



# Syllabus

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.
9. Compile a portfolio of computer-based, problem-solving, business related computer projects.
10. Utilize program features to create, edit, format, print, save and retrieve personal and business documents.

## Class Details

Location: BGS 253  
Day/Time: M W / 9:00AM – 10:20AM

### Key Points

- Class attendance is mandatory. You may be dropped if you are absent from three or more classes.
- Personal electronic devices may not be used, and are to be stowed out of sight, at all times, prior to entering the classroom.
- Your final grade will be based on Class Participation, Quizzes & Assignments, Projects and Practicums.
- All work must be submitted on, or prior to, the due date – please refer to the *Class Schedule*. No late work will be accepted.
- A *Twitter* account is required for this class.

Lab: Internet / Tutoring Center  
Lab Tutorial: F 8:00AM – 2:00PM

### **Instructor Contact Information**

Instructor: Carl Argila  
Phone: 562-646-6513 (Google Voice / Text)  
Office Hours: By appointment.  
Email: [cargila@saddleback.edu](mailto:cargila@saddleback.edu)  
Twitter: @CarlArgila (Follow #CIM1 for class updates)  
Website: [www.aligra.com](http://www.aligra.com)

All official course communication will be sent to your Saddleback or IVC e-mail account (depending on which school you registered through). You are expected to check your e-mail regularly so that you don't miss important announcements. If you forward your e-mail, make sure your forwarded account is in working order. Informal class information and updates will be Tweeted with hashtag #CIM1. Students are expected to follow me on Twitter (@CarlArgila) to receive class updates and exchange information with other students.

### **Important Dates**

Last day to drop with refund: 1/28/2018.  
Last day to add with APC: 2/4/2018.  
Last day to drop without "W": 2/4/2018.  
Last day to elect Pass/No Pass: 2/21/2018.  
Last day to drop with "W": 4/11/2018.

If you want to drop the course, be sure you do so by the required date. Although I may drop students for non-attendance, it is ultimately the responsibility of the student to drop themselves by the appropriate dates.

### **Class Format**

This class is a dynamic combination of lecture, discussion, project activities and individual participation – all geared toward expanding your knowledge of the subject matter. Students will use Blackboard and MyITLab as part of their instruction, to supplement in-class work and to access online resources and course materials. Be prepared to participate in class discussions by keeping up with assigned readings/homework and contributing thoughtful questions and input. Students are required to maintain a Twitter account to receive class updates and exchange information with other students.

### **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 need any accommodations due to a disability, please come and talk with me.

Saddleback Disability Services : <http://www.saddleback.edu/dsps/>

## **Course Materials**

*CIM 1 Package with MyITLab (Custom Edition)*; Pearson Education.

The bundle ISBN for these books is 978-1-3235-7914-5 and is sold at the bookstore. The textbook bundle includes the required access code for the MyITLab on-line system. You may also be able to order the books, at a discounted price, online. When purchasing online you get access to the text books for the first week.

A limited number of textbook bundles may be available on loan from the Economic & Workforce Development and Business Science Division office (BGS 226).

One USB flash drive for use with class projects.

Other course materials will be posted on the class website.

Please print, read and/or view the appropriate materials prior to class.

## **Attendance**

Your attendance in class is mandatory. There are no “excused absences” in this class. Since you are graded on class participation, your absence from class affects your grade. Class is also the official place for announcements, taking quizzes, submitting assignments, and information exchange among students.

Students absent from the first class session are automatically dropped as “no-shows.” Students absent from the second class session will be dropped to accommodate “wait list” students. If you should miss three or more classes (10% of total class sessions) during the semester you may be dropped from the class at my discretion.

Students with “perfect attendance” may be exempted from the final exam at my discretion.

Please note that late arrival to class, early departure from class, or leaving during class will affect your class participation grade and may constitute an absence from class.

## **Grading**

Final Grades will be based on four instructional components: *Class Participation, Quizzes & Assignments* (including the final exam), *Projects*, and *Practicums*, as shown in the table below. Please note that Projects and Practicums are automatically graded by the MyITLab

on-line system; those grades are considered final and will not be changed by me. Projects identified by the MyITLab system as “compromised” will receive a grade of “zero.”

