

**SADDLEBACK COLLEGE**  
**COURSE SYLLABUS**  
**CIM 1 - COMPUTER INFORMATION SYSTEMS**

*Instructor:* Professor Joyce Quade  
*Email:* [jquade@saddleback.edu](mailto:jquade@saddleback.edu)  
*Office:* BGS 217

*Semester:* Spring 2018  
*Ticket:* 15745  
*Time/Day:* **1/16 – 3/12 Online**

**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.

**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.

**LEARNING OBJECTIVES:**

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:**

#### **REQUIRED Custom Textbook Bundle:**

- *Technology in Action, Evans, Martin, Poatsy, 2016, Pearson Education*
- *GO! With Microsoft Office 2016, Gaskin, Vargas, Graviett, Geoghan*
- *MyITLab Access Card*

#### **ISBN: 9781323579145**

Printed textbook bundle available at the Saddleback Bookstore (approx. \$130). Etext and MyITLab access code can be purchased directly from publisher.

**Note: If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing the incorrect textbook and/or access code for lab materials. Neither the publisher nor your instructor will be able to issue replacement materials.**

**Each student must have their own MyITLab account. MyITLab offers a free 14-day temporary account, but you must obtain your own MyITLab license prior to the end of the trial period.**

You will need access to a computer with a reliable Internet connection, Microsoft Office 2016 (Excel 2016 and Access 2016), and Windows operating system. Mac computers are not recommended. Grader projects must be completed on a Windows-based PC.

1 GB or larger flash drive to store your completed grader project files. Grader project files should be saved until end of course.

Computers and Office 2016 are available in Saddleback College LRC 212 (Library).  
**LRC (Library) Tutoring Center Hours: Please phone 949-582-4605 for hours.**

**CLASS WEBSITE:**

**Access Blackboard through the Saddleback College website:**

<http://www.saddleback.edu> and click on “Blackboard” on top right of page.

Log on with same username and password as MySite email.

If you can't log on, contact the Blackboard Help Desk at 949-582-4363 or email

[scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu)

For Blackboard technical assistance after hours, phone 866-940-8991 toll free.

Blackboard Help Desk links available on home page of Blackboard.

**STUDENT LEARNING AND TECHNICAL SUPPORT:**

Technical Requirements for Online Courses: <http://saddleback.edu/oe/technical-requirements-online-courses>

Getting Started with Online Courses: <http://saddleback.edu/oe/getting-started-online-courses> to determine if an online course is right for you.

Online Class Tips: <http://saddleback.edu/oe/online-class-tips>

Online Education Quiz: <http://saddleback.edu/oe/online-education-quiz> to determine if an online course is right for you.

**MyITLab Technical Support:**

<http://help.pearsoncmg.com/mylabmastering/bbi/student/en/index.html>

## **POLICIES AND PROCEDURES:**

1. Log into Blackboard several times per week to read Announcements and updates. Check MySite (Saddleback College email) daily. Please do not forward your campus email to a personal email account. Use your Saddleback College email address when communicating with your professor. Include the course name and ticket number in the subject line of the email. Emails that do not follow this format and email etiquette will be rejected.
2. Regular online attendance is expected. Students must be engaged in learning during the entire course. Students who miss assignments and who do not log into Blackboard on a weekly basis will be dropped for non-participation.
3. **You must complete and submit assignments/exams by the scheduled due date listed in the syllabus.** Assignments can be submitted in MyITlab prior to the due date, but will **not be accepted after the due date. No extensions on due dates.**

## **IMPORTANT DATES:**

First Week of Class Begins: Tuesday, 1/16/2018  
Elect Pass/No Pass by: Tuesday, 1/30/2018  
Drop without 'W' Grade by: Wednesday, 1/24/2018  
Drop with 'W' Grade by: Wednesday, 2/21/2018  
  
Last Week of Class Ends: Monday, 3/12/2018

Holiday: Friday, February 16 – Monday, February 19

## **WITHDRAWAL:**

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

## **EVALUATION:**

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED.** Please adhere to DUE DATES assigned to all classwork. **Assignments in MyITlab will not be accepted after due date.**

## **Discussion Boards**

*Introduction Discussion Board* - Students must post a message in the Discussion Board in Blackboard within the first week of class to prevent from being dropped from course. (5 points)

*Raise Your Hand Discussion Board* – Discussion Board is available in Blackboard for students to post questions/comments related to that week's lab topic, readings or assignments.

