

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

|             |  |           |                |
|-------------|--|-----------|----------------|
| Instructor: | Son Vu   | Semester: | Spring 2018    |
| Email:      | <a href="mailto:svu@saddleback.edu">svu@saddleback.edu</a> | Ticket:   | 21775          |
| Location:   | BGS 250  | Day:      | Mon./Wed.      |
| Units:      | 4  | Time:     | 10:30-11:50 AM |

**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.

**STUDENT LEARNING 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.

**LEARNING 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. 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.

## **IMPORTANT DATES:**

|                                       |                      |
|---------------------------------------|----------------------|
| First Week of Class Begins:           | Tuesday, 1/16/2018   |
| Add without Instructor Permission by: | Tuesday, 1/16/2018   |
| Last Day to Add with APC*:            | Sunday, 2/4/2018     |
| Drop with Refund by:                  | Sunday, 1/28/2018    |
| Elect Pass/No Pass by:                | Wednesday, 2/21/2018 |
| Drop without 'W' Grade by:            | Sunday, 2/4/2018     |
| Drop with 'W' Grade by:               | Wednesday, 4/11/2018 |
| Last Week of Class Ends:              | Wednesday, 5/23/2018 |

## **TEXTBOOK & SOFTWARE:**

Required Custom Textbook Bundle with MyITLab (ISBN: 9781323579145) available at the Saddleback Bookstore for ~\$130.

- **Technology in Action**, Evans, Martin, Poatsy, 2016, Pearson Education
- **GO! With Microsoft Office 2016**, Gaskin, Vargas, Graviett, Geoghan
- **MyITLab Access Card**

**Note:** This course requires access to MyITLab to complete assignments. The textbook bundle is sold only at the Saddleback Bookstore and has been customized for use with this course. It is shrink-wrapped, loose-leaf, 3-hole punched textbooks with access card. 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. Neither the publisher nor your instructor will be able to issue replacement materials.

- To complete work outside of class you will need access to a computer (PCs are preferred) with a reliable Internet connection and compatible with Microsoft Office 2016 (Word 2016, Excel 2016, Access 2016).
- Flash drive to store your files.
- Computers with MS Office 2016 are available in IMC Computer Lab (BGS 234) and in the LRC (Library).
- Saddleback College students can purchase MS Office 2016 download for \$39.99 at collegebuys.org. Please visit <https://shop.collegebuys.org/ms2016-c450.aspx>

## **POLICIES AND PROCEDURES:**

1. Regular attendance is expected. Students absent from the first class session are automatically dropped as “no shows.” Please contact me if you have to miss a class, I want to see you succeed in this course.
2. Regularly log into Canvas as well as check your Saddleback College email. Announcements/Changes are posted in Canvas or sent to your student email.

3. Use your Saddleback College email address when communicating with me. Include the course name/ticket number in the subject line of the email, identify yourself in the message, and use appropriate language. Emails that do not follow this format and email etiquette may not be read.
4. Recording and Recording Devices: Other than Disabled Students Programs and Services (DSPS) directed auxiliary aids and academic accommodations, the use of any electronic listening or recording device in any classroom is prohibited without the explicit prior consent of the instructor (CA Ed Code Sec. 78907). It is in violation of South Orange County Community College District (SOCCCD) policies (BP 5401 & AR 5401) which address student conduct. It is also a crime to record any private communication, such as a classroom lecture, without the consent of all parties to the conversation (Cal. Penal Code § 632). Violation of such rules may result in disciplinary action.

### **ACADEMIC DISHONESTY:**

All assignments submitted must be your own work. Copying, plagiarism, or other forms of cheating on exams, quizzes, or homework will result in sanctions stipulated by the school disciplinary proceedings and be given a failing grade for the assignment. Saddleback College Student Handbook "Code of Conduct": <http://www.saddleback.edu/media/pdf/handbook.pdf>

### **PASS/NO PASS:**

For Pass/No Pass you must receive 70% or more of the total possible points to receive credit.

### **WITHDRAWAL:**

It is the student's responsibility to withdraw from the class by the appropriate dates. It is NOT the instructor's responsibility to drop students who attend the first meeting but then chose not to continue or turn in assignments.

### **INCOMPLETE GRADES:**

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 documentation to show that the emergency prevents the student from completing the course. Incompletes will only be given to students who have a documentable reason and have successfully completed a minimum of 50% of the coursework.

### **CANVAS CLASS WEBSITE:**

You can access CANVAS through the Saddleback College website: <http://www.saddleback.edu> and click on "CANVAS" at the top of the page. Log on with same username and password as your MySite & school email. If you can't log on, contact the Student Help Desk at 949-582-4363 or email [scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu). For Canvas technical assistance after hours, phone (844) 303-0343 toll free.

## **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.
- BGS 234 IMC Computer Lab - phone (949) 582-4773
- LRC (Library) Tutoring Center - phone (949) 582-4605

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

If you have specific disabilities and require accommodations, please let me know the first 10 days of the semester, so that your learning needs may be met; you will be referred to the Disabled Students Programs and Services (DSP&S) office where documentation of your disability will be provided to receive services and accommodations. All information will remain confidential. Visit Disabled Students Programs and Services at: <http://www.saddleback.edu/dsps>

## **GRADING:**

Your Course Grade will be the of total points for all assignments: A = 90%, B = 80%, C = 70%, D = 60%

### **MyITLab Quizzes (Chapters 1 – 13)**

End of Chapter Quizzes from Technology in Action text (100 points each)

### **MyITLab Excel (Chapters 1 – 3)**

Training Simulations (Points vary per simulation)

Grader Projects (100 points each)

### **MyITLab Access (Chapters 1 – 3)**

Training Simulations (Points vary per simulation)

Grader Projects (100 points each)

### **Information Technology Paper (200 points)**

Paper requiring students to define, research, evaluate and discuss an issue as it relates to computer technology.

