

**SADDLEBACK COLLEGE, BUSINESS SCIENCE DIVISION, COURSE SYLLABUS**  
**CIM 1 - COMPUTER INFORMATION SYSTEMS**

*Instructor:* Professor Patricia Sullivan  
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*Semester:* Fall 2015  
*Tickets:* 19660, 19875

**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: To complete this course you need**

- The REQUIRED TEXTBOOK BUNDLE (described below) – A few Reserved Copies available in BGS 248.
- Have access to a PC computer with Online Web access and Microsoft Office 2013 (Word, Excel, Access)
  - You may use Saddleback College’s IMC Computer Lab (BGS 248, M-Th 8:30 am-8:00 pm, Sat 9:00 am-1:00 pm) or use your own PC computer. Closed Fridays, Sundays, and school holidays.

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**1) REQUIRED Textbook Bundle:** (A few Reserved Copies available in BGS 248)

*Discovering Computers -- Complete Student Success*, Misty E. Vermaat, Copyright Year: 2014, Publisher: Cengage, ISBN: 978-1-133-54740-2

To purchase the book bundle, go to Saddleback’s Bookstore (\$181.25) or go online to the Publisher’s website (\$135.00 shipping and tax included).

To purchase the books online, follow the Instructions at <http://www.plsullivan.com/15cim1/info/how-to-order-textbooks.htm>

This Textbook Bundle includes the following four **BOOKS**:

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

**2) Online Web access and Microsoft Office 2013** (On- or Off-Campus? --- You Decide)

- a. ON-CAMPUS--YOU MAY USE SADDLEBACK COLLEGE’S COMPUTER LAB (IMC, LOCATED IN room BGS 248)
  - i. Students are **NOT** required to purchase a computer or software for this class-all classwork may be completed in our on-campus IMC computer lab —

**Room: BGS 248 Hours: Monday thru Thursday 8:30 am – 8:00 pm, and Saturday 9:00 am – 1:00 pm.**

If you use the IMC, you will need a 1GB (or larger) USB flash disk to store your files.

Be sure to sign-in as you enter the IMC lab - I receive reports telling me *student usage* of the IMC lab.

b. OFF-CAMPUS--If you choose to complete your computer assignments off campus, you need:

--A computer with the Windows 7 or higher

--Microsoft Office **2013** (Excel, Access, Word)

--Internet access---Check to see if your computer system is ready to go.

<http://www.saddleback.edu/oe/browser-check>

NOTE:

- o If you do not own Microsoft Office 2013 (Word, Excel, PowerPoint, Access), you can purchase a fully-licensed, fully functional copy of Microsoft Office 2013 **\$39.99** @ <http://www.collegebuys.org>  
Microsoft Office 2013 comes in a variety of configurations-be sure to acquire one that includes Excel, Word, PowerPoint, ACCESS, etc. --- (ACCESS is not included in some configurations).
- o If you wish to explore **Microsoft Office Professional 2013** prior to purchasing it, you can download a free trial @ <http://office.microsoft.com/en-us/try/> or <http://technet.microsoft.com/en-us/evalcenter/jj192782.aspx>
- o 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>

## **POLICIES AND PROCEDURES:**

1. Courteous and proper behavior is expected and required in this class.
2. Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the College. For more information refer to the "Code of Conduct" policy in the Saddleback College Student Handbook (<http://www.saddleback.edu/media/pdf/handbook.pdf>).  
For this class, it is permissible to assist classmates in general discussions of computing techniques-example: students are encouraged to discuss topics presented in the "Hot Topics - Discussion Boards" and the "Assignment Questions? – Discussion Boards". General advice and interaction are encouraged.  
**HOWEVER, each student must** develop his or her own solutions to all Quizzes, Microsoft Office Assignments, Practical Hands-On Tests, -- students may **NOT** "work together or help each other".
3. Attendance: Regular "online" attendance is expected. "Deadline Dates" have been assigned to all Quizzes, Microsoft Office Assignments, Practical Hands-On Tests, and Discussion Boards... If you wish for your work to count, you must complete and submit your work before the assigned "Deadline Date and Time". You can submit work early. Do not wait till the last minute to submit your work; you never know what can happen! Do NOT email me your work-I will not accept it!
4. 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.

## EVALUATION:

You can earn a maximum of 330 points in this class. Your Final Grade is based on a 310 --> 0 Point Scale. This means 20 Extra Credit Points are already included in the assigned work –Additional Extra Credit is **NOT** available. Students taking this class for "Credit/No Credit" must earn at least 217 points (70%) to receive credit for the course.

**A** 310-279 (90%), **B** 278-248 (80%), **C** 247-217 (70%), **D** 216-186 (60%), **F** 185-0 (59% & Below)

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED—NO EXCUSES.** *Absolute* DUE DATES (deadlines) are assigned to all classwork: Hello and Bye Discussion Boards, Hot Topic Discussion Boards, Quizzes, Excel and Access Projects, and Tests. Don't wait to the last minute to complete and submit your work—you never know what's going to happen next—Life is Full of Surprises! The 20 Extra Credit Points built into the course takes care of ALL excuses/reasons.

