

**SADDLEBACK COLLEGE**  
**BUSINESS SCIENCE DIVISION**  
**COURSE SYLLABUS**

**CIM 1 - COMPUTER INFORMATION SYSTEMS**

<i>Instructor:</i>	Professor Joyce Quade	<i>Semester:</i>	Fall 2015
<i>Email:</i>	<a href="mailto:jquade@saddleback.edu">jquade@saddleback.edu</a>	<i>Ticket:</i>	19710
<i>Office:</i>	BGS 217 (10 a.m. – 12 noon Wed.) 8 – 9 a.m. Monday, Tuesday, Friday (virtual)	<i>Time/Day:</i>	Internet-Based

**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:**

**REQUIRED Textbook Bundle: *Discovering Computers -- Complete Student Success*, Misty E. Vermaat, Copyright Year: 2014, Publisher: Cengage, ISBN: 978-1-133-54568-2**

Purchase at the Saddleback Bookstore (approx. \$172.50) or online through the Publisher (approx. \$135.00)

The textbook bundle includes the following:

978-1285-16176-1	DISCOVERING COMPUTERS 2014
978-1285-16844-9	MS EXCEL 2013 COMPLETE
978-1285-16907-1	MS ACCESS 2013 COMPLETE
978-1439-08107-5	WINDOWS 7 ESSENTIALS
978-1285-42749-2	PAC SAM 2013 ASSESSMENT TRAIN

Access to a computer with Internet, Microsoft Office 2013 (Word, Excel, Access), and Windows 7 or Windows 8 operating system. (1 GB or larger flash drive to store your files).

Computers and Office 2013 available in Saddleback College IMC Computer Lab in BGS 248.

If you do not own Microsoft Office 2013 (Word, Excel, Access), you can purchase a fully-licensed copy of Microsoft Office 2013 for \$39.99 at <http://www.collegebuys.org>

Microsoft Office 2013 comes in a variety of configurations. You will need Word, Excel and Access 2013 for this course.

If you wish to explore **Microsoft Office Professional 2013** prior to purchasing it, you can download a free trial at <http://office.microsoft.com/en-us/try/> or <http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx>

Before purchasing new software you should always check to see if your computer hardware can run the software. Minimum system requirements for MS Office 2013 Professional:

<http://office.microsoft.com/en-us/products/office-system-requirements-FX102921529.aspx>

**CLASS WEBSITE:** <http://socccd.blackboard.com>

Click on “Logon”. Enter same username and password as MySite email.

Blackboard Help Desk phone numbers and links can be found on home page of Blackboard.

**POLICIES AND PROCEDURES:**

1. Log into Blackboard and read Announcements daily. Check MySite (Saddleback College email) daily.
2. Regular online attendance is expected. **You must complete and submit assignments/exams by the due date.** Assignments can be submitted prior to the due date.

**Academic Dishonesty:**

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Copying, plagiarism, or other forms of cheating on exams, quizzes, or homework will subject a student to failure and sanctions stipulated by school disciplinary proceedings. For more information refer to the "Code of Conduct" policy in the Saddleback College Student Handbook (<http://www.saddleback.edu/media/pdf/handbook.pdf>).

**WITHDRAWAL:**

It is the student’s responsibility to withdraw from the class by the appropriate dates.

**Pass/No Pass** – Students enrolled in this course for Pass/No Pass must receive 70% or more of the total possible points to receive credit.

**STUDENT LEARNING AND TECHNICAL SUPPORT:**

Technical Requirements for Online Courses: <http://saddleback.edu/oe/technical-requirements-online-courses>

Getting Started with Online Courses: <http://saddleback.edu/oe/getting-started-online-courses> to determine if an online course is right for you.

Online Class Tips: <http://saddleback.edu/oe/online-class-tips>

Online Education Quiz: <http://saddleback.edu/oe/online-education-quiz> to determine if an online course is right for you.

**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 a disability and require accommodations, please contact the Special Services office for additional information. All information will remain confidential.

