

**Saddleback College  
Business Science Division**

**CIM 1 Ticket No. 15765  
Computer Information Systems  
Professor Carol Cordero  
ccordero@ivc.edu**

**Course Syllabus  
Spring 2018  
Online Section  
3/26/18 – 5/23/18**

**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.

**COURSE OBJECTIVES:**

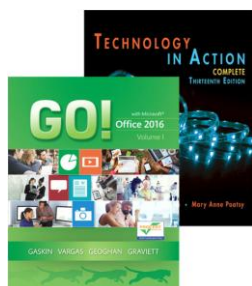
Students participating in this class will:

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.

**Required Text & Software:**

**MyITLab for Office 2016: GO! Series + Technology in Action, 13e**  
Pearson Education

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, & shrinkwrapped.



Computers are available for your use in the college computer lab located in BGS 248. If you wish to complete your work at home, you will need a PC with Internet, Microsoft Office 2016 with Word, Excel, Access, and a Windows 7 or higher operating system. Mac computers are not recommended.

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.

Microsoft also offers a 1 month free trial download at <http://office.microsoft.com/en-us/try/>

This course uses Canvas. To access, point your browser to [www.saddleback.edu](http://www.saddleback.edu) and click Canvas tab. Log on with your username (lastname# -- f is your first initial, lastname is your full last name and # is a number, usually 0 or 1 unless you have a very common last name) and use your student ID (or perhaps your email password) as the password. If you can't log on, contact the help desk at (949) 582-4441 or email [scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu).

**Lab Support:** BGS 248 - Information Management Center (IMC) (949) 582-4783

HOURS: Monday - Thursday, 8:30am - 8 pm  
Saturday, 9am - 1pm  
Closed Fridays, Sundays, and all college holidays

**Help Desk:** For technical assistance with Canvas, call toll free after hours (866) 940-8991. For email or password/username assistance, call (949) 582-4441 or email [scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu).

**Assignments:** Follow the Course Schedule (attached) and announcements in Canvas for assignments and due dates.

#### **Academic Policy on Honesty:**

- Please read the college policy on Academic Dishonesty: - <https://www.saddleback.edu/la/acts-academic-dishonesty>
- Students must adhere to the above policy, do their own work, and follow all instructions in the course syllabus.
- All work must represent **your** effort--not another student's. **Copying and submitting duplicate work may result in an F in the class and certainly on that assignment.**
- **All assignments must be downloaded from your own MyITLab account, otherwise, you will receive a zero on the task.** (See below for more details)

#### **MyITLab Grader Projects:**

- Grader Projects are automatically graded. Please only perform commands and actions outlined in the instructions file. Performing operations, commands, and actions that are not in the instructions will result in lower grade.
- Each student must download his/her own starter file(s) through his/her own MyITLab account. Failing to do so will be considered plagiarism and will result in a failing grade for the assignment.
- Please be aware that the MyITLab software embeds metadata (data about data) tags in all downloaded materials and compares the submitted work with the downloaded work. If the metadata tags do not match, the software flags the submission as a possible integrity violation. The instructor will promptly begin the appropriate proceedings.
- In the event another student is involved in the honor code violation (and, yes, the metadata tags will identify your co-conspirator to the instructor), both students will receive the same penalty. The software will identify the co-conspirator even if that student is in a different class with a different teacher.
- "Borrowing a friend's computer" and accidentally submitting your friend's project file instead of your own is not an excuse. You and your friend will both fail the assignment.
- Effective file management in this course and on your job is always the responsibility of the computer user. Failing to secure your files adequately has consequences in this course and on the job.

#### **Grading Criteria:**

Grades will be weighted as follows:

- Technology in Action 1/4
- Excel 1/4
- Access 1/4
- Midterm & Final 1/4

Final grades will be posted on the college web site (under "My Site") within 2 weeks after the end of the course.

