



**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS**

CIM 10 – INTRODUCTION TO INFORMATION SYSTEMS

Instructor: Maureen Smith
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1/19 through 5/23/2016
Semester: Spring 2016
Time & Day: 6:00-8:50 Wed
Mailbox: BGS Office

COURSE DESCRIPTION

An introductory concepts and applications software course. Emphasis on hardware and software analysis and design of computers and other types of information systems used for creating, maintaining, retrieving, printing, and communicating computer files. Exercises using word processing, spreadsheet, database, graphics, and communications software, and an introduction to the Internet. Provides the experience necessary to recognize the major capabilities available in each software application and how the software applications work together in an integrated information systems environment.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to: (1) Describe the evolution of office automation to information systems; (2) define the various information system tools used in today's workplace; (3) define and discuss the similarities of software and hardware of information systems; (4) operate at an introductory level for the Internet and the five application software packages for a microcomputer: word processing, spreadsheet, database, communications, and graphics; (5) discuss the various stages in using information technologies (input, processing, output, storage and retrieval, and communication); (6) explain and assess the benefits of the integration of information systems; (7) examine and explain the principles of managing the information systems environment; (8) develop a sample feasibility study as a planning tool for automating the workplace; (9) prepare different methods of presenting a feasibility study findings to management for decision making; (10) examine and identify approaches for implementing the change from a traditional office to an automated workplace; (11) identify the proper ergonomic considerations for today's automated workplace (such as acoustics, lighting, temperature, and workstation design); (12) specify hardware and software considerations for a case study of a work environment using current technologies.

