

SADDLEBACK COLLEGE BUSINESS SCIENCE DIVISION COURSE SYLLABUS CIM 1 – COMPUTER INFORMATION SYSTEMS

Instructor: Jessica Brown

Semester: Spring 2018

Email: jbrown168@saddleback.edu

Ticket: 15760

Location: BGS 253

Time/Day: **10:30AM – 12:20PM**

Units: 4

MEET-TUES/THURS

1/16/2017 – 5/23/2018

IMPORTANT DATES:

First Week of Class Begins:	<i>Tuesday, 1/16/2018</i>
First MEET DAY of Class:	<i>TUESDAY, 1/16/2018</i>
Add Without Instructor Permission by:	<i>Monday, 1/15/2018</i>
Last Day to Add with APC*:	<i>Sunday, 2/4/2018</i>
Drop with Refund by:	<i>Sunday, 1/28/2018</i>
Elect Pass/No Pass by:	<i>Wednesday, 2/21/2018</i>
Drop Without "W" Grade by:	<i>Sunday, 2/4/2018</i>
Drop with "W" Grade by:	<i>Wednesday, 4/11/2018</i>
Last Week of Class Ends	<i>Wednesday, 5/23/2018</i>

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.

LEARNING OBJECTIVES/OUTCOMES:

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. Explain the development and use of information systems in business.
3. Solve common business problems using appropriate Information Technology applications and systems, including spreadsheet and database software, and Internet technologies.
4. 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. 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 OUTCOMES:

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:**1. REQUIRED Textbooks: (\$130.75)**

CIM 1 Package with MyITLab (Custom) Edition: N/A

Author: Gaskin **ISBN:** 9781323579145 **Publisher:** PEARSON CUSTOM PUBLISHING

2. PEARSON MYITLAB ACCESS CODE REQUIRED!!!!

This course requires access to MyITLab to complete assignments. Students can register and purchase MyITLab Access through our CANVAS classroom. Click on the *Pearson's MyLab & Mastering* tab in the CANVAS classroom. Please click [Student Registration MyITLab](#) for instructions how to register for our MyITLab.

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.

*****ENCOURAGED TO BRING YOUR PC's TO CLASS (PREFERBLY WITH MS OFFICE 2016)*****

- To complete work outside of class you will need access to a computer with a reliable Internet connection and compatible with Microsoft Office 2016 (**PCs are preferred)
- (Word 2016, Excel 2016, Access 2016), and Windows operating system.
- 1 GB or larger flash drive to store your files.
- Computers and Office 2016 available in Saddleback College IMC Computer Lab in BGS 248 and in the LRC (Library).
- **Microsoft Office 356 Free for Students:** <https://products.office.com/en-us/student/office-in-education>
- Saddleback College students can purchase MS Office 2016 Pro Plus download for \$39.99 at collegebuys.org. Please [Click Here](#)

CANVAS CLASS WEBSITE: <https://canvas.saddleback.edu/login/ldap>

Click on "Logon". Enter same username and password as MySite email.

CANVAS Help Desk phone numbers and links can be found on home page of CANVAS or [Click Here](#).

POLICIES AND PROCEDURES:

1. Log into CANVAS and MYITLAB read Announcements daily. Check MySite (Saddleback College email) daily.
2. Regular online attendance is expected. **You must complete and submit assignments/exams by the due date.** Assignments can be submitted prior to the due date.
3. Use your Saddleback College email address when communicating with me. 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.

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 submitted 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>

WITHDRAWAL:

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

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.

STUDENT LEARNING AND TECHNICAL SUPPORT:

Technical Requirements for Online Courses:

<http://saddleback.edu/oe/technicalrequirements-online-courses>

Getting Started with Online Courses: <http://saddleback.edu/oe/getting-started-onlinecourses> 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.

Student Technical support: <https://www.saddleback.edu/oe/student-technical-support>

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 disability and require accommodations, please contact the Special Services office for additional information.

All information will remain confidential.

This course schedule is subject to change and may be modified.

EVALUATION:

LATE ASSIGNMENTS ACCEPTANCE IS DETERMINED BY THE INSTRUCTOR. Please adhere to DUE DATES assigned to all classwork.

MyITLab Quizzes (100 points each)

Thirteen Chapter Quizzes from Technology in Action textbook will be given in MyITLab

MyITLab: Microsoft Office Excel Chapters 1 – 3 and Access Chapters 1 – 3 Training Simulations (Points vary per simulation)

Hands-On training (Lab) and Skill Reviews will be provided with the Microsoft Office 2013 First Course Ed. Textbook. Students will be required to submit their documents into Blackboard for grading.