**This course schedule is subject to change and may be modified.**

**EVALUATION:**

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED.** Please adhere to DUE DATES assigned to all classwork.

**Discussion Boards**

*Introduction* - Students must post a message in the Discussion Board in Blackboard within the first week of class to prevent from being dropped from course. (5 points)

**Quizzes** (Twelve Quizzes) – Quizzes are taken at sam.cengage.com online. Chapter Quizzes 1-12 to be taken after viewing videos in SAM.

**Information Competency Paper (25 points)**

This project requires students to define, research, evaluate and make recommendations on an issue as it relates to computer technology.

A = 90%, B = 80%, C = 70%, D = 60% of total points

**Lab:**

**Excel (6) and Access (4) Assignments** in SAM. Take PreTest/Training/Post Test

**SAM Projects: Excel Chapters 1 – 3, 4, 5, 6 and Access Chapters 1 – 3 and Chapter 4.**

**Discussion Boards** – Discussion Board is available in Blackboard for students to post questions/comments related to that week's lab topic, readings or assignments.

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Please do not phone for grade information. Your grades will be available in an online gradebook.

## CLASS SCHEDULE

**(Subject to Change and May be Modified)**

	Topic	Lab Assignments
Week 1	<p>Purchase Textbooks Log into Blackboard Read Syllabus in Blackboard Read Announcements in Blackboard</p> <p>READ <i>Microsoft Windows 7</i> textbook, pgs. WIN 1 thru WIN 65</p> <p>READ Chapter 0, pgs. OFF 1-58 (Office 2013 and Windows 8), CLD 1-15 (Office 365).</p>	<p><i>Introduction</i> - Post short introduction in Blackboard Discussion Board (5 points) <b>Due – Friday, September 18</b></p>
Due 9/18	<p>READ Chapters 1 and 2 in <i>Discovering Computers</i> textbook Chapter 1, pgs. 1-41, Digital Literacy: Introducing a World of Technology</p> <p>Chapter 2, pgs. 53-91, The Internet: Accessing, Searching, Sharing, and Communicating <b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b></p> <p>Chapter 1, pgs. EX 1-53, Creating a Worksheet and a Chart</p>	<p>Chapter 1 Quiz Chapter 2 Quiz</p> <p>(View videos in SAM prior to taking chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p> <p>Complete Excel Chapter 1 SAM PATH PreTest/Training/Post Test</p>

<p><b>Week 2</b></p>	<p>READ <i>Discovering Computers</i> textbook  Chapter 3, pgs. 103-139,  Computers and Mobile Devices:  Evaluating the Possibilities</p> <p>Chapter 4, pgs. 151-189, Programs  and Apps: Using Software at  Work, School, and Home</p>	<p>Chapter 3 Quiz  Chapter 4 Quiz</p> <p>(View videos in SAM prior to  taking chapter quizzes in  <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
<p>Due  9/25</p>	<p><b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i></b> textbook</p> <p>Chapter 2, pgs. EX 65-118,  Formulas, Functions, and  Formatting</p>	<p>Complete Chapter 2 Excel  SAM PATH  PreTest/Training/Post Test</p>
<p><b>Week  3</b></p>	<p>READ <i>Discovering Computers</i> textbook  Chapter 5, pgs. 201-235, Digital  Safety and Security: Identifying  Threats, Issues, and Defenses</p>	<p>Chapter 5 Quiz  (Take chapter quizzes in  <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
<p>Due  10/2</p>	<p><b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i></b> textbook</p> <p>Chapter 3, pgs. EX 129-192,  Working with Large Worksheets,  Charting, and What-If Analysis</p> <p>Chapter 4, pgs. EX 209-260,  Financial Functions, Data Tables,  and Amortization Schedules</p>	<p>Complete Chapter 3 Excel  SAM PATH  PreTest/Training/Post Test</p> <p>Complete and submit Excel  Ch 1 - 3 PROJECT to SAM</p> <p>Complete Chapter 4 Excel  SAM PATH  PreTest/Training/Post Test</p>

