CIM 1-Computer Information Systems   Professor Patricia Sullivan   Fall 2015

Instructor: Professor Patricia Sullivan   Semester: Fall 2015
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Office: BGS 217 (inside BGS 226)   Office Hours On-campus Mon, Wed 7:30 – 8:15 am
Office Hours Online Tues, Thurs, Fri

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.

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, PowerPoint, 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, Sunday, and school holidays.

1) REQUIRED Textbook Bundle: (A few Reserved Copies available in BGS 248)
   To purchase the book bundle, go to Saddleback ’s Bookstore ($172.50) or go online to the Publisher’s website ($135.00 shipping and taxes 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 |
   | 978-1439-08107-5 | WINDOWS 7 ESSENTIALS |
   | 978-1439-08107-5 | SAM 2013 ASSESSMENT TRAIN |

2) Storage: You will need one 1GB (or larger) USB
3) Access the Lab portion of this hybrid class @ https://saddleback.blackboard.com/
4) 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 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 Windows 8 operating system
      --Microsoft Office 2013 (Excel, Access, Word, PowerPoint)
      --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:

POLICIES AND PROCEDURES: I consider my students to be adults and therefore expect them to act as such!
   ➢ TURN OFF and PUT AWAY ALL electronic devices before class starts—including: cell phones... Students using electronic devices during class will be asked to leave class for the day and will be recorded as absent.
   ➢ DO NOT eat or drink in the classroom.
   ➢ Courteous and proper behavior is expected and required in this class. So as not to disrupt class, arrive early. If you need to leave early, notify me before class starts and sit close to the door.
   ➢ 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 (available online at http://www.saddleback.edu/media/pdf/handbook.pdf). For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned online Quizzes, Textbook Assignments, Tests, etc …. In other words, students may NOT "work together or help each other on graded assignments (unless specifically designated in writing as a “Group Project” by the Professor).
   ➢ Attendance: Regular attendance and participation is expected and essential to your overall success in the class.
     For example, points for Hot Topic Discussions, In-class Microsoft Office Application Quizzes, and some Projects are only earned in-class. Attendance will be taken at the beginning of class. If you are late for class or do not sign in, you will be counted absent.
     It is the responsibility of non-attending students to officially withdraw from class; failure to do so will result in a course grade of F. In addition, School Policy states that the Professor can drop students from the course after 6 hours of non-attendance.
   ➢ Various handouts are distributed in class throughout the semester—should you be absent, refer to our Blackboard classroom.
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 430 points in this class. Students taking this class for "Credit/No Credit" must earn at least 280 points (70%) to receive credit for the course. Your Final Grade is based on a 400 --> 0 Point Scale. (This means 30 Extra Credit Points are already included in the assigned work --Additional Extra Credit is NOT available.)

A 400-360 (90%), B 359-320 (80%), C 319-280 (70%), D 279-240 (60%), F 229-0 (59% & Below)

LATE ASSIGNMENTS WILL NOT BE ACCEPTED—NO EXCUSES. Absolute DUE DATES (deadlines) are assigned to all classwork: Quizzes, Projects, Excel and Access Assignments, Tests, etc. 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!

Lecture: (225 Points)
- Quizzes (Discovering Computer) Thirteen @ 10 points each = 130 points – Quizzes are taken online in Blackboard (outside of on-campus class time). 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, Class Schedule (available in our online classroom in Blackboard).
- Chapter Quizzes 1-12 – questions based on Discovering Computers textbook
- BE SURE TO COMPLETE BY DUE DATES!!!
- Hot Topics - In-Class Discussions: (Eight @ 5 points each = 40 Points)
- Group Projects - Time Provided in-class for group members to work together
  - Ethics Project (35 points) – “The Ethical/Unethical Use Of Computer Technology”
    - ETHICAL\MORAL FINAL PROJECT: This project requires students to define, research, evaluate, and make recommendations on an Ethical or Moral issue as it relates to computer technology usage. Printed as well as a “Creative In-Class Presentation” is required. Written details explained/distributed in class.
  - Hardware Selection for a Specific User Category: (10 Points)
  - PowerPoint Presentation: (10 Points)

Lab: (205 Points)
- Five Excel and Four Access Assignments (Nine Assignments @ 10 each = 90 points) – Assignments from our Excel and Access textbooks.
  - Assignments are collected only at the beginning of class (within the 1st 5 minutes). Not accepted after that time.
  - Late Assignments are not accepted--ALL printing must be completed prior to class time.
- Practical Hands-On Computer Tests (Three Tests @ 25 each = 75 points) – 2 Excel Tests and 1 Access Test. Refer to Class Schedule for Test dates. Tests are taken during CLASS (on-campus). Make up Tests are NOT given.
- In-Class Application Quizzes (Six Quizzes @ 5 each = 30 points) – Quizzes based on the previous week’s Excel or Access Lab Assignment -- given at the beginning of class.
- HTML Project: (10 points)
Each person **must** develop his or her own solutions to the assigned Quizzes, Textbook Assignments, Tests….