Occasionally, I will scale the grades at the end of the semester if I feel it will result in a more appropriate or fair assessment of the class. I will not, however, adjust grades for students who were absent, did not complete all of their work, skipped quizzes, or are involved in any form of academic dishonesty. Success in this class is largely dependent upon you. Successful students attend lecture, do the assigned work, and come to class prepared.

Instructional Component		Final Grade Assignment	
Class Participation	25%	Grade	Percentage Grade
Quizzes/Assignments	25%	A	90% - Top Score
Projects	25%	B	80% - 89%
Practicums	25%	C	70% - 79%
		D	60% - 69%
		F	Below 60%

## Coursework

All assignments must be completed using a personal computer (IBM or compatible) with Microsoft *Office* 2016. Assigned projects should be completed using the computers in the *Tutoring Center* (LRC 2<sup>nd</sup> floor). These computers are properly configured for project assignments. The Tutoring Center hours are posted at the beginning of each semester.

Please note that you may use the Tutoring Center anytime it is open, and that you do not need to go to the Tutoring Center until you have been given an assignment in class. Students not able to access the Tutoring Center may choose to complete their work off campus. Students are responsible for obtaining the necessary software to work off campus. Students working off campus frequently encounter problems in completing their work properly. This course will be using Microsoft *Office* 2016 using a personal computer (IBM or compatible). Apple computers are frequently incompatible with the projects and on-line software used in this class.

Class discussions may be posted on Twitter as a supplement to in-class presentation and discussions. You will need to respond to your instructor and fellow students.

## Late Policy

In general, no late assignments will be accepted in this class. Please refer to the *Class Schedule* for due dates. If you know you will be late or absent, make arrangements to submit your assignment early. Don't assume I'll get work that is given to a third party.

## **Quizzes**

Quizzes will be based on assigned textbook readings and lectures. Please consult the *Class Schedule* for quiz dates. The official policy for this class is that there will be no make-up quizzes.

## **Re-Grades**

If you feel there was an error in the grading of your work or that you might have been assessed unfairly please meet with me within one week of when the assignment was returned. Any work returned the last week of class needs to be submitted for a re-grade prior to the final exam.

## **Classroom Atmosphere**

This class is taught as a college level, academic experience. Appropriate classroom decorum and standards are expected from all students and will be enforced by the instructor. Disruptions in class cannot be tolerated.

Please DO NOT use electronic devices in class (this includes text messaging devices, cell phones, calculators, video games, laptops, “wearables,” etc.). These devices are disruptive to other students and the learning process in general. All devices, including ear buds, must be stowed, out of sight, prior to entering the classroom and while in the classroom. Use of these devices in this class is considered a disruption and will result in a reduction in your class participation grade. Typically, one warning will be given regarding disruptions. More than one incident will result in being removed from the class.

Talking with your classmates during lectures or presentations is disruptive to me and to other students. Please raise your hand to ask questions at any time in class.

Leaving the classroom during lectures or presentations is disruptive to me and to other students. You should plan on remaining in class for the full session. If you need to leave the classroom, while class is in session, please remain outside of the classroom until the next break.

## **Academic Dishonesty**

There is a zero tolerance policy for any instance of academic dishonesty. College policies are defined in the course catalog. It is required that you understand these policies; ignorance will not be considered a justification for a violation of policies in this class. Cases of academic dishonesty will be dealt with individually and may result in an ‘F’ grade for the assignment.

In this course, all assignments and individual projects should be completed solely by you. If you need assistance you may get help from me or the Tutoring Center staff. You may not

show or distribute your work to anyone in any of the CIM 1 classes. All work you submit must be your own.

