

CIM 1 - COMPUTER INFORMATION SYSTEMS

Instructor: Rae Fisher
Email: rfisher@saddleback.edu
Room: BGS 244

8/19/2013 to 12/21/2013
Semester: Fall 2013
Ticket #: 21965, Tuesday, 7-9:50 p.m.

COURSE DESCRIPTION:

Examination of computer information systems and their role in business including computer hardware and software, communications and networking concepts, programming techniques, e-commerce, ethics and security, database management systems, Internet usage, and system and application software. Students apply these concepts and methods through hands-on projects to develop computer-based solutions to business problems.

COURSE OBJECTIVES:

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

1. Describe existing and emerging technologies and their impact on organizations and society
2. Demonstrate an understanding of the development and use of information systems in business.
3. Demonstrate the ability to solve common business problems using appropriate Information Technology applications and systems, including spreadsheet and database software, and Internet technologies.
4. Demonstrate the ability to apply Internet security concepts when using Internet technologies, including email, World Wide Web, chat, instant messaging, podcasts, video, internet search, uploading and downloading, blogs, social networking, and e-commerce.
5. Define terms that are unique to the field of computers and information systems.
6. Describe the functions and uses of the hardware and software comprising a computer system.
7. Describe computer ethics, crime, and security.
8. Demonstrate the ability to locate, evaluate, synthesize, use, and communicate information in its various formats.
9. Compile a portfolio of computer-based, problem-solving, business related computer projects.

STUDENT RESOURCES:TEXTBOOKS AS LISTED BELOW:

Discovering Computers 2014, Vermaat, Cengage Learning ISBN 978-1-285-16176-1
Microsoft Excel 2013, Complete, Freund, Cengage Learning ISBN 978-1-285-16844-9
Microsoft Access 2013, Complete, Pratt, Cengage Learning ISBN 978-1-285-16907-1
Microsoft Windows 7 Essentials, Freund, Cengage Learning ISBN 978-1-4390-8107-5
SAM 2013 Assessment, Training, Cengage Learning ISBN 978-1-285-42749-2

The bundle ISBN for these books is 978-1133-54568-2 and is sold for \$161 at the bookstore or online at www.cengagebrain.com. When purchasing online you get access to the text for the first week. No books will be available in the IMC Lab or the Library. Students are expected to purchase their books.

One USB flash disk, a PENCIL and Ten 100AS Scantrons—They should be brought to class daily for 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.

Accommodations for Students with Disabilities:

“This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.” If you have questions on how to make accommodations, please contact Mike Sauter, the Alternate Media Specialist.

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 P/NP September 24, 2013 or DROP without a W grade is September 3, 2013
LAST DATE for WITHDRAWAL with a W grade is November 5, 2013
FINAL EXAMINATION is given on Tuesday, December 17, 2013

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: 8:30 a.m. to 10:00 p.m. Monday through Thursday, 8:30 a.m. to 5:00 p.m. Friday, 9:00 a.m. to 4:00 p.m. Saturday. **Please log in and out of the lab when you go.**

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**.

Computers with the following software should be used: Windows 7 or higher, Microsoft Office 2013, Mozilla Firefox.

COMPUTER LAB ASSIGNMENTS:

Several Assignments and Projects are assigned for students to complete on a computer. Due dates are shown on the page 3. Projects are due by midnight on the date they are due.

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.**

EVALUATION:

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

12 Application Projects for Excel & Access—10 points each (**120** points)

Ten Tests valued at 20 points each--**200** points.

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

Extra credit quizzes may be given. Quiz questions worth ½ point each. Quizzes are given in class.

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

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

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

Date	SAM PROJECTS Due Today	Discovering Computers Book Chapters Done in Class	MS Office 2013 Book Chapters Done in Class	Test
8\20		Course Introduction Students Get Acquainted Chapter 1—Introduction to Technology www.cengagebrain.com/micro/cim1 Click on Add to Cart, Ok, Checkout, Remove CourseMate for a total of \$135, continue to checkout. You will have a free copy of ebooks for 7 days	Set up Lab hours for Division Report	Bring flash drive to class next week. In a typewritten document, explain why you think digital literacy is so important today. The Internet can be used to prepare the paper. Please double space and include your name and student ID on the first page.
8\27	Digital literacy document is due	Chapter 9— Operating Systems	Windows 7 Test Logins in IMC Set up flash drives Intro to SAM www.cengage.com/dcs	
9\3		No Class		
9\10			Lecture Excel 1 Do Ex 1 Project	
9\17	SAM Project Excel 1	Chapter 2—Internet	Excel 2	Discovering Computers Chapter 1