### **Web Page Project: (200 points)**

Project where students create a basic web page.

### **Final Exam (200 Points)**

The final exam covers the thirteen chapters from the Technology in Action (TIA) text.

You must complete and submit assignments/exams by the **due date**. Assignments can be submitted prior to the due date, but will not be available in MyITLab after. As a backup, save copies of all your work until receiving official final course grade.

Re-Grading: If you feel there was an error in the grading of your work please let me know immediately.

## **CLASS SCHEDULE**

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

| <b>Date</b>      | <b>Topic</b>  | <b>Assignments</b>   | <b>Due Date</b> |
|------------------|---|--|-----------------|
| Jan 17           | Introduction to Canvas & MyITLab  | Log in and get acquainted with Canvas & MyITLab.   | Jan 21          |
| Jan 22           | TIA Chapter 1: Using Technology to Change the World   | TIA Ch. 1 Quiz   | Jan 28          |
| Jan 24           | TIA Chapter 2: Looking at Computers: Understanding the Parts                                | TIA Ch. 2: IT Sim: What is a Computer?<br>TIA Ch. 2 Quiz                                   | Jan 28          |
| Jan 29<br>Jan 31 | Excel Chapter 1: Creating a Worksheet and Charting Data                                     | Excel Ch. 1: Simulation Training Excel<br>Ch. 1 Grader Project 1G                          | Feb 4           |
| Feb 5            | TIA Chapter 3: Using the Internet: Making the Most of the Web's Resources                   | TIA Ch. 3: IT Sim: The Internet<br>TIA Ch. 3 Quiz  | Feb 11          |
| Feb 7            | TIA Chapter 4: Application Software: Programs that Let You Work and Plan                    | TIA Ch. 4: IT Sim: Application Software<br>TIA Ch. 4 Quiz                                  | Feb 11          |
| Feb 12           | TIA Chapter 5: System Software: The Operating System, Utility Programs, and File Management | TIA Ch. 5: IT Sim: System Software<br>TIA Ch. 5: IT Sim: File Management<br>TIA Ch. 5 Quiz | Feb 18          |
| Feb 14<br>Feb 21 | Excel Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks             | Excel Ch. 2: Simulation Training Excel<br>Ch. 2 Grader Project 2G                          | Feb 25          |
| Feb 26           | TIA Chapter 6: Understanding and Assessing Hardware: Evaluating Your System                 | TIA Ch. 6: IT Sim: Hardware<br>TIA Ch. 6 Quiz  | Mar 4           |
| Feb 28           | TIA Chapter 7: Networking: Connecting Computing Devices                                     | TIA Ch. 7: IT Sim: Networks<br>TIA Ch. 7 Quiz  | Mar 4           |
| Mar 5            | TIA Chapter 8: Digital Devices and Media: Managing a Digital Lifestyle                      | TIA Ch. 8: IT Sim: Digital Devices and Multimedia<br>TIA Ch. 8 Quiz                        | Mar 11          |
| Mar 7<br>Mar 12  | Excel Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools    | Excel Ch. 3: Simulation Training<br>Excel Ch. 3 Grader Project 3G                          | Mar 18          |
| Mar 14           | TIA Chapter 9: Securing Your System: Protecting your Digital Data and Devices               | TIA Ch. 9: IT Sim: Security and Privacy<br>TIA Ch. 9 Quiz                                  | Mar 18          |

| Date                              | Topic   | Assignments   | Due Date |
|-----------------------------------|---|---|----------|
| <b>Spring Break March 19 – 23</b> |   |   |          |
| Mar 26                            | TIA Chapter 10: Behind the Scenes: Software Programming   | TIA Ch. 10: Sim: Program Development<br>TIA Ch. 10 Quiz                     | Apr 1    |
| Mar 28                            | TIA Chapter 11: Behind the Scenes: Databases and Information Systems  | TIA Ch. 11: IT Sim: Databases<br>TIA Ch. 11 Quiz                            | Apr 1    |
| Apr 2<br>Apr 4<br>Apr 9           | Access Chapter 1: Getting Started with Microsoft Access 2016  | Access Ch. 1: Simulation Training<br>Access Ch. 1 Grader Project 1G         | Apr 15   |
| Apr 11                            | TIA Chapter 12: Behind the Scenes: Networking and Security in the Business World  | TIA Ch. 12 Quiz   | Apr 15   |
| Apr 16                            | TIA Chapter 13: Behind the Scenes: How the Internet Works   | TIA Ch. 13: IT Sim: Communicating and Sharing on the Web<br>TIA Ch. 13 Quiz | Apr 22   |
| Apr 18<br>Apr 23                  | Access Chapter 2: Sort and Query a Database   | Access Ch. 2: Simulation Training<br>Access Ch. 2 Grader Project 2G         | Apr 29   |
| Apr 25                            | Introduce class to the Basic Web Page Project due May 9, 2018<br><br>Introduce class to the Information Technology Paper due May 23, 2018 | Start Basic Web Page Project and Information Technology Paper               |          |
| Apr 30<br>May 2<br>May 7          | Access Chapter 3: Forms, Filters, and Reports   | Access Ch. 3: Simulation Training<br>Access Ch. 3 Grader Project 3G         | May 13   |
| May 9<br>May 14                   | Students will present their Web Pages   | Basic Web Page Project Due  | May 9    |
| May 23                            | TIA Final Exam  | Information Technology Paper Due  | May 23   |