



SADDLEBACK COLLEGE BUSINESS SCIENCE DIVISION COURSE SYLLABUS

CIM 10 – INTRODUCTION TO INFORMATION SYSTEMS

Instructor: Maureen Smith
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8/17 through 12/16/2015
Semester: Fall 2015
Time & Day: 7:00-9:50 Wed
Mailbox: BGS Office

COURSE DESCRIPTION

An introductory concepts and hands-on applications software course designed for those who currently use or are interested in using computers in their work. 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. Hands-on exercises using word processing, spreadsheet, database, graphics, and communications, including an introduction to the Internet, which 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. 3 Units; 3 Lecture Hours; 3 Lab Hours.

COURSE OBJECTIVES

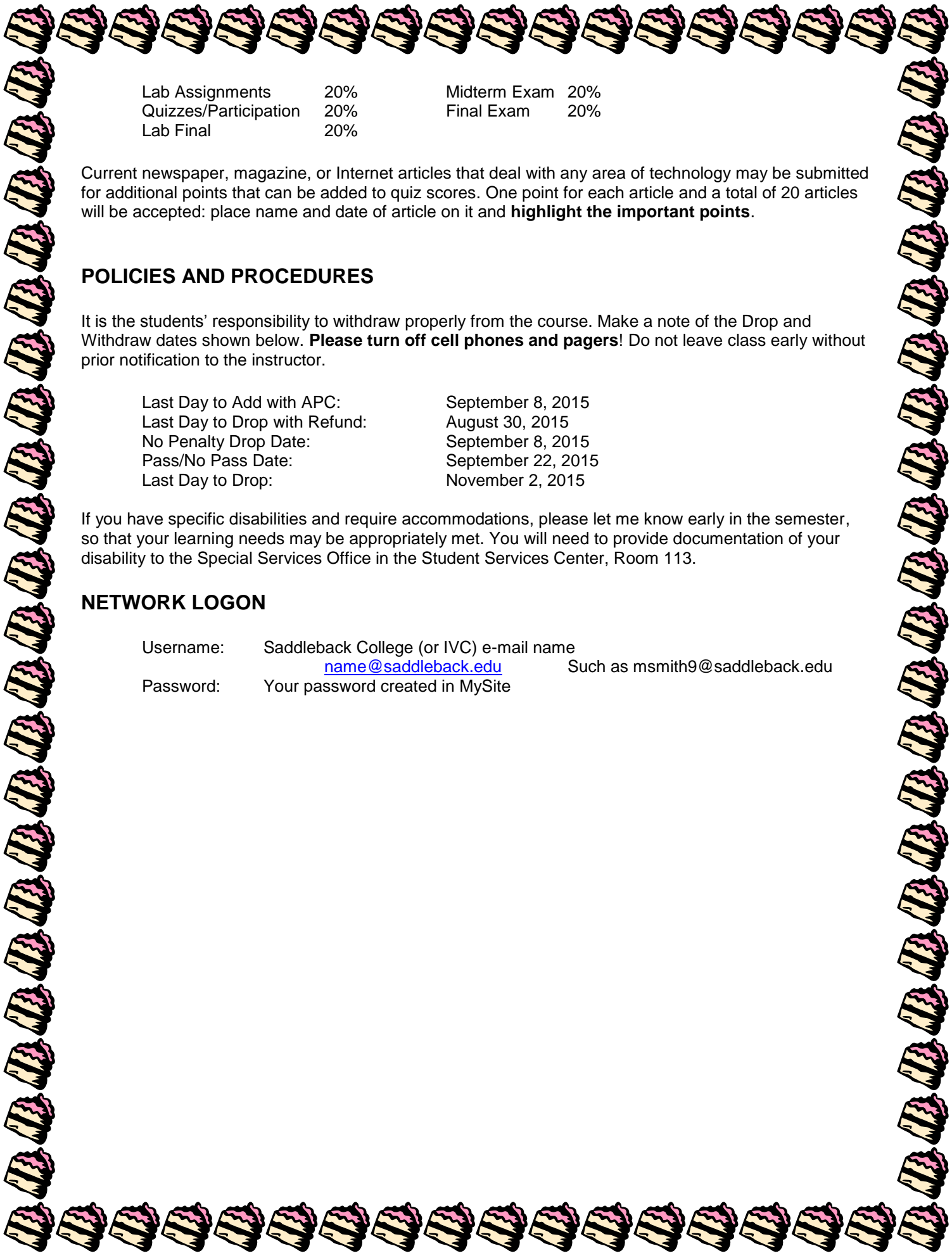
Upon completion of this course, the student will be able to: (1) Describe the evolution of office automation to information systems; (2) define the various information system tools used in today's workplace; (3) define and discuss the similarities of software and hardware of information systems; (4) 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%
Quizzes/Participation	20%	Final Exam	20%
Lab Final	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:	September 8, 2015
Last Day to Drop with Refund:	August 30, 2015
No Penalty Drop Date:	September 8, 2015
Pass/No Pass Date:	September 22, 2015
Last Day to Drop:	November 2, 2015