MyITLab: Microsoft Office Excel Chapters 1 – 3 and Access Chapters 1 – 3 Grader Projects (100 points each)

Social and Ethical Technology Concerns MLA Paper (200 points)

This project requires students to define, research, evaluate and discuss social and ethical concerns as it relates to computer technology.

Group Project: Basic Web Page (200 points)

This project requires students to work together in groups to create a basic web page.

Final Exam (200 Points)

This final is based off the thirteen chapters from the Technology in Action textbook.

A = 90%, B = 80%, C = 70%, D = 60% of total points

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. Your grades will be available in an online gradebook.

CLASS SCHEDULE
(Subject to Change and May be Modified)

Due Date	Topic	Assignments
January 22, 2018	Student Introduction TIA Chapter 1: Using Technology to Change the World	TIA Ch. 1 Quiz
January 29, 2018	TIA Chapter 2: Looking at Computers: Understanding the Parts	TIA Ch. 2: IT Sim: What is a Computer? TIA Ch. 2 Quiz
	Excel Chapter 1: Creating a Worksheet and Charting Data	Excel Ch. 1: Simulation Training Excel Ch. 1 Grader Project 1G
February 5, 2018	TIA Chapter 3: Using the Internet: Making the Most of the Web's Resources	TIA Ch. 3: IT Sim: The Internet TIA Ch. 3 Quiz
February 12, 2018	TIA Chapter 4: Application Software: Programs that Let You Work and Plan	TIA Ch. 4: IT Sim: Application Software TIA Ch. 4 Quiz
February 19, 2018	TIA Chapter 5: System Software: The Operating System, Utility Programs, and File Management	TIA Ch. 5: IT Sim: System Software TIA Ch. 5: IT Sim: File Management TIA Ch. 5 Quiz
	Excel Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks	Excel Ch. 2: Simulation Training Excel Ch. 2 Grader Project 2G
February 26, 2018	TIA Chapter 6: Understanding and Assessing Hardware: Evaluating Your System	TIA Ch. 6: IT Sim: Hardware TIA Ch. 6 Quiz
March 5, 2018	TIA Chapter 7: Networking: Connecting Computing Devices	TIA Ch. 7: IT Sim: Networks TIA Ch. 7 Quiz
March 12, 2018	TIA Chapter 8: Digital Devices and Media: Managing a Digital Lifestyle	TIA Ch. 8: IT Sim: Digital Devices and Multimedia TIA Ch. 8 Quiz
	Excel Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	Excel Ch. 3: Simulation Training Excel Ch. 3 Grader Project 3G
March 19, 2018	TIA Chapter 9: Securing Your System: Protecting your Digital Data and Devices	TIA Ch. 9: IT Sim: Security and Privacy TIA Ch. 9 Quiz
March 26, 2018	TIA Chapter 10: Behind the Scenes: Software Programming	TIA Ch. 10: Sim: Program Development TIA Ch. 10 Quiz
April 2, 2018	TIA Chapter 11: Behind the Scenes: Databases and Information Systems	TIA Ch. 11: IT Sim: Databases TIA Ch. 11 Quiz

	Access Chapter 1: Getting Started with Microsoft Access 2016	Access Ch. 1: Simulation Training Access Ch. 1 Grader Project 1G
April 9, 2018	TIA Chapter 12: Behind the Scenes: Networking and Security in the Business World	TIA Ch. 12 Quiz
April 16, 2018	TIA Chapter 13: Behind the Scenes: How the Internet Works	TIA Ch. 13: IT Sim: Communicating and Sharing on the Web TIA Ch. 13 Quiz
	-Access Chapter 2: Sort and Query a Database -Introduce class to the Social and Ethical Technology MLA Paper Due May 25, 2017 -Introduce class to the Group Project: Basic Web Page due May 25, 2017	Access Ch. 2: Simulation Training Access Ch 2 Grader Project 2G Introduce MLA Paper Introduce Group Project: Basic Web Page
	Access Chapter 3: Forms, Filters, and Reports	Access Ch. 3: Simulation Training Access Ch. 3 Grader Project 3G
April 23, 2018	Technology in Focus 1: The History of the Personal Computer	TIF 1: Check Your Understanding Quiz
April 30, 2018	Technology in Focus 2: Information Technology Ethics	TIF 2: Check Your Understanding Quiz
May 7, 2018	Technology in Focus 3: Under the Hood	TIF 3: Check Your Understanding Quiz
May 14, 2018	Technology in Focus 4: Careers in IT	TIF 4: Check Your Understanding Quiz
May 17, 2018	-Group Project: Basic Web Page Due. -Groups will present their Web Pages to the class.	Group Project: Basic Web Page
May 21, 2018 May 22, 2018	-Social and Ethical Concerns Technology MLA Paper Due -TIA Final Exam Due	Social and Ethical Technology MLA Paper TIA Final Exam
May 23, 2018	COURSE	CONCLUDES