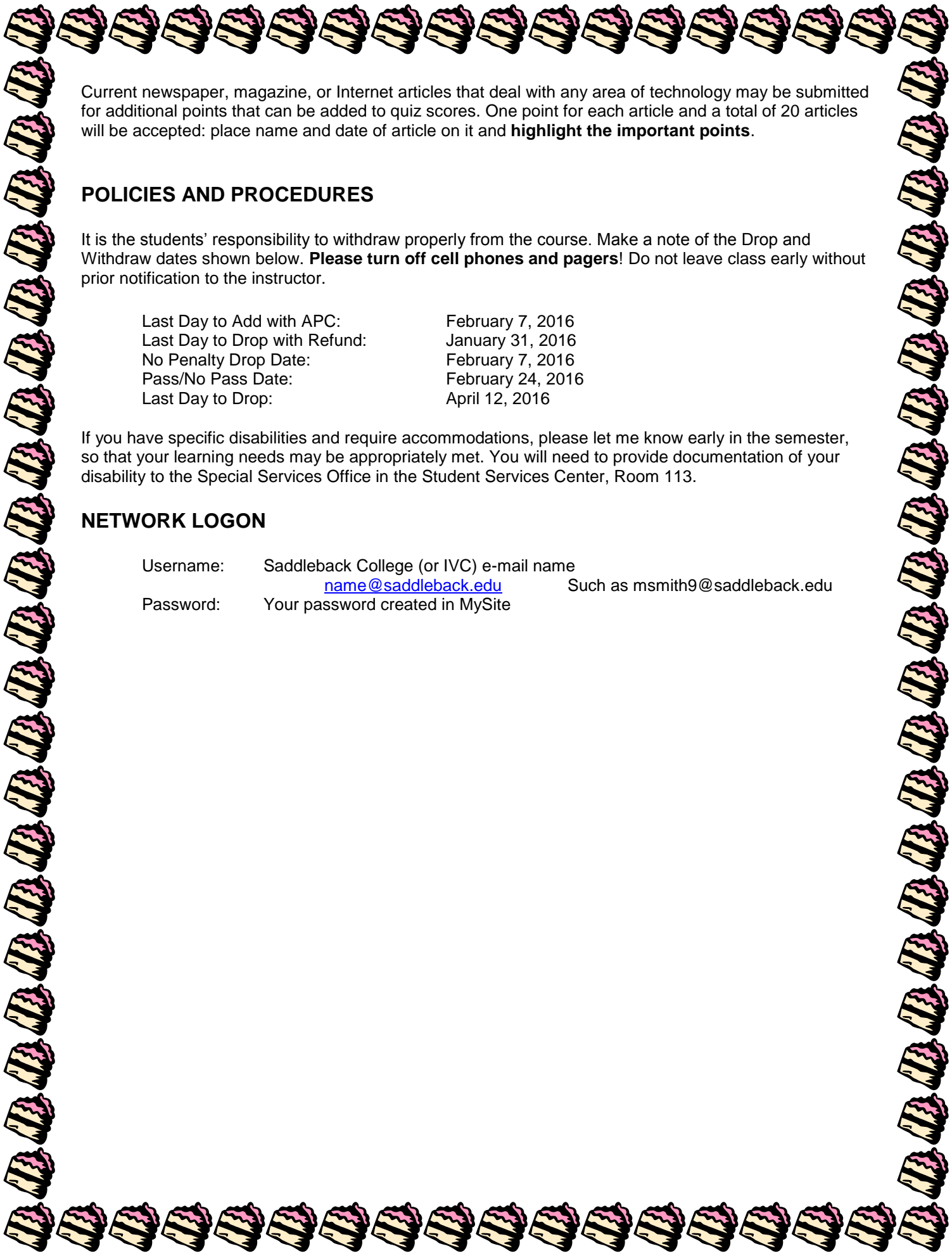
STUDENT RESOURCES

Required Text: *Technology in Action, 11th Edition*, by Evans, Martin, Poatsy; Pearson. *Microsoft Office 2013 Illustrated First Course* by Beskeen et al; Cengage Learning. Flash drive.

ASSIGNMENTS AND TESTS

Quizzes will follow the completion of each chapter. Lab assignments will be accepted for credit until the day of the final exam.

Lab Assignments	20%	Midterm Exam	20%	Lab Final	20%
Quizzes/Participation	20%	Final Exam	20%		



Current newspaper, magazine, or Internet articles that deal with any area of technology may be submitted for additional points that can be added to quiz scores. One point for each article and a total of 20 articles will be accepted: place name and date of article on it and **highlight the important points**.

POLICIES AND PROCEDURES

It is the students' responsibility to withdraw properly from the course. Make a note of the Drop and Withdraw dates shown below. **Please turn off cell phones and pagers!** Do not leave class early without prior notification to the instructor.

Last Day to Add with APC:	February 7, 2016
Last Day to Drop with Refund:	January 31, 2016
No Penalty Drop Date:	February 7, 2016
Pass/No Pass Date:	February 24, 2016
Last Day to Drop:	April 12, 2016

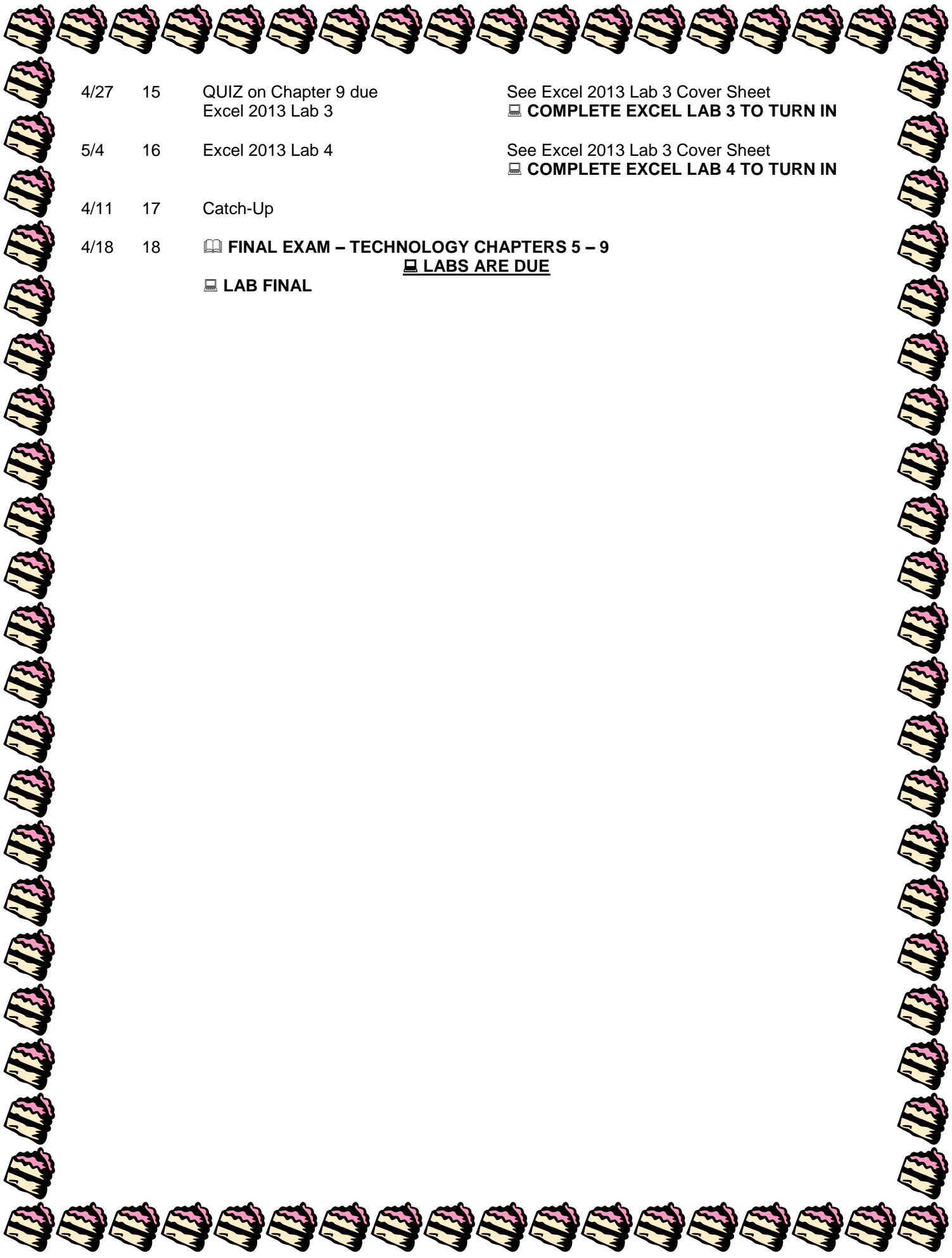
If you have specific disabilities and require accommodations, please let me know early in the semester, so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Special Services Office in the Student Services Center, Room 113.

