



Course Syllabus

CIM 1 - Computer Information Systems

Saddleback College, Business Science Division

Instructor: Florence Lee	Semester: Spring 2018, Jan. 16 – May. 23
Email: flee@ivc.edu	Ticket 15735, Online course

COURSE DESCRIPTION:


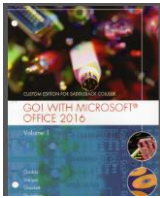
Examination of computer information systems and their role in business including computer hardware and software, communications and networking concepts, programming techniques, e-commerce, ethics and security, database management systems, Internet usage, and system and application software. Students apply these concepts and methods through hands-on projects to develop computer-based solutions to business problems.

COURSE STUDENT LEARNING OUTCOMES:

Students completing this course satisfactorily will be able to:

1. Define terms that are unique to the field of computers and information systems.
2. Describe the functions and uses of the hardware and software comprising a computer system.
3. Utilize program features to create, edit, format, print, save and retrieve personal and business documents.

STUDENT RESOURCES:

<p>Required Textbook Bundle:</p> <div style="display: flex; justify-content: space-around;">   </div>	<ul style="list-style-type: none"> MyITLab for Office 2016: GO! Series Technology in Action, 13e, Pearson Education with MyITLab access <p>The text is only sold at Saddleback Bookstore as it has been customized for use only with this course. The book is bound as loose-leaf, 3-hole drilled, & shrink-wrapped.</p> <p>Saddleback bookstore: http://www.bkstr.com/webapp/wcs/stores/servlet/booklookServlet</p>
<p>Software Needed:</p>	<p>If you choose to complete your computer assignments off campus, you need:</p> <ul style="list-style-type: none"> Access to a computer with Windows 7, Windows 8, or Windows 10 operating system. Connected to the internet Microsoft Office 2016 for Windows Check to see if your computer system is ready to go. http://www.saddleback.edu/oe/browser-check <p>If you wish to purchase Microsoft Office 2016 for your home computer, you can purchase at http://collegebuys.org for \$39.99. Confirm that what you're buying includes Word, Excel and Access 2016.</p> <p>Microsoft also offers a 1-month free trial download at http://office.microsoft.com/en-us/try/</p> <p>Notes:</p> <p style="margin-left: 20px;">MAC users:</p> <p style="margin-left: 40px;">** Access is not available in the Mac MS office. **</p> <p style="margin-left: 20px;">If you would like to use your Mac for this class:</p> <ul style="list-style-type: none"> – You need to run Parallels or Use Boot Camp to partition your mac to run windows. – And you need to purchase Microsoft Office 2016 for windows to install into the Parallels or Windows partition.

	<p>Information on Parallels: https://www.apple.com/shop/mac/mac-accessories/software?page=1&fh=3708%2B33c2 How to install Windows on your Mac with Boot Camp: https://support.apple.com/en-us/HT201468</p> <p>Otherwise, you can use the computers in the IMC Computer Lab or LRC in the Library to work on your assignments.</p> <p>**Office 365 is not suitable for this course**</p>
<p>Class Website-Blackboard: https://saddleback.blackboard.com/</p>	<p>We also use Blackboard, the learning management system (LMS), to post announcements and course materials. Blackboard login information: https://www.saddleback.edu/student-resources/blackboard-login-instructions</p>
<p>Pearson MyITLab</p>	<p>All Lab Assignments should be completed using MyITLab, an online assessment, and training web application by Pearson. To access MyITLab, click the link on Blackboard Navigation pane</p>
<p>Saddleback Computer Labs:</p>	<p>IMC Computer Lab: The Saddleback IMC Computer Lab is available for you to work on your course work. Computer Lab Assistants are available to help if you need assistance. The IMC Computer Lab is located in BSG building, room 248.</p> <p>LRC (Learning Resources Center) in the Library Building</p>
<p>Storage:</p>	<p>You can save your work:</p> <ul style="list-style-type: none"> • On our HD, or on a portable USB drive • On the cloud, Google drive, OneDrive or Dropbox
<p>Technical Support:</p>	<ul style="list-style-type: none"> • Technical assistance with Blackboard: call toll free after hours (866) 940-8991. For email or password/username assistance, call (949) 582-4441 or email scstudenthelp@saddleback.edu • MyITLab 24/7 Student Tech Support Unfraternally, instructors do not have access to students' accounts. If you have any problems within MyITLab, you should contact: 24/7 student Tech support: https://support.pearson.com/getsupport/s/contactsupport Video on how to get MyITLab student tech Support: http://www.screencast.com/t/5596TJGQQqbc

POLICIES & PROCEDURES

Course Communication Policy:

- Announcements and Discussion Board features of Blackboard and IVC/Saddleback student email will be primarily used for this course communication. **Therefore, you MUST check your IVC/Saddleback email and login to Blackboard regularly to check for announcement and updates.**
- Your instructor will try to respond to e-mails with 48 hours, not including weekends and holidays.

