

CIM 1 - COMPUTER INFORMATION SYSTEMS

Instructor: Rae Fisher 1/19/2016 to 5/23/2016
Email: rfisher@saddleback.edu *Semester:* Spring 2016
Room: BGS 244 *Ticket #:* 11255, Tuesday, 6-8:50 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

The bundle ISBN for these books is 978-1133-54568-2 and is sold for \$181 at the bookstore or online at www.cengagebrain.com. Students are expected to purchase their books.

One USB flash disk, a PENCIL and nine smooth 882-E Scantrons with no wrinkles or folds. They should be brought to class for test.

POLICIES AND PROCEDURES:

Tests and Exercises: There will be nine tests and two practicals. Written tests are multiple-choice and true-false. **SCANTRON Test Form** and a pencil must be used for all written tests. The Bookstore is **NOT** open at night. You will need to bring your own scantrons for test. Your instructor will provide scantrons for quizzes. Late work will not be accepted. Makeup test are not given.

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 the 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 February 24, 2016 or DROP without a W grade is February 7, 2016
LAST DATE for WITHDRAWAL with a W grade is April 12, 2016
FINAL EXAMINATION is given on Tuesday, May 17, 2016

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 posted on the door of the IMC. **Please log in and out of the lab when you go. Your instructor will be in the IMC lab to help a half hour before class.**

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 below and on page 3. Projects are due on the date listed in column 2.

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 **330** points in the following way—Purchase 882-E Scantrons at the Bookstore:

10 Application Projects for Excel & Access—10 points each (**100** points)

Nine Tests valued at 20 points each--**180** 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 –297, B –264, C –231, D –198, F 197

Students taking the class for “Pass/No Pass” must earn **231** 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	PROJECTS Due Today	Discovering Computers Book Chapters Done in Class	MS Office 2013 Book Chapters Done in Class	Tests
1\19		Course Introduction Show previous grades	Show Lab, Give out user names	
1\26		Chapter 1, Digital Literacy	Test IMC Logins Setup flash drives	
2\2	Research Paper	Worksheet Chapter 1 Chapter 9, Operating Systems	Windows 7	
2\9		Worksheet Chapter 9	Excel 1	Chapter 1
2\16	Excel 1	Worksheet Excel 1 or Win 7 Chapter 2, The Internet	Excel 2	Chapter 9
2\23	Excel 2	Chapter 4, Programs & Apps	Excel 3	Chapter 2
3\1	Excel 3	Chapter 3, Computers & Mobiles Devices	Excel 4	Chapter 4
3\8	Excel 4		Excel 5	Chapter 3
3\15	Excel 5	Chapter 11, Information and Data Management	Review for Practical	
3\22		No class		
3\29		Bring your book and a flash drive for Practical	Excel Practical in the IMC	Excel 1-3
4\5		Worksheet for Chapter 11	Access 1	
4\12	Access 1	Chapter 6, Inside Computers and Mobile Devices	Access 2	Chapter 11
4\19	Access2	Worksheet Chapter 6	Access 3	
4\26	Access 3	Chapter 7, Input and Output Devices	Access 4	Chapter 6
5\3	Access 4	Chapter 8, Digital Storage	Access 5	Chapter 7
5\10	Access 5	Bring your book and a flash drive	Access Practical in the IMC	Access 1-3
5\17		Final Test		Chapter 8