9\24	SAM Project Excel 2	Chapter 4— Programs and Apps	Excel 3	Discovering Computers Chapter 9
10\1	SAM Project Excel 3	Chapter 3—Computers & Mobile Devices	Excel 4	Discovering Computers Chapter 2
10\8			Excel 1-3 Practical in IMC	Bring your book to use during the Practical.
10\15	SAM Project Excel 4		Excel 5	Discovering Computers Chapter 4
10\22	SAM Project Excel 5	Chapter 11—Database Software	Excel 6	Chapter 3
10\29	SAM Project Excel 6	Chapter 6—Inside Computers	Access 1	Discovering Computers Chapter 11
11\5	SAM Project Access 1	Chapter 7—Input and Output	Access 2	
11\12	SAM Project Access 2		Access 3	Discovering Computers Chapter 6
11\19	SAM Project Access 3	Chapter 8—Storage	Access 4	Discovering Computers Chapter 7
11\26			Access 1-3 Practical in IMC	Bring your book to use during the Practical.
12\3	SAM Project Access 4	Chapter 10—Networks	Access 5	Discovering Computers Chapter 8
12\10	SAM Project Access 5		Access 6	Discovering Computers Chapter 10
12\17	SAM Project Access 6		Final	

Saddleback College Student Registration Instructions for SAM 2013

1. Go to <http://sam.cengage.com/Login> to set up your account, click on “New User”. In the future you will use this link to return to SAM and enter the username/password created in the steps below to Log In.

Welcome to SAM!
The premier testing and training tool for Microsoft® Office 2013 and Microsoft® Office 2010 is here!
SAM builds students' skills and confidence with a variety of real-life simulations, while engaging SAM Projects prepare students for today's workplace.
Need a SAM key code? To purchase a key code, visit cengagebrain.com
First-time user or need help logging in? [Watch a video](#) with step-by-step instructions on how to log in to SAM for the first time.

Username:
Password:
[Forgot your password?](#)

2. Enter the Institution Key (**T2021526**) and click **Submit**. It will ask you to confirm that you have the correct iKey. Click **Ok**.
3. Enter the 18-digit SAM Access Code that you purchased and click the **Save** button.
4. The MY PROFILE page will display, enter your profile information and click **Save**. You can change your profile information by clicking on the Revise button and modify the information as necessary and click the Save button again. It will ask you to review your information before submitting.

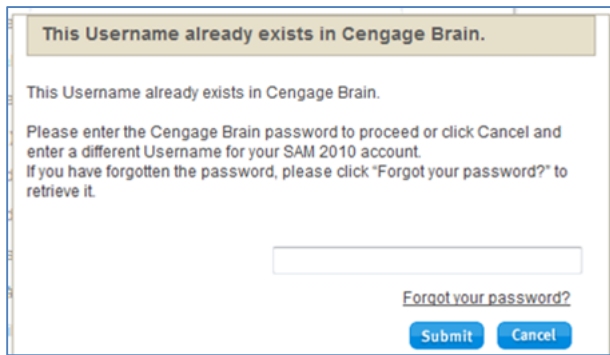
5. If you do **NOT** have an existing CengageBrain account, refer to step number 7 below (NOTE: the SAM username/password you have created will also create a CengageBrain account for you to use in the future).
6. If you **DO** have an existing CengageBrain account the following screen will appear. (Your CengageBrain account may have been used to purchase Cengage Learning products as well as access other Cengage Learning technologies such as CengageNOW, CourseMate or Aplia.)

- a. If you know your CengageBrain password, enter it and click submit. Refer to step 7.
- b. If you do **NOT** know your CengageBrain password, clicked on the "Forgot your password?" link
 - i. You will be taken to the CengageBrain Retrieve Password page. Entered the email address used to establish your SAM account and answer the security question

- ii. You will be directed to check your email. There you will find a message from CengageBrain with a link in it to reset your password.

- iii. The link above will take you to a Reset Password page where you can enter a new password (it will opened your CengageBrain homepage – you can close this)

- iv. Go to the SAM page where this box that appeared in Step 6 should still be open, enter the password you just rest in CengageBrain and click **Submit**.



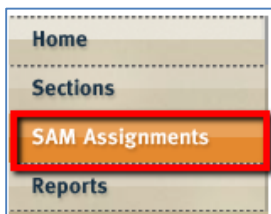
7. Review the Terms & Conditions and click "I Agree"
8. In the middle of the SAM homepage, click on "Join a class"



9. Carefully find your professor's section, click on it and click on the right arrow (>); this will move it into "My Sections".



10. Go to the SAM Assignments to find and complete your Assignments



NOTE: If your professor assigns Projects, the best browser to use is Internet Explorer or Mozilla Firefox.