No-show Drop:

You must log in to Blackboard by 1/21/18 or you will be dropped as instructors are required to drop "No Show" students

Withdrawal/drop:

It is the student's responsibility to withdraw from the class by the appropriate dates.

It is NOT the instructor's responsibility to drop students who attend the first meeting but then chose to not continue participating in the class or turning the assignments.

Important dates: <https://mysite.socccd.edu/onlineschedule/ClassDetail.asp?sectionID=15735&termid=20181>

Important Dates		
First Week of Class Begins:	Tuesday, 1/16/2018	🕒
Add without Instructor Permission by:	Monday, 1/15/2018	🕒
Last Day to Add with APC*:	Sunday, 2/4/2018	🕒
Drop with Refund by:	Sunday, 1/28/2018	🕒
Elect Pass/No Pass by:	Wednesday, 2/21/2018	🕒
Drop without 'W' Grade by:	Sunday, 2/4/2018	🕒
Drop with 'W' Grade by:	Wednesday, 4/11/2018	🕒
Last Week of Class Ends:	Wednesday, 5/23/2018	🕒

Incomplete Grades:

Incomplete grades will only be awarded in cases of documentable medical emergencies that occur after the drop deadline. Students wishing to petition for an Incomplete must notify the instructor before the class ends and must provide documentation to show that the emergency prevents the student from completing the course. Students are expected to withdraw from a class they cannot finish. Therefore, Incompletes will only be given to students who have a documentable reason and have successfully completed a minimum of 50% of the coursework.

Academic Dishonesty:

All work is to be done individually; assignments are NOT joint projects and working together in groups is NOT permitted. Copying another student's work will result in an F in the class.

Saddleback College Acts of Academic Dishonesty: <https://www.saddleback.edu/la/acts-academic-dishonesty>

For more information, refer to the "Code of Conduct" policy in the Saddleback College Student Handbook, <https://www.saddleback.edu/media/PDF/handbook.pdf>

Accommodations for Students with Special Needs:

If you have specific disabilities and require accommodations, please let the instructor know within the first 10 days of the semester so that your learning needs may be met; you will be referred to the Disabled Students Programs and Services (DSP&S) office where documentation of your disability will be provided to receive services and accommodations.

Disabled Students Programs and Services: <http://www.saddleback.edu/dsps>

Pass/No Pass:

Students taking this class for Pass/No Pass must receive 70% or more of the total possible grade points to obtain a Pass for the class.

ASSIGNMENTS:

All Lab Assignments should be completed using MyITLab, an online assessment, and training web application by Pearson. See the Course schedule for details.

Important notes on MyITLab assignment Integrity Violation

MyITLab is a robust system for detecting and flagging submissions which may contain integrity violations. When a potential violation occurs on student's submission, the instructor receives a notification showing a **Potential Integrity Violation Detected**, as depicted in the screen shot below.

Integrity Checker
Potential Integrity Violation Detected
 Below are details regarding potential integrity violations found in the student's submission.
 Expected Student Name / Identifier: Sophie Schetting / 317262

Integrity Check	Student Names Found	Student IDs found	No. Data Points Checked	Potential Integrity Violation?
Document	Whitney Stauffer	317259	1	Yes
Content	Whitney Stauffer	317259	1	Yes

Notify Student

MyITLab detected the submitted document(s) belonging to another student.

If your submission shows the Potential Integrity Violation Detected:

- First time integrity violator will receive an email warning and earn 0 points for the assignment.
- On subsequent violations, the integrity violator will be reported to the school and earn 0 points for the assignments.

LATE ASSIGNMENTS

Late Assignment will be accepted only with prior permission from the instructor before the due date.

Inability to connect to the Internet, the computer breakdown or taking a heavy load is not a valid excuse for missing submitting an assignment. Therefore, **please do not wait until the last minute to complete your work!**

GRADING SUMMARY

- You can see Grade in progress in MyITLab. If you have any question, notify me immediately. Do not wait until your grade has been submitted.

Grading Scale:

Assignments, Quizzes, and Tests	Percentage	Final Grade
Technology in Action	25%	80% - 89% = B/Pass
Excel	25%	70% - 79% = C/Pass
Access	25%	60% - 69% = D/No Pass
Midterm (Excel) & Final (Access)	25%	Below 60% = F/No Pass
Total Possible Points:	100%	

Recap/ important Notes:

- The instructor reserves the right to modify the syllabus and course schedule at any time.
- All assignments are from the MyITLab. Follow due dates, unless an Announcement changing an assignment is posted in Blackboard.
- Save all electronic files until you have received official notice of final course grade. Make a backup copy of all your files weekly.
- You must log in to Blackboard by 1/21/18 or you will be dropped as instructors are required to drop “no show” students.
- The textbook bundle is absolutely required. There is no way to complete this course without the textbook.
- This course will require the use of online resources. This course will use the online MyITLab provided by the textbook publisher and will use the Blackboard course management system, including announcements, content/lectures, assignments, discussions, and grades. The students are required to

read and download online materials, submit weekly assignments and projects online, and takes the exams online by specific due dates.