## **Quizzes**

Technology in Action textbook- Chapter 1 – 13 end-of-chapter quizzes will be completed in MyITLab online.

## **Information Competency Paper (25 points )**

CIM 1 fulfills the Saddleback College requirement for information competency. The paper you will submit for this will require you to define, research, evaluate and make recommendations on an issue as it relates to computer technology. Please submit a one page, double-spaced paper to be submitted to Blackboard in .doc or .docx format by 11:59 p.m. on **March 12 (last day of class)**. **Information competency papers submitted to Blackboard must be original works and written in your own words. If you use any information from another source, credit must be given to the author.**

## **Lab:**

**(3) Excel and (3) Access chapter simulation assignments in MyITLab.** You will access MyITLab through a link in Blackboard (Tools – MyITLab). Two simulation trainings and a grader project (100 points for each grader project) will be completed in MyITLab for each chapter.

**Grader Projects:** Completed in MyITLab at end of each Excel and Access chapter. Each student must download the starter file and complete the project with Excel 2016 or Access 2016. Three attempts are allowed to be submitted for each grader project prior to the due date and the highest grade will be recorded in the Gradebook. The completed grader project file that is submitted must match the starter file or the submission will be flagged as a Potential Integrity Violation. All parties involved in this violation will receive a zero for the project.

### **Final Grade**

A = 90%, B = 80%, C = 70%, D = 60% of total points for MyITlab assignments, Discussion Board Introduction, and Information Competency paper.

**Pass/No Pass** – Students enrolled in this course for Pass/No Pass must receive 70% or more of the total possible points to receive credit.

**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 a documented disability and require accommodations, please contact the Special Services office located in SSC 113 for additional information. All information will remain confidential.

<http://www.saddleback.edu/dsps>

Phone: 949-582-4885

### **Academic Dishonesty:**

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Your submitted assignments must be your work ONLY! Copying, plagiarism, or other forms of cheating on exams, quizzes, or homework will subject a student to failure on the assignment and sanctions stipulated by school disciplinary proceedings. Copying or submitting another student's file is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade for the assignments and all parties involved will receive a grade of zero.

Please review your Saddleback College Student Handbook

<http://www.saddleback.edu/media/pdf/handbook.pdf>

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Please do not phone for grade information.



<p><b>3</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Tuesday, January 30</b></p>	<p>READ <b>Chapter 4</b> in <i>Technology in Action textbook</i>:</p> <p><b>Chapter 4</b>, Application Software: Programs That Let You Work and Play</p> <p><b>READ:</b> <i>GO! With Microsoft Office 2016</i> textbook:</p> <p><b>Excel Chapter 1</b>, Creating a Worksheet &amp; Charting Data</p> <p>Download grader project files, complete project in <b>Excel 2016</b> and upload completed file to MyITlab.</p>	<p><b>Complete chapter quiz in MyITlab:</b></p> <p>Chapter 4 End-of-Chapter Quiz</p> <p><b>Complete Excel Chapter 1 in MyITlab:</b></p> <p><b>Simulation Trainings (Projects A &amp; B)</b></p> <p><b>Excel Chapter 1 Grader Project</b></p> <p>Three attempts are available on Grader Projects prior to the due date. The highest grade will be recorded in the Gradebook.</p>
<p><b>4</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Tuesday, February 6</b></p>	<p>READ <b>Chapters 5 and 6</b> in <i>Technology in Action textbook</i>:</p> <p><b>Chapter 5</b>, System Software: The Operating System, Utility Programs, and File Management</p> <p><b>Chapter 6</b>, Understanding and Assessing Hardware: Evaluating Your System</p> <p><i>GO! With Microsoft Office 2016</i> textbook:</p> <p><b>Excel Chapter 2</b>, Using Functions, Creating Tables, and Managing Large Workbooks</p> <p>Download grader project files, complete project in <b>Excel 2016</b> and upload completed file to MyITlab.</p>	<p><b>Complete chapter quizzes in MyITlab:</b></p> <p>Chapter 5 End-of-Chapter Quiz</p> <p>Chapter 6 End-of-Chapter Quiz</p> <p><b>Complete Excel Chapter 2 in MyITlab:</b></p> <p><b>Simulation Trainings (Projects A &amp; B)</b></p> <p><b>Excel Chapter 2 Grader Project</b></p> <p>Three attempts are available on Grader Projects prior to the due date. The highest grade will be recorded in the Gradebook.</p>



