

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

Instructor: Jessica Brown

Semester: Spring 2018

Email: jbrown168@saddleback.edu

Ticket: 15775

Location: BGS 233

Time/Day: **9:00AM – 10:15AM**

Units: 3

MEET-TUES AND THURS

3/27/2018 – 5/23/2018

*HYBRID – Requires both
classroom and Internet
participation.*

IMPORTANT DATES:

First Week of Class Begins:	<i>Monday, 3/26/2018</i>
Add Without Instructor Permission by:	<i>Monday, 3/26/2018</i>
Last Day to Add with APC*:	<i>Monday, 4/2/2018</i>
Drop with Refund by:	<i>Friday, 3/30/2018</i>
Elect Pass/No Pass by:	<i>Tuesday, 4/10/2018</i>
Drop Without “W” Grade by:	<i>Monday, 4/2/2018</i>
Drop with “W” Grade by:	<i>Tuesday, 5/1/2018</i>
Last Week of Class Ends	<i>Wednesday, 5/23/2018</i>

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.

LEARNING OBJECTIVES/OUTCOMES:

Upon completion of this course, the student will be able to:

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 finding 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. Demonstrate the ability to locate, evaluate, synthesize, use, and communicate information in its various formats.

STUDENT RESOURCES:

REQUIRED Textbooks (1)

Intro College Info Systems (Custom):

Author: Quade

ISBN: 9781323657867

Publisher: Pearson Learning Solutions

Purchase at the Saddleback Bookstore (approx. \$156)

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.

-You will need access to a computer with a reliable Internet connection, Microsoft Office 2016 (Word 2016, Excel 2016, PowerPoint 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).

CLASS WEBSITE: [Canvas](#)

Enter same username and password as MySite email.

Canvas Help Desk phone numbers and links can be found on home page of Canvas.

POLICIES AND PROCEDURES:

1. Log into Canvas and 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.

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.

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:

Please adhere to DUE DATES assigned to all classwork.

Quizzes (100 points each)

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

SKILLS: Microsoft Office (Word, Excel, Access, and PowerPoint) Skills Review (100 points each)

Skills Review Projects for Microsoft Office Applications. Students will be required to submit their documents into Canvas for grading.

Social and Ethical Concerns Paper (200 points)

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

Original PowerPoint Presentation (200 points)

This project requires students to demonstrate their PowerPoint skills by creating an original PowerPoint Presentation. (Presenting in class is optional and worth extra credit)

Final Exam (200 Point)

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)

Course Outline & Assignment Sheet: 8-Week Semester					
Module	Read and Perform Steps	Homework	Due Date	Possible Points	Your Points
1	READ: Chapter 1 Computers and Information Processing	Chapter 1 Quiz		100	
	READ: Chapter 12 Creating Documents with Microsoft Word 2016 (Pages 475- 516)	Project 12C Photography (Page 523-525)		100	
		Project 12D Internship (Page 526-528)		100	
2	READ: Chapter 2 Hardware	Chapter 2 Quiz		100	
	Chapter 3 System Software	Chapter 3 Quiz		100	
	READ: Chapter 13 Creating Cover Letters and Using Tables to Create Resumes (Pages 539-574)	Project 13C Student Resume (Page 581-583)		100	
		Project 13D Cover Letter (Page 584-586)		100	

Module	Read and Perform Steps	Homework	Due Date	Possible Points	Your Points
3	READ: Chapter 4 Networks, Security, and Privacy	Chapter 4 Quiz		100	
	Chapter 5 Troubleshooting and Maintenance	Chapter 5 Quiz		100	
	READ: Chapter 14 Creating Research Papers, Newsletters, and Merged Mailing Labels (Pages 597- 642)	Project 14C Diet and Exercise Report (Page 649-652)		100	
		Project 14D Career Newsletter (Page 653-656)		100	
4	READ: Chapter 6 Application Software	Chapter 6 Quiz		100	
	Chapter 7 The Internet	Chapter 7 Quiz		100	
	READ: Read Chapter 15 Creating a Worksheet and Charting Data	Project 15C Steps Sales (Page 724-726)		100	
		Project 15D Band and Tubing		100	

	(Pages 673-716)	Inventory (Page 727-729)			
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Module	Read and Perform Steps	Homework	Due Date	Possible Points	Your Points
5	READ: Chapter 8 Digital Ethics and Awareness	Chapter 8 Quiz		100	
	Chapter 9 Cloud Computing	Chapter 9 Quiz		100	
	READ: Chapter 16 Functions, Tables, Large Workbooks, and Pie Charts (Pages 739-797)	Project 16G Plants (Page 804-805)		100	
		Project 16H Bonus (Page 806-807)		100	
		Project 16I Revenue (Page 808-809)		100	
6	READ: Chapter 10 Getting Started with Windows 10	Chapter 10 Quiz		100	
	READ: Chapter 17 Using Microsoft Access 2016 (Pages 817-909)	Project 17G Kiosk Inventory (Page 920-922)		100	
		Project 17H Biology Supplies (Page 923-925)		100	

		Project 17I Student Publications (Page 926-928)		100	
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Week	Read and Perform Steps	Homework	Due Date	Possible Points	Your Points
7	READ: Chapter 11 Introduction to Microsoft Office 2016 Features	Chapter 11 Quiz		100	
	READ: Chapter 18 Getting Started with Microsoft PowerPoint (Pages 935- 1004)	Project 18G Juneau (Page 1013-1014)		100	
		Project 18H Refuge (Page 1015-1026)		100	
		Project 18I Coasters (Page 1017-1018)		100	
8	Original PowerPoint Presentation	PowerPoint Presentation		200	
	Social and Ethical Concerns Paper	MLA Paper		200	
	Final Exam	Final Exam		200	