NETWORK LOGON

Username:	Saddleback College (or IVC) e-mail name name@saddleback.edu	Such as msmith9@saddleback.edu
Password:	Your password created in MySite	

SEMESTER SCHEDULE

Date/Week	Topic/Activity	Assignment
1/20 1	Overview of class Chapter 1 -- Using Technology to Change the World Introduction to Windows and Office 2013	Purchase textbooks, flash drive (if needed) Read: Technology 2-27 Take-home quiz on Chapter 1
1/27 2	QUIZ on Chapter 1 due Introduction to Word 2013	See Word 2013 Lab 1 Cover Sheet ☑ COMPLETE WORD LAB 1 TO TURN IN
2/3 3	Chapter 2 -- Looking at Computers: Understanding the Parts	Read Technology 28-73 Take-home quiz on Chapter 2
2/10 4	QUIZ on Chapter 2 due Introduction to Excel 2013	See Excel 2013 Lab 1 Cover Sheet ☑ COMPLETE EXCEL LAB 1 TO TURN IN
2/17 5	Chapter 3 -- Using the Internet	Read Technology 74-121 Take-home quiz on Chapter 3
2/24 6	Introduction to PowerPoint 2013 QUIZ on Chapter 3 due Chapter 4 – Application Software	See PowerPoint 2013 Lab 1 Cover Sheet ☑ COMPLETE PP LAB 1 TO TURN IN Read Technology 122-157 Take-home quiz on Chapter 4
3/2 7	Introduction to Access 2013 QUIZ on Chapter 4 due	See Access 2013 Lab 1 Cover Sheet ☑ COMPLETE ACCESS LAB 1 TO TURN IN
3/9 8	📖 MIDTERM EXAM – TECHNOLOGY CHAPTERS 1 – 4 ☑ LABS ARE DUE	
3/16 9	Chapter 5 –System Software	Read Technology 158-221 Take-home quiz on Chapter 5
3/23 10	SPRING BREAK	
3/30 11	QUIZ on Chapter 5 due Word 2013 Lab 2 Chapter 6 – Understanding and Assessing Hardware	See Word 2013 Lab 2 Cover Sheet ☑ COMPLETE WORD LAB 2 TO TURN IN Read Technology 222-257 Take-home quiz on Chapter 6
4/6 12	QUIZ on Chapter 6 due Chapter 7 – Networking: Connecting Computing Devices	Read Technology 258-309 Take-home quiz on Chapter 7
4/13 13	QUIZ on Chapter 7 due Excel 2013 Lab 2 Chapter 8 – Digital Devices and Media	See Excel 2013 Lab 2 Cover Sheet ☑ COMPLETE EXCEL LAB 2 TO TURN IN Read Technology 310-345 Take-home quiz on Chapter 8
4/20 14	QUIZ on Chapter 8 due Chapter 9 – Securing Your System	Read Technology 346-373 Take-home quiz on Chapter 9



4/27 15 QUIZ on Chapter 9 due
Excel 2013 Lab 3

See Excel 2013 Lab 3 Cover Sheet
 COMPLETE EXCEL LAB 3 TO TURN IN

5/4 16 Excel 2013 Lab 4

See Excel 2013 Lab 3 Cover Sheet
 COMPLETE EXCEL LAB 4 TO TURN IN

4/11 17 Catch-Up

4/18 18 **FINAL EXAM – TECHNOLOGY CHAPTERS 5 – 9**
 LAB FINAL
 LABS ARE DUE