<p><b>5</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Tuesday, February 13</b></p>	<p>READ <b>Chapters 7, 8 and 9</b> in <i>Technology in Action</i> textbook:</p> <p><b>Chapter 7</b>, Networking: Connecting Computing Devices</p> <p><b>Chapter 8</b>, Digital Devices and Media: Managing a Digital Lifestyle</p> <p><b>Chapter 9</b>, Securing Your System: Protecting Your Digital Data and Devices</p> <p><b>GO! With Microsoft Office 2016</b> textbook:</p> <p><b>Excel Chapter 3</b>, Analyzing Data with Pie Charts, and What-If Analysis Tools</p>	<p><b>Complete chapter quizzes in MyITlab:</b></p> <p>Chapter 7 End-of-Chapter Quiz</p> <p>Chapter 8 End-of-Chapter Quiz</p> <p>Chapter 9 End-of-Chapter Quiz</p> <p><b>Complete Excel Chapter 3 in MyITlab:</b></p> <p><b>Simulation Trainings (Projects A &amp; B)</b></p> <p><b>Excel Chapter 3 Grader Project</b></p>
<p><b>Holiday</b></p>	<p><b>Friday, February 15 – Monday, February 19</b></p>	<p><b>Classes are not in session and campus computer labs will be closed</b></p>
<p><b>6</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Tuesday, February 20</b></p>	<p>READ <b>Chapters 10, 11, 12 and 13</b> in <i>Technology in Action</i> textbook</p> <p><b>Chapter 10</b>, Software Programming</p> <p><b>Chapter 11</b>, Databases and Information Systems</p> <p><b>Chapter 12</b>, Networking and Security in the Business World</p> <p><b>Chapter 13</b>, Behind the Scenes: How the Internet Works</p> <p>Begin Access Chapters 1 and 2 which are both due on February 27</p>	<p><b>Complete chapter quizzes in MyITlab:</b></p> <p>Chapter 10 End-of-Chapter Quiz</p> <p>Chapter 11 End-of-Chapter Quiz</p> <p>Chapter 12 End-of-Chapter Quiz</p> <p>Chapter 13 End-of-Chapter Quiz</p>

<p><b>7</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Tuesday, February 27</b></p>	<p><b>GO! With <i>Microsoft Office 2016</i> textbook:</b></p> <p><b>Access Chapter 1</b>, Getting Started with Microsoft Access 2016</p> <p><b>Access Chapter 2</b>, Sort and Query a Database</p>	<p>Complete <b>Access Chapters 1 and 2</b> in MyITlab:</p> <p><b>Simulation Trainings (Projects A &amp; B)</b></p> <p><b>Access Chapter 1 Grader Project</b></p> <p><b>Simulation Trainings (Projects A &amp; B)</b></p> <p><b>Access Chapter 2 Grader Project</b></p>
<p><b>8</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Tuesday, March 6</b></p>	<p><b>GO! With <i>Microsoft Office 2016</i> textbook:</b></p> <p><b>Access Chapter 3</b>, Forms, Filters, and Reports</p>	<p>Complete <b>Access Chapter 3</b> in MyITlab:</p> <p><b>Simulation Trainings (Projects A &amp; B)</b></p> <p><b>Access Chapter 3 Grader Project</b></p>
<p><b>Final</b></p> <p><b>Due by 11:59 p.m. (Pacific) on Monday, March 12</b></p>	<p>Submit Information Competency Paper to Blackboard</p> <p>Click on Information Competency link in Blackboard and input your data directly into Blackboard or you can create your paper in Word and upload the completed document to Blackboard. Must be submitted in .doc or .docx format.</p>	<p><b>COURSE ENDS ON MARCH 12</b></p> <p>No extensions on assignment due dates.</p>