

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIM 10 – INTRODUCTION TO INFORMATION SYSTEMS

Instructor: Professor Joyce Quade

Semester: Spring 2018

Email: jqquade@saddleback.edu

Ticket: 15770

Office: BGS 217

Time/Day: **1/16 – 3/12 Online**

COURSE DESCRIPTION:

An introductory concepts and applications software course. Emphasis on hardware and software analysis and design of computers and other types of information systems used for creating, maintaining, retrieving, printing, and communicating computer files. Exercises using word processing, spreadsheet, database, graphics, and communications software and an introduction to the Internet. Provides the experience necessary to recognize the major capabilities available in each software application and how the software applications work together in an integrated information systems environment.

STUDENT LEARNING OUTCOMES:

Students completing this course satisfactorily will be able to:

1. Discuss the various stages in using information technologies (input, processing, output, storage and retrieval, and communication).
2. Examine and explain the principles of managing the information system environment.
3. Operate at an introductory level for the Internet and the five application software packages for a computer: word processing, spreadsheet, database, communications, and graphics.

LEARNING OBJECTIVES:

1. Describe the evolution of office automation to information systems.
2. Categorize the information system tools.
3. Define and discuss the similarities of software and hardware of information systems.
4. Operate at an introductory level for the Internet and five application software packages for a computer: word processing, spreadsheet, database, communications, and graphics.

5. Discuss the various stages in using information technologies (input, processing, output, storage and retrieval, and communication).
6. Explain and assess the benefits of the integration of information systems.
7. Examine and explain the principles of managing the information systems environment.
8. Develop a sample feasibility study as a planning tool for automating the workplace.
9. Prepare different methods of presenting a feasibility study findings to management for decision making.
10. Examine and identify approaches for implementing the change from a traditional office to an automated workplace.
11. Identify the proper ergonomic considerations for today's automated workplace (such as acoustics, lighting, temperature, and workstation design).
12. Specify hardware and software considerations for a case study of a work environment using current technologies.
13. Locate, evaluate, synthesize, use, and communicate information in its various formats.

STUDENT RESOURCES:

REQUIRED Custom Textbook Bundle:

- **Intro College Info Systems (CUSTOM), 2016, Pearson Learning Solutions**
- ***Package includes MyITLab Access Card***

ISBN: 978-13-23657867

Printed textbook bundle available at the Saddleback Bookstore (approx. \$145). 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 (Word 2016, Excel 2016, PowerPoint 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 212 (Library) Tutoring Center Hours: Monday – Thursday: 8 a.m. – 8 p.m.

Friday: 8 a.m. – 2 p.m.

Phone 949-582-4605

Computers and Office 2016 also available in BGS 234. Phone 582-4783 for days and hours this semester.

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

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 **not 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

Holidays: 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

Chapter 1 – 9 end-of-chapter quizzes will be completed in MyITLab online.

Information Competency Paper (25 points)

CIM 10 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 original paper on one of the following topics: ethics, cloud computing, or mobile devices.

Due date for paper to be submitted to Blackboard in .doc or .docx format is 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:

Simulation trainings and grader projects in MyITLab. You will access MyITLab through a link in Blackboard. Two simulation trainings and a grader project will be completed in MyITLab for each chapter.

Grader Projects: Completed in MyITLab at end of each chapter. Each student must download the starter file and complete the project with 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.

CLASS SCHEDULE
(Subject to Change and May be Modified)

Week	Topic	Lab Assignments
<p>1</p> <p>Introduction Due by January 19</p>	<ul style="list-style-type: none"> • Purchase Textbook Bundle • Log into Blackboard • Read Syllabus in Blackboard • Read Announcements in Blackboard • Register online lab (MyITlab) access code included in your textbook bundle or register for the free 14 day trial if you do not have your textbook. <p>READ in Textbook:</p> <p>Chapter 10 , Getting Started with Windows 10</p> <p>Chapter 11, Introduction to Microsoft Office 2016 Features</p>	<p><i>Introduction</i> - Post short introduction in Blackboard Discussion Board (5 points)</p> <p>Discussion Board Introduction due in Blackboard by 11:59 p.m. on Friday, January 19 to verify active participation and to prevent from being dropped from the course</p> <p>All assignments are available in MyITlab and can be completed prior to the due date. Assignments will not be accepted after the due date.</p> <p>Read Chapters 10 and 11 only. Do not complete objectives in Chapter 10 and Chapter 11.</p>
<p>2</p> <p>Due by 11:59 p.m. (Pacific) on Wednesday, January 31</p>	<p>READ Chapters 1, 2 and 3 in textbook:</p> <p>Chapter 1, Computers and Information Processing</p> <p>Chapter 2, Hardware</p> <p>Chapter 3, System Software</p> <p>Chapter 12, Creating Documents with Microsoft Word 2016 Download grader project files, complete projects in Word 2016 and upload completed files to MyITlab.</p>	<p>Complete chapter quizzes in MyITlab:</p> <p>Chapter 1 End-of-Chapter Quiz</p> <p>Chapter 2 End-of-Chapter Quiz</p> <p>Chapter 3 End-of-Chapter Quiz</p> <p>Complete Word Chapter 12 in MyITlab</p> <p>Simulation Trainings (Projects 12 A & B) 12 G – Word Grader Project</p>