### ➤ **Lecture: (170 points)**

#### ○ **Discussion Boards**

- *Hello Introductions* - Students must post a message within the first week of class – or be dropped from the course. Demonstrates active participation in the class. (5 points)
  - *Hot Topics* – Post your opinion/response to a variety of current Technology Hot Topics. (6 @ 5 points each = 30 points)
  - *GoodBye* - A quick student critique of the course including improvement recommendations. (5 points)
- #### ○ **Quizzes** (Thirteen @ 10 points each = 130 points) - Quizzes are taken online in Blackboard. You are encouraged to use the Firefox Browser to take the quizzes. Make up quizzes are NOT given.
- Class Introduction Quiz – questions based on the posted Announcements in Blackboard, and the following documents: Syllabus, Getting Started, Online Orientation, Class Schedule (available in our online classroom in Blackboard)
  - Chapter Quizzes 1-12 – questions based on *Discovering Computers* textbook

### ➤ **Lab: (160 points)**

- **Excel (5) and Access (4) Assignments** (80 points) – Assignments from our Excel and Access textbooks.
- **Practical Hands-On Computer Tests** (Two @ 40 points each = 80 points) – 1 Excel Test and 1 Access Test. Make up Tests are NOT given.
- **Assignment Questions? Discussion Boards** (0 points) – Discussion Boards are available for students to post questions/comments related to that week's Lab topic, readings or assignments.

**SADDLEBACK COLLEGE, BUSINESS SCIENCE DIVISION, Class Schedule-Fall 2015**

**CIM 1 - COMPUTER INFORMATION SYSTEMS**

**Professor Patricia Sullivan**

	<b>Topic</b>	<b>Assignments</b>
Week 1	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 1, pgs. 1-41, Digital Literacy: Introducing a World of Technology Chapter 2, pgs. 53-91, The Internet: Accessing, Searching, Sharing, and Communicating	“Hello Introduction Discussion Board” (5 Points) Take Intro and Chapter(s) Quizzes (30 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b> Chapter 0, pgs. OFF 1-58 CLD 1-14, Office 2013 and Windows 8, Office 365 Essentials. Chapter 1, pgs. EX 1-53, Creating a Worksheet and a Chart Do you have Windows 7? Read <i>Microsoft Windows 7</i> textbook, pgs. WIN 1 thru WIN 65	Create file in Chapter 1 “Assignment Questions? Discussion Board”
Week 2	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 3, pgs. 103-139, Computers and Mobile Devices: Evaluating the Possibilities Chapter 4, pgs. 151-189, Programs and Apps: Using Software at Work, School, and Home	Take Chapter(s) Quizzes (20 points) “Hot Topics Discussion Board” (5 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b> Chapter 2, pgs. EX 65-118, Formulas, Functions, and Formatting	<b>Submit file</b> created in Chapter 2 (20 points) “Assignment Questions? Discussion Board”
Week 3	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 5, pgs. 201-235, Digital Safety and Security: Identifying Threats, Issues, and Defenses Chapter 6, pgs. 247-275, Inside Computers and Mobile Devices: Exploring the Components	Take Chapter(s) Quizzes (20 points) “Hot Topics Discussion Board” (5 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b> Chapter 3, pgs. EX 129-192, Working with Large Worksheets, Charting, and What-If Analysis	Create File in Chapter 3 “Assignment Questions? Discussion Board”
Week 4	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 7, pgs. 287-323, Input and Output: Examining Popular Devices	Take Chapter(s) Quizzes (10 points) “Hot Topics Discussion Board” (5 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b> Chapter 4, pgs. EX 209-260, Financial Functions, Data Tables, and Amortization Schedules	<b>Submit file</b> created in Chapter 4 (20 points) “Assignment Questions? Discussion Board”

Week 5	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 8, pgs. 335-365, Digital Storage: Preserving on Media and the Cloud	Take Chapter(s) Quizzes (10 points) “Hot Topics Discussion Board” (5 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Excel 2013</i> textbook</b> Chapter 5, pgs. EX 273-332, Working with Multiple Worksheets and Workbooks  <b>Lab/Computer Hands-on, <i>Microsoft Access 2013</i> textbook</b> Chapter 0, pgs. OFF 1-58, CLD 1-14, Office 2013 and Windows 8. Office 365 Essentials. Chapter 1, pgs. AC 1-64, Databases and Database Objects: An Introduction	Create Excel Chapter 5 file  <b>Submit</b> Access Chapter 1 Assignment (10 points) “Assignment Questions? Discussion Board”
Week 6	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 9, pgs. 377-403, Operating Systems: Managing, Coordinating, and Monitoring Resources	Take Chapter(s) Quizzes (10 points) “Hot Topics Discussion Board” (5 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Access 2013</i> textbook</b> Chapter 2, pgs. AC 73-124, Querying a Database	<b>Exam 1-Excel (40 points)</b> Modify Access file per Chapter 2. “Assignment Questions? Discussion Board”
Week 7	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 10, pgs. 415-451, Communications and Networks: Sending and Receiving Digital Content	Take Chapter(s) Quizzes (10 points) “Hot Topics Discussion Board” (5 points)
	<b>Lab/Computer Hands-on, <i>Microsoft Access 2013</i> textbook</b> Chapter 3, pgs. AC 137-189, Maintaining a Database Chapter 4, pgs. AC 201-249, Creating Reports and Forms	Modify Access file per Chapter 3-4. <b>Submit</b> Access Chapters 2 thru 4 Assignment (30 points) “Assignment Questions? Discussion Board”
Week 8	<b>Lecture/READ <i>Discovering Computers</i> textbook</b> Chapter 11, pgs. 463-497, Information and Data Management: Organizing, Verifying, Maintaining, and Accessing Chapter 12, pgs. 509-545, Information Systems and Program Development: Designing and Building Solutions	Take Chapter(s) Quizzes (20 points) “GoodBye Discussion Board” (5 points)
	<b>Lab:</b>	<b>Exam 2-Access (40 Points)</b> “Assignment Questions? Discussion Board”

**Your instructor reserves the right to change this schedule at any time during the semester, as needed. Announcements will be made in Blackboard and Email.**

**Weekly Assignments (1 – 8) are due on Tuesday’s @ 12:00 NOON.**

**Students may not work together or get help from anyone or anywhere on TESTS, QUIZZES, OFFICE ASSIGNMENTS...**