- Final course grades will be posted on Blackboard. The final course grade will be submitted to Admission and Records one week after the Final Week. If you have any questions regarding your grade, please email me ASAP. All grades are final after submission to Admission and Records.


COURSE SCHEDULE:

The Instructor reserves the right to change this Course Schedule at any time during the semester as needed. All Announcements will be made in Blackboard and also sent via email.

❖ Lab Assignment for each Technology in Action chapter is 2 videos, a PowerPoint presentation, an IT SIM assignment (except for Ch. 1), and an End of Chapter Quiz.

❖ Lab Assignment for each Excel & Access chapter is a Simulation Training and a Project

WEEK	Reading Assignments	Lab Assignments	Date Due
1 1/16 to 1/21	<ul style="list-style-type: none"> - Purchase Textbooks - Review course syllabus and course schedule - Login to Blackboard and go to MyITLab (via BB) to get familiar with their structures. 	<ul style="list-style-type: none"> - Become familiar with materials in Blackboard. Log in by 1/21/18 or you will be dropped - Visit MyITLab Course Home <ul style="list-style-type: none"> o Check System Requirements o Watch video demonstrations o Read Student User Guide o Set Time Zone 	1/21
2 1/22 to 1/28	<ul style="list-style-type: none"> - Read Technology in Action Ch. 1 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, Quiz 	1/28
3 1/29 to 2/4	<ul style="list-style-type: none"> - Read Technology in Action Ch. 2 - Begin reading Excel Ch. 1 	<ul style="list-style-type: none"> - Complete Chapter assignments: videos, PowerPoint, IT SIM, Quiz - Begin Excel 1 Simulation Training & Project 	2/4
4 2/5 to 2/11	<ul style="list-style-type: none"> - Read Technology in Action Ch. 3 - Complete reading Excel Ch. 1 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Complete Excel 1 Simulation Training & Project 	2/11
5 2/12 to 2/18	<ul style="list-style-type: none"> - Read Technology in Action Ch. 4 - Begin reading Excel Ch. 2 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Begin Excel 2 Simulation Training & Project 	2/18
6 2/19 to 2/25	<ul style="list-style-type: none"> - Read Technology in Action Ch. 5 - Complete reading Excel Ch. 2 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Complete Excel 2 Simulation Training & Project 	2/25
7 2/26 to 3/4	<ul style="list-style-type: none"> - Read Technology in Action 6 - Begin reading Excel Ch. 3 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Begin Excel 3 Simulation Training & Project 	3/4

8 3/5 to 3/11	<ul style="list-style-type: none"> - Read Technology in Action Ch. 7 - Complete reading Excel Ch. 3 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Complete Excel 3 Simulation Training & Project 	3/11
9 3/12 To 3/18	MIDTERM covers Excel chapter 1-3 due by Sunday 3/18/18, 11:59 P.M.		3/18
10 3/19 To 3/25			
11 3/26 To 4/1	<ul style="list-style-type: none"> - Read Technology in Action Ch. 8 - Begin reading Access Ch. 1 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Begin Access 1 Simulation Training & Project 	4/1
12 4/2 to 4/8	<ul style="list-style-type: none"> - Read Technology in Action Ch. 9 - Complete reading Access Ch.1 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Complete Access 1 Simulation Training & Project 	4/8
13 4/9 to 4/15	<ul style="list-style-type: none"> - Read Technology in Action Ch. 10 - Begin reading Access Ch. 2 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Begin Access 2 Simulation Training & Project 	4/15
14 4/16 to 4/22	<ul style="list-style-type: none"> - Read Technology in Action Ch. 11 - Complete reading Access Ch. 2 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Complete Access 2 Simulation Training & Project 	4/22
15 4/23 to 4/29	<ul style="list-style-type: none"> - Read Technology in Action Ch. 12 - Begin reading Access Ch. 3 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Begin Access 3 Simulation Training & Project 	4/29
16 4/30 To 5/6	<ul style="list-style-type: none"> - Read Technology in Action Ch. 13 - Complete reading Access Ch. 3 	<ul style="list-style-type: none"> - Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz - Complete Access 3 Simulation Training & Project 	5/6
17 5/7 to 5/13	Review and study for Final		
18 5/14 To 5/20	FINAL EXAM covers Access chapter 1-3 due by Sunday, 5/20/18, 11:59 PM		5/20