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## Class Schedule\*

Week / Date†	In-Class Topics	Assignments‡	Comments
1 --- 1/17/2018	Course Introduction Students Meet 'n' Greet Assign study groups	Assignment: "Digital Literacy" (due 1/22) Assignment: "Twitter" (due 1/22)	Turn in forms at end of class.
2 1/22/2018 1/24/2018	Introduction to <i>MyITLab</i> Quiz #0: Course Syllabus	Login to LRC Setup <i>MyITLab</i> Login Read: <i>Technology In Action</i> Chapter 1	Last day to drop with refund: 1/28/2018.
3 1/29/2018 1/31/2018	<i>Technology In Action</i> : Chapter 1 GO!: Excel 1 Quiz #1: <i>Technology In Action</i> Chapter 1	<i>MyITLab</i> Project: Excel 1 (due 2/9) Read: <i>Technology In Action</i> Chapter 2	Last day to add with APC: 2/4/2018. Last day to drop without "W": 2/4/2018.
4 2/5/2018 2/7/2018	<i>Technology In Action</i> : Chapter 2 GO!: Excel 2 Quiz #2: <i>Technology In Action</i> Chapter 2	<i>MyITLab</i> Project: Excel 2 (due 2/16) Read: <i>Technology In Action</i> Chapter 3	
5 2/12/2018 2/14/2018	<i>Technology In Action</i> : Chapter 3 GO!: Excel 3 Quiz #3: <i>Technology In Action</i> Chapter 3	<i>MyITLab</i> Project: Excel 3 (due 2/23)	
6 --- 2/21/2018	GO!: Excel 4	<i>MyITLab</i> Project: Excel 4 (due 3/2) Read: <i>Technology In Action</i> Chapter 4	No class 2/20/2018. Last day to elect Pass/No Pass: 2/21/2018.
7 2/26/2018 2/28/2018	<i>Technology In Action</i> : Chapter 4 GO!: Excel 5 Quiz #4: <i>Technology In Action</i> Chapter 4	<i>MyITLab</i> Project: Excel 5 (due 3/9) Read: <i>Technology In Action</i> Chapter 5	
8 3/5/2018 3/7/2018	<i>Technology In Action</i> : Chapter 5 GO!: Excel 6 Quiz #5: <i>Technology In Action</i> Chapter 5	<i>MyITLab</i> Project: Excel 6 (due 3/16)	
9 3/12/2018 3/14/2018	Excel Practicum in Lab	Read: <i>Technology In Action</i> Chapter 6	Bring your Excel book for the in-class practicum.

Week / Date†	In-Class Topics	Assignments‡	Comments
Spring Break			
10 3/26/2018 3/28/2018	<i>Technology In Action</i> : Chapter 6 GO!: Access 1 Quiz #6: <i>Technology In Action</i> Chapter 6	<i>MyITLab</i> Project: Access 1 (due 4/6) Read: <i>Technology In Action</i> Chapter 7	
11 4/2/2018 4/4/2018	<i>Technology In Action</i> : Chapter 7 GO!: Access 2 Quiz #7: <i>Technology In Action</i> Chapter 7	<i>MyITLab</i> Project: Access 2 (due 4/13) Read: <i>Technology In Action</i> Chapter 8	
12 4/9/2018 4/11/2018	<i>Technology In Action</i> : Chapter 8 GO!: Access 3 Quiz #8: <i>Technology In Action</i> Chapter 8	<i>MyITLab</i> Project: Access 3 (due 4/20) Read: <i>Technology In Action</i> Chapter 9	Last day to drop with "W": 4/11/2018.
13 4/16/2018 4/18/2018	<i>Technology In Action</i> : Chapter 9 GO!: Access 4 Quiz #9: <i>Technology In Action</i> Chapter 9	<i>MyITLab</i> Project: Access 4 (due 4/27) Final Digital Literacy Assignment (due 4/30) Read: <i>Technology In Action</i> Chapter 9	
14 4/23/2018 4/25/2018	<i>Technology In Action</i> : Chapter 10 GO!: Access 5 Quiz #10: <i>Technology In Action</i> Chapter 10	<i>MyITLab</i> Project: Access 5 (due 5/4)	
15 4/30/2018 5/2/2018	Digital Literacy Presentations (In-Class) GO!: Access 6	<i>MyITLab</i> Project: Access 6 (due 5/11)	
16 5/7/2018 5/9/2018	Access Practicum in Lab		Bring your Access book for the in-class practicum.
17 5/14/2018 ---	Digital Literacy Presentations (In-Class)		
5/21/2018	Final exam: TBD		

\* Dates and topics are subject to change.

† Lecture Classes: MW 9:00AM – 10:20AM, BGS 253.

Lab Tutorial: F 8:00AM – 2:00PM, Location: Tutoring Center

‡ Assignments due the following week unless otherwise noted.