**Course Completion:**

The last day for a Pass/No Pass option is April 11. The no penalty drop date or withdrawing without a "W" grade is April 4. These options are handled via MYSITE and are the responsibility of the student. The instructor can handle none of these choices. The last day to drop is May 2. If a student does not drop the course, and just stops attending, that student may receive an "F" in the course. Students are responsible for knowing and meeting all deadlines.

NOTE: I am required to drop all "no-show" students, so since this is an online course, if you do not log into Canvas before April 2, you WILL be dropped.

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 the needed documentation to show that the emergency prevents the student from completing the course. Responsibilities at work do not constitute cause for an incomplete grade unless you are serving in the military and are transferred out of the area. Students must be current on all assignments and be passing the course in order for an Incomplete to be considered.

**Students with Special Needs:**

- Disabled students sometimes need special classroom and instructor accommodations. The Disabled Student Services Center is the Saddleback department that determines the appropriate accommodation(s) for a disabled student. It is the student's responsibility to go to the Disabled Student Services Office and obtain a Verification Letter enumerating the identified accommodations. It is also the student's responsibility to make the instructor aware, as soon as possible, of any accommodations they will need for the class.

**Notes:**

- Instructor reserves the right to modify the syllabus and course schedule at any time.
- All assignments are from the Syllabus and Canvas. Follow due dates in the Syllabus, unless an Announcement changing an assignment is posted in Canvas.
- 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 Canvas by April 2 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 Canvas 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, participate in online discussions, and take exams online by specific due dates.

## 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 Canvas and also sent via email.

WEEK	Reading Assignments	Lab Assignments	DATE DUE
		<p>* Lab Assignment for each Technology in Action chapter is 2 videos, a PowerPoint presentation, an IT SIM assignment (except for Ch 1), and a Quiz.</p> <p>* Lab Assignment for each Excel &amp; Access chapter is a Simulation Training and a Project</p>	
1 3/26	<p>- Log into Canvas; read Syllabus &amp; Schedule</p> <p>- Read Technology in Action Ch 1</p>	<p>- Become familiar with materials in Canvas. Log in by 4.2 or you will be dropped</p> <p>- Visit MyITLab Course Home Check System Requirements Watch video demonstrations Read Student User Guide Set Time Zone</p> <p>- Complete chapter assignments: videos, PowerPoint, Quiz</p>	4/1
2 4/2	<p>- Read Technology in Action Ch 2 &amp; 3</p> <p>- Read Excel Ch 1</p>	<p>- Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz</p> <p>- Complete Excel 1 Simulation Training &amp; Project</p>	4/8
3 4/9	<p>- Read Technology in Action Ch 4 &amp; 5</p> <p>- Read Excel Ch 2</p>	<p>- Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz</p> <p>- Complete Excel 2 Simulation Training &amp; Project</p>	4/15
4 4/16	<p>- Read Technology in Action Ch 6 &amp; 7</p> <p>- Read Excel Ch 3</p>	<p>- Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz</p> <p>- Complete Excel 3 Simulation Training &amp; Project</p>	4/22
5 4/23	<p>MIDTERM</p> <p>- Read Technology in Action Ch 8 &amp; 9</p> <p>- Read Access Ch 1</p>	<p>MIDTERM</p> <p>- Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz</p> <p>- Complete Access 1 Simulation Training &amp; Project</p>	4/29
6 4/30	<p>- Read Technology in Action Ch 10 &amp; 11</p> <p>- Read Access Ch 2</p>	<p>- Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz</p> <p>- Complete Access 2 Simulation Training &amp; Project</p>	5/6
7 5/7	<p>- Read Technology in Action Ch 12 &amp; 13</p> <p>- Read Access Ch 3</p>	<p>- Complete chapter assignments: videos, PowerPoint, IT SIM, Quiz</p> <p>- Complete Access 3 Simulation Training &amp; Project</p>	5/13
8 5/14	REVIEW		
5/21	FINAL EXAM	FINAL EXAM DUE BY 5/22 11:59PM	5/22