i. Creating reports.
 - j. Creating mailing labels.
 - k. Joining tables and querying joined tables.
9. Demonstrate the ability to utilize a presentation graphics program by:
 - a. Creating slides containing text, charts, and images.
 - b. Printing slides and handouts.
10. Demonstrate the ability to utilize the Internet by:
 - a. Using a browser to open Web pages having known Uniform Resource Locators (URL's).
 - b. Using a search engine to locate web pages when no specific URL is known.
 - c. Creating and sending e-mail.
11. Compile a portfolio of hands-on computer laboratory assignments.
12. Demonstrate the ability to locate, evaluate, synthesize, use and communicate information in its various formats.

STUDENT RESOURCES :TEXTBOOK PACKET (Saddleback College Bundle ISBN 142839186X) OR PURCHASE SEPARATELY AS LISTED BELOW:

Discovering Computers, Fundamentals Fifth Edition, Shelly/Cashman/Vermaat; Course Technology 2008, ISBN 1423927028
Introduction to Office 2007 Applications, (Saddleback College CIM 1 Edition), Course Technology, 2008—ISBN 1435424212
Microsoft Excel 2007, (Complete Concepts & Techniques), Shelley/Cashman/Quasney, Course Technology, 2008—ISBN 1418843431

One USB flash disk and a PENCIL.

Ten 100AS Scantrons—They should be brought to class daily for test and Pop Quizzes

POLICIES AND PROCEDURES:

Tests and Exercises: There will be five tests and a final. Written tests are multiple-choice and true-false. **SCANTRON Test Form** and a pencil must be used for all written tests. Late work will not be accepted.

MISSED TESTS: MAKE UP TESTS ARE NOT GIVEN. If you need to miss a test, please make arrangements to take the test before it is given in class. There are no makeup tests. Extra points can be earned by doing quizzes and extra credit work.

ATTENDANCE: Regular attendance is expected. Roll will be taken in each class meeting. You may be dropped from a course after 6 hours (two class meetings) of non-attendance. It is the responsibility of non-attending students to officially withdraw from classes; failure to do so will result in a course grade of F. Various handouts are distributed throughout the semester--should you be absent, contact your instructor OR copy the work from the Blackboard site listed on the weekly schedule.

LAST DATE for CR/NCR or DROP without a W grade is Friday, September 25, 2009

LAST DATE for WITHDRAWAL with a W grade is Thursday, November 5, 2009

FINAL EXAMINATION is given on December 15, 2009

COMPUTERS TO BE USED:

All assignments must be completed using a personal computer (IBM or compatible). Students may use the computers in the Information Management Center (IMC, BGS 248). The IMC hours are: 9:00 a.m. to 10:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. Friday, 8:00 a.m. to 5:00 p.m. Saturday.

When you registered for this course, you were required to enroll in a computer lab section. Please note that you may use the lab anytime it is open, and that you do not need to go to the lab until you have been given an assignment in class. **No children, food and/or drinks (including water)** are allowed in the classroom and **the IMC lab. THERE IS AN ANSWER KEY AVAILABLE AT THE IMC DESK. Check your papers for accuracy before turning them into your instructor.**

Computers at home or work may be used if the following software is available: Windows Vista, Microsoft Office 2007, Internet Explorer 6.0 or higher. Lower versions of Windows operating systems can be used.

LAP on the lower level of the Library, Room Lib 114, (949) 582-4519, has Windows and Microsoft Office 2007 software. They are open from 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. – 2 p.m. Friday. They have help for students that are not native English speakers and can answer questions about the classwork. There is also an answer key there. **The second floor of the Library has computers but does not have the software we use for this class. No library staff can answer questions.**

COMPUTER LAB ASSIGNMENTS:

Several lab assignments are assigned for students to complete on a computer. Due dates are shown on the page 3. Assignments will be collected at the beginning of class. Printouts for each assignment must be **STAPLED** in order, and attached to a cover sheet that is properly filled-out. Assignments **CANNOT** be accepted in parts. They can be turned in early, but not late.