<b>Week 4</b>	<p>READ <i>Discovering Computers</i> textbook</p> <p>Chapter 6, pgs. 247-275, Inside Computers and Mobile Devices: Exploring the Components</p> <p>Chapter 7, pgs. 287-323, Input and Output: Examining Popular Devices</p>	<p>Complete and submit Excel Chapter 4 PROJECT to SAM</p> <p>Chapter 6 Quiz</p> <p>Chapter 7 Quiz</p> <p>(Take chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
Due 10/9	<p><b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b></p> <p>Chapter 5, pgs. EX 273-332, Working with Multiple Worksheets and Workbooks</p>	<p>Complete Chapter 5 Excel SAM PATH PreTest/Training/Post Test</p> <p>Complete and submit Excel Chapter 5 PROJECT to SAM</p>
<b>Week 5</b>	<p>READ <i>Discovering Computers</i> textbook</p> <p>Chapter 8, pgs. 335-365, Digital Storage: Preserving on Media and in the Cloud</p>	<p>Chapter 8 Quiz</p> <p>(Take chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
Due 10/16	<p><b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b></p> <p>Chapter 6, pgs. EX 345-390, Creating, Sorting, and Querying a Table</p> <p><b>Lab/Computer Hands-on, <i>Microsoft Access 2013</i> textbook</b></p> <p>Chapter 0, pgs. OFF 1-58, CLD 1-14, Office 2013 and Windows 8. Office 365 Essentials.</p> <p>Chapter 1, pgs. AC 1-64, Databases and Database Objects: An Introduction</p>	<p>Complete Chapter 6 Excel SAM PATH PreTest/Training/Post Test</p> <p>Complete and submit Excel Chapter 6 PROJECT to SAM</p> <p>Complete Chapter 1 Access SAM PATH Pre/Test/Training/Post Test</p>

<p><b>Week 6</b></p>	<p>READ <i>Discovering Computers</i> textbook  Chapter 9, pgs. 377-403, Operating Systems: Managing, Coordinating, and Monitoring Resources</p>	<p>Chapter 9 Quiz  (Take chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
<p>Due 10/23</p>	<p><b>Lab/Computer Hands-on, <i>Microsoft Access 2013</i></b> textbook  Chapter 2, pgs. AC 73-124, Querying a Database</p>	<p>Complete Chapter 2 Access SAM PATH  PreTest/Training/Post Test</p>
<p><b>Week 7</b></p>	<p>READ <i>Discovering Computers</i> textbook  Chapter 10, pgs. 415-451, Communications and Networks: Sending and Receiving Digital Content</p>	<p>Chapter 10 Quiz  (Take chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
<p>Due 10/30</p>	<p><b>Lab/Computer Hands-on, <i>Microsoft Access 2013</i></b> textbook  Chapter 3, pgs. AC 137-189, Maintaining a Database   Chapter 4, pgs. AC 201-249, Creating Reports and Forms</p>	<p>Complete Chapter 3 Access SAM PATH  PreTest/Training/Post Test  Complete and submit Access Chapter 1 -3 PROJECT to SAM   Complete Chapter 4 Access SAM PATH  PreTest/Training/Post Test</p>



<p><b>Week 8</b></p> <p>Due 11/7</p>	<p>READ <i>Discovering Computers</i> textbook</p> <p>Chapter 11, pgs. 463-497, Information and Data Management: Organizing, Verifying, Maintaining, and Accessing</p> <p>READ Chapter 12, pgs. 509-545, Information Systems and Program Development: Designing and Building Solutions</p>	<p>Submit Information Competency Paper to Blackboard (<b>Due in Blackboard by November 7</b>)</p> <p>Chapter 11 Quiz Chapter 12 Quiz</p> <p>(Take chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p> <p>Complete and submit Access Chapter 4 PROJECT to SAM</p> <p>(Take chapter quizzes in <a href="http://www.sam.cengage.com">www.sam.cengage.com</a>)</p>
	<p>Course Ends at 11:59 p.m. November 7</p>	