In other words, students may NOT “work together or help each other on graded assignments (unless specifically designated as a “Group Project” by the Professor). **BRING USB/FLASH DRIVE TO EVERY CLASS MEETING**

Aug 17, 19  
Course Introduction, Syllabus, Schedule, IMC, Textbook Bundle, Software…  
Hot Topic Discussion 1: Social Media’s Impact on Society  
Blackboard Introduction: Announcements, Email, Quizzes, PowerPoints, etc.  
*Discovering Computers*: Chapter 1, pgs. 1-41, Digital Literacy: Introducing a World of Technology (BRING BOOK)

Aug 24, 26  
Hot Topic Discussion 2 (Mon): Digital Permanence  
Microsoft Office Introduction, Presentation Software: PowerPoint Project (in-class Mon)  
HTML Project (in-class Wed) (Need jpeg image for next Wednesday)

Aug 31, Sep 2  
Hot Topic Discussion 3 (Mon)  
*Microsoft Excel 2013*  
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 ?? Read *Microsoft Windows 7* textbook, pgs. WIN 1 thru WIN 65  
*Discovering Computers*: Chapter 2, pgs. 53-91, The Internet: Accessing, Searching, Sharing, and Communicating  
The Internet and WWW - Domain Names, Hosting Sites, Uploading, Downloading …  
HTML Project: Finish project – problems? Size and insert image (be sure to bring your jpeg image to class)  
Word HTML, FTP

Sep 7, 9  
Holiday – School Closed– Monday, Sept 7 – Sept 8  
Excel Chapter 1 in-class Quiz (Wed)  
*Microsoft Excel 2013*:  
Chapter 2, pgs. EX 65-118, Formulas, Functions, and Formatting  
*Discovering Computers*: Chapter 3, pgs. 103-139, Computers and Mobile Devices: Evaluating the Possibilities

Sep 14, 16  
Excel Chapter 2 in-class Quiz (Mon)  
*Microsoft Excel 2013*:  
Chapter 3, pgs. EX 129-192, Working with Large Worksheets, Charting, and What-If Analysis  
“Ethics Project” Introduction - The Ethical Use/Misuse of Computer Technology  
*Discovering Computers*: Chapter 4, pgs. 151-189, Programs and Apps: Using Software at Work, School, and Home

Sep 21, 23  
Hot Topic Discussion 4 (Mon)  
Excel Chapter 3 in-class Quiz (Mon)  
Work on “Ethics Project” in-class (Mon)  
“Ethics Project” – 1-page Project Summary Due (Wed) – Reviewed/Approved in-class (10 Points)  
TEST 1: EXCEL Chapters 1-3, in class (Wed) – Bring USB/Flash Drive - no make-ups  

Sep 28, 30  
Hot Topic Discussion 5 (Mon)  
*Microsoft Excel 2013*:  
Chapter 4, pgs. EX 209-260, Financial Functions, Data Tables, and Amortization  
“ETHICS PROJECT” PRESENTATIONS (Wed)  

Oct 5, 7  
Excel Chapter 4 in-class Quiz (Wed)  
Hot Topic Discussion 6 (Wed)  
*Microsoft Excel 2013*:  
Chapter 5, pgs. EX 273-332, Working with Multiple Worksheets and Workbooks  
Chapter 6, pgs. EX 345-390, Creating, Sorting, and Querying a Table  
*Discovering Computers*: Chapter 7, pgs. 287-323, Input and Output: Examining Popular Devices

Oct 12, 14  
Relational Databases Introduction (Monday, in-class worksheets)
TEST 2: EXCEL Chapters 4-5, in class (Wed) – Bring USB/Flash Drive - no make-ups

Discovering Computers: Chapter 11, pgs. 463-497, Information and Data Management: Organizing, Verifying, Maintaining, and Accessing

Oct 19, 21

Microsoft Access 2013
Chapter 1, pgs. AC 1-64, Databases and Database Objects: An Introduction
Chapter 2, pgs. AC 73-124, Querying a Database
Discovering Computers: Chapter 8, pgs. 335-365, Digital Storage: Preserving on Media and the Cloud

Oct 26, 28

Hot Topic Discussion 7 (Mon)
Access Chapters 1-2 in-class Quiz (Wed)
Microsoft Access 2013:
Chapter 3, pgs. AC 137-189, Maintaining a Database
Hardware/Software Selection Project (Wed in-class)
Discovering Computers: Chapter 9, pgs. 377-403, Operating Systems: Managing, Coordinating, and Monitoring Resources

Nov 2, 4

Hot Topic Discussion 8 (Wed)22
Access Chapters 3 in-class Quiz (Wed)
Microsoft Access 2013:
Chapter 4, pgs. AC 201-249, Creating Reports and Forms
Discovering Computers: Chapter 10, pgs. 415-451, Communications and Networks: Sending and Receiving Digital Content
Discovering Computers: Chapter 12, pgs. 509-545, Information Systems and Program Development: Designing and Building Solutions

Nov 9, 11

TEST 3: ACCESS Chapters 1-4, in class (MON) – Bring USB/Flash Drive - no make-ups

Nov 11 - HOLIDAY

Notes:
1) Bring your USB/FLASH DRIVE to all class sessions.
2) You need to be in your seat-logged into our classroom computers-ready to go when class starts (with all personal electronic devices turned off and put away).
3) Discovering Computers Quizzes – Disappear off Blackboard at 11:59 pm on the Wednesday after they are discussed/assigned in class.
4) Excel and Access printed assignments are due the Wednesday after they are discussed in class —within the first 5 minutes of class—late Assignments are NOT accepted.
5) For ALL Excel Assignments: Printed “Formatted Worksheet(s)” and “Formulas” are required (ZERO points will be given if either printout is missing). To display formulas – on the Ribbon click Formulas tab, and then click Show Formulas. Type your name and class meeting time (day/time) in column A below the worksheet.
6) Access Printouts: SPECIFIC Screen Capture Printouts will be assigned—deviating from the as list will result in ZERO points.
7) Your instructor reserves the right to change this schedule at any time during the semester, as needed. Announcements will be made in Class, Blackboard and Email.