If you cannot attend class when an assignment is due, you may turn the assignment in **EARLY** to your instructor. **DO NOT TURN IN an assignment in the IMC or give it to another instructor!** Students are expected to do their own work—**do not** give copies of your files or printouts to other students or **work in groups**. Duplicate assignments are given 0 points for both students. ***There are no make ups for missed test or assignments. Pop quizzes may be given. ALL STUDENTS ARE REQUIRED TO TAKE THE FINAL EXAM.**

EVALUATION:

Your final grade in this course is based on 370 points in the following way—Purchase 100AS Scantrons at the Bookstore:

13 Application Projects for Word, Excel, PowerPoint & Access— 5 to 10 points each (110 points -10 = 100 points)

Five Tests, four valued at 30 points and one for 40 points with a total value of 130 points (160 – 30 = 130 points)

Drop the lowest score on one of the first 4 tests and the lowest score on an application project —40 points all total

Final exam worth 40 points

Practical Exams on Word, Excel 1-3—25 points each with a total value of 50 points. Practicals are only given only in the IMC lab.

Semester Project worth 50 points

Extra credit quizzes may be given. Quiz questions worth ½ point each. Quizzes are given in class. You provide your own scantrons.

GRADING SCALE for 370 POINTS: A –333, B –296, C –259, D –222, F 221

Students taking the class for “Credit/No Credit” must earn **259** point to receive a Credit in the course.

SEMESTER PROJECT: (50 points—for the Report)

Guidelines have not been determined. They will be available at Blackboard.

TEST PREPARATION PRACTICE TESTS--OPTIONAL

<http://www.scsite.com/dcf5e> for Discovering Computers Fundamentals textbook (Register for class with code **4F766541**)
<http://www.scsite.com/off2007> for Microsoft Office 2007 textbook (Click software name at the top then **Learn It Online** at the left.)

Homework projects are due at the beginning of class. Written test are given at the end of class. Practicals are due at 5 p.m. Saturdays.

Date	What's Due	Discovering Computers Text Chapters done in Class	Microsoft Office Textbook Projects done in Class	Written Tests Practical Examinations
8/25	Registration Overview of Course Cell numbers, Lab Hours Evaluate Home Computers	Get acquainted with other students in the class.		Bring Discovering Computers and Microsoft Office 2007 texts to class on 9/1
9/1	Website Registration	Chapter 1	Windows Vista	
9/8	Extra Credit Chapter 1	Chapter 7 Class worksheets	Word 1 Review for Test 1	
9/15	Word 1 Extra Credit Chapter 7	Chapter 2	Word 2	Test 1, Windows, Chapter 1, 7
9/22	Bring Flash drive to class with Word 2 on it. Turn in Word 2	IMC Lab to Grade Word 2	Excel 1	
9/29	Excel 1	Chapter 3 Review for Test 2	Excel 2	Do Word Practical— IMC—Sept 28 to Oct 3
10/6	Excel 2 Word Practical due Oct 3	Chapter 4	Excel 3	Test 2, Word, Chapter 2, 3
10/13	Excel 3	Chapter 8 Review for Test 3	Excel 4	
10/20	Excel 4	Chapter 5	Excel 5	Test 3, Ex 1-3, Chapter 4, 8
10/27	Excel 5	Chapter 6	Excel 6	
11/3	Excel 6	Planning for Semester Projects	IMC Lab	Do Excel 1-3 Practical— IMC—11/2-11/7
11/10	Excel Practical due 11/7	Review for Test 4 IMC Lab to work on Semester Project	PPT 1 & 2	
11/17	PPT 1 & 2	Chapter 9	Access 1	Test 4, Ex 4-6, Chapter 5, 6
11/24	Access 1	Project Due Review for Test 5	Access 2	
12/1	Access 2		Access 3	Test 5, Only PowerPoint 1 & 2
12/8	Access 3	Review for Final		
12/15				Final—Access, Chapter 9

Your instructor reserves the right to change this schedule at any time during the semester. Announcements will be made during class hours.