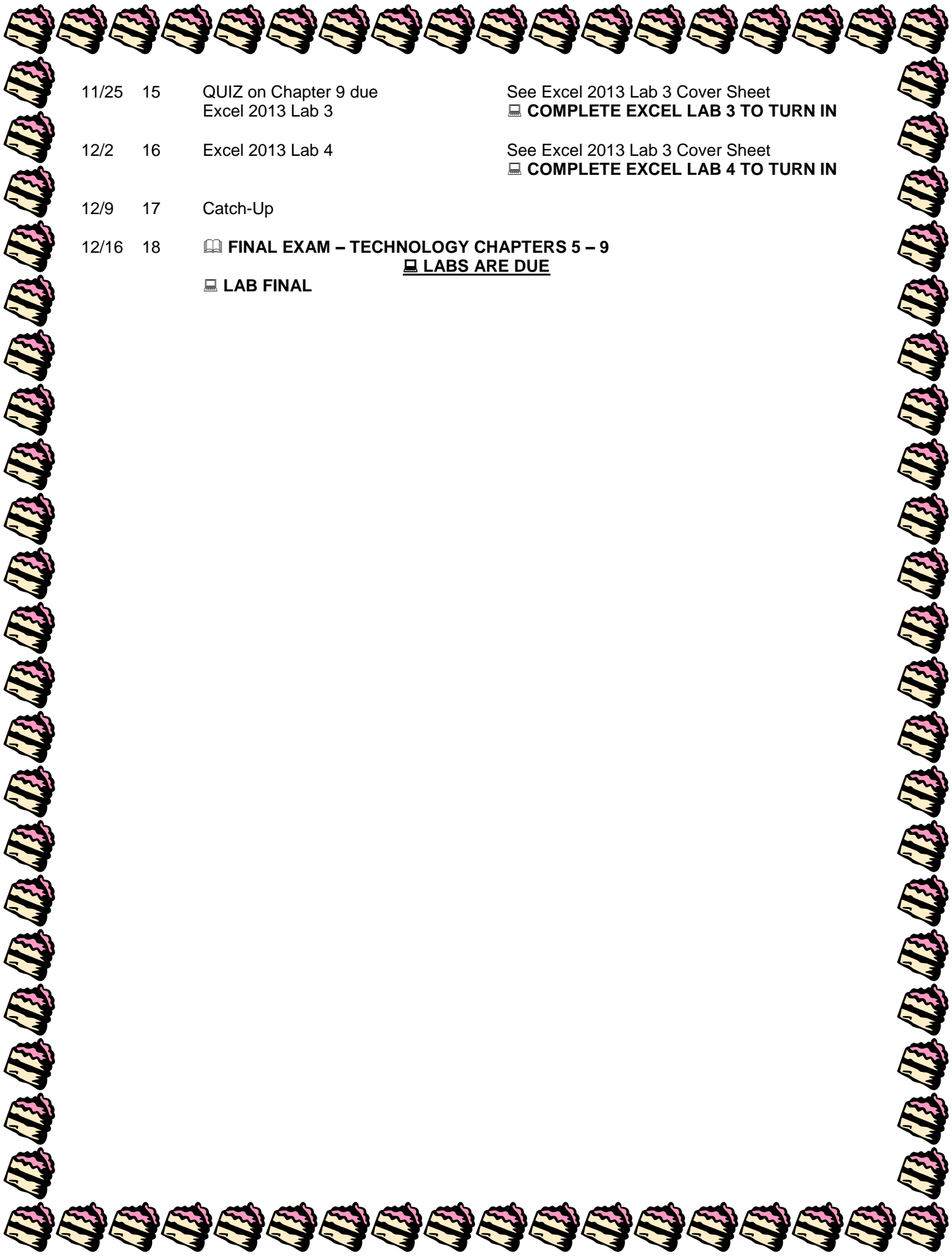
If you have specific disabilities and require accommodations, please let me know early in the semester, so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Special Services Office in the Student Services Center, Room 113.

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
8/19 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
8/26 2	QUIZ on Chapter 1 due Introduction to Word 2013	See Word 2013 Lab 1 Cover Sheet ☑ COMPLETE WORD LAB 1 TO TURN IN
9/2 3	Chapter 2 -- Looking at Computers: Understanding the Parts	Read Technology 28-73 Take-home quiz on Chapter 2
9/9 4	QUIZ on Chapter 2 due Introduction to Excel 2013	See Excel 2013 Lab 1 Cover Sheet ☑ COMPLETE EXCEL LAB 1 TO TURN IN
9/16 5	Chapter 3 -- Using the Internet	Read Technology 74-121 Take-home quiz on Chapter 3
9/23 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
9/30 7	Introduction to Access 2013 QUIZ on Chapter 4 due	See Access 2013 Lab 1 Cover Sheet ☑ COMPLETE ACCESS LAB 1 TO TURN IN
10/7 8	📖 MIDTERM EXAM – TECHNOLOGY CHAPTERS 1 – 4 ☑ LABS ARE DUE	
10/14 9	Chapter 5 –System Software	Read Technology 158-221 Take-home quiz on Chapter 5
10/21 10	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
10/28 11	QUIZ on Chapter 6 due Chapter 7 – Networking: Connecting Computing Devices	Read Technology 258-309 Take-home quiz on Chapter 7
11/4 12	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
11/11 13	HOLIDAY	
11/18 14	QUIZ on Chapter 8 due Chapter 9 – Securing Your System	Read Technology 346-373 Take-home quiz on Chapter 9



11/25 15 QUIZ on Chapter 9 due
Excel 2013 Lab 3

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

12/2 16 Excel 2013 Lab 4

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

12/9 17 Catch-Up

12/16 18  **FINAL EXAM – TECHNOLOGY CHAPTERS 5 – 9**
 **LABS ARE DUE**
 **LAB FINAL**