<p>3</p> <p>Due by 11:59 p.m. (Pacific) on Wednesday, February 7</p>	<p>Chapter 13, Creating Cover Letters and Using Tables to Create Resumes</p> <p>Chapter 14, Creating Research Paper, Newsletters, and Merged Mailing Labels</p> <p>Download grader project files, complete projects in Word 2016 and upload completed files to MyITlab.</p>	<p>Complete Word Chapters 13 and 14 in MyITlab:</p> <p>Simulation Trainings (Project 13 A & B) 13G – Word Grader Project</p> <p>Simulation Trainings (Projects 14 A & B) 14 G – Word Grader Project</p> <p>Three attempts on each grader project and highest score will be recorded in Gradebook.</p>
<p>4</p> <p>Due by 11:59 p.m. (Pacific) on Wednesday, February 14</p>	<p>READ Chapters 4, 5 and 6 in <i>textbook</i>:</p> <p>Chapter 4, Networks, Security, and Privacy</p> <p>Chapter 5, Troubleshooting and Maintenance</p> <p>Chapter 6, Understanding and Assessing Hardware: Evaluating Your System</p> <p>Excel Chapter 15, Creating a Worksheet & Charting Data</p> <p>Download grader project files, complete projects in Excel 2016 and upload completed files to MyITlab.</p>	<p>Complete chapter quizzes in MyITlab:</p> <p>Chapter 4 End-of-Chapter Quiz</p> <p>Chapter 5 End-of-Chapter Quiz</p> <p>Chapter 6 End-of-Chapter Quiz</p> <p>Complete Excel Chapter 15 in MyITlab:</p> <p>Simulation Trainings (Projects 15 A & B) 15 G - Excel Grader Project</p> <p>Three attempts on each grader project and highest score will be recorded in Gradebook.</p>

<p>5</p> <p>Due by 11:59 p.m. (Pacific) on Wednesday, February 21</p>	<p>READ Chapters 7, 8 and 9 in textbook:</p> <p>Chapter 7, The Internet</p> <p>Chapter 8, Digital Ethics and Awareness</p> <p>Chapter 9, Cloud Computing</p> <p>Excel Chapter 16, Functions, Tables, Large Workbooks and Pie Charts</p>	<p>Complete chapter quizzes in MyITlab:</p> <p>Chapter 7 End-of-Chapter Quiz</p> <p>Chapter 8 End-of-Chapter Qu</p> <p>Chapter 9 End-of-Chapter Quiz</p> <p>Complete Excel Chapter 16 in MyITlab:</p> <p>Simulation Trainings (Projects 16 A & B) 16G - Excel Grader Project</p> <p>Three attempts on each grader project and highest score will be recorded in Gradebook.</p>
<p>6</p> <p>Due by 11:59 p.m. (Pacific) on Wednesday, February 28</p>	<p>Chapter 17, Using Microsoft Access 2016</p>	<p>Complete Access Chapter 17 in MyITlab:</p> <p>Simulation Trainings (Projects 17 A & B) 17 G - Access Grader Project</p> <p>Three attempts on each grader project and highest score will be recorded in Gradebook.</p>
<p>7</p> <p>Due by 11:59 p.m. (Pacific) on Wednesday, March 7</p>	<p>Chapter 18, Getting Started with Microsoft PowerPoint 2016</p>	<p>Complete PowerPoint Chapter 18 in MyITlab:</p> <p>Simulation Trainings (Projects 18 A & B) 18G - PowerPoint Grader Project</p> <p>Three attempts on each grader project and highest score will be recorded in Gradebook.</p>

<p>8</p> <p>Due by 11:59 p.m. (Pacific) on Monday, March 12</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 2016 and upload the completed document to Blackboard. Must be submitted in .doc or .docx format.</p>	<p>COURSE ENDS ON MARCH 12</p> <p>No extensions on assignment due dates.</p>
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