Syllabus

CBIS 6A (37077) Intro to IT Concepts and Applications

Instructor: Gerry Jenkins  
Semester: Spring 2008  
Section: 37077  
Session Dates: February 2nd to May 20th, 2008  
Format: Online  
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phone: (562) 938-4623  
Office Hours: see gjenkins.lbcc.edu

Course Description

Course Number: CBIS 6A  
Units: 4.0  
Recommended Preparation: Computer Literacy or COMIS1

Formerly CBIS 6. This course is an Introduction to information systems and the common use of office applications. Internet, Word processing, spreadsheets, databases, presentation software, and basic Internet use will be covered. Spreadsheet use for business will be emphasized.

This course is widely articulated to the California State University system to meet the core lower division requirement for business, CIS, and IT majors. See the articulation officer here at LBCC for details.

At the end of this course, you should have a broad knowledge of the social and business use of information systems. You should also have a good foundation in using Excel and an introduction to Access database software.

Course Content and Delivery

This course is online course. The Computer Concepts portion of the class will contribute to 50% of your overall grade. The MS Office portion of the class will contribute to 50% of your overall grade. There is an optional face to face orientation available. The final exam must be taken in the computer labs on the LAC - LBCC campus if you are within driving distance. The final can be taken by elsewhere through a qualified test proctor and live outside a 50 mile radius from campus.

The activities that you will be involved in will be researching information from the Internet, reading textbooks and online materials, completing various in class online assignments, taking online quizzes and tests, and completing lab assignments.

Contacting me:

The primary way to contact me is to email me at gjenkins@lbcc.edu
I only read my email Monday to Friday. I do not answer on weekends or holidays. You can expect a response within 24 hours of my reading the email.

You can also phone me and leave a message at (562) 938-4623 or come to my office hours posted on http://gjenkins.lbcc.edu.

Please contact me for help when ever you need it. Attach you assignment or other related files if you are asking about work you are doing. Please give specific error messages and conditions if you are reporting an error.

**Textbook and Technical requirements**

Three textbooks are required for class. The publisher of the textbooks is *Thomson: Course Technology*


Discovering Computers- Fundamentals, 2nd, 3rd, or 4th Edition
Publisher is Thomson/Course Technology
Authors are Shelly, Cashman, Vermaat

You can purchase these three books bundled with a 180 day trial version of Office 2007 from our LBCC LAC book store. You can also order them online at [http://www.lbccbookstore.com](http://www.lbccbookstore.com)

You will be using Microsoft Office 2007 Excel, Access, Word, and PowerPoint software for the lab assignments.

If you don't get it bundled with your books, you can use the software for free in our CBIS computer labs or you can purchase it as a student for a special price of less than $85, go to [http://cbis.lbcc.edu/office-deal/](http://cbis.lbcc.edu/office-deal/) for directions.

You are allowed to use Office 2003 for class, but you will be responsible to locate the program menus and features on your own. You must also complete the final excel and access exams in the new Office 2007 environment.

**Grading**

A letter grade will be awarded for this course based on a point system.
The IT Concepts portion of the class will contribute 500 points to your overall grade and the IT Applications portion of the class will contribute 500 points to your overall grade. The maximum number of points you can earn in class is 1000.

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<th>Points</th>
<th>Grade</th>
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<tr>
<td>1000 to 900</td>
<td>A</td>
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<tr>
<td>800 to 899</td>
<td>B</td>
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<td>700 to 799</td>
<td>C</td>
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<tr>
<td>600 to 699</td>
<td>D</td>
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<tr>
<td>Below 600</td>
<td>F</td>
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**IT Concepts: Points** will be awarded as follows:

<table>
<thead>
<tr>
<th>Assignment or Evaluation</th>
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<tbody>
<tr>
<td>Assignment or Evaluation</td>
<td>Points</td>
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<tr>
<td>------------------------------------------------------</td>
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<tr>
<td>Word Assignment (1 * 30 points)</td>
<td>30</td>
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<tr>
<td>Excel Assignments (6 * 30 points each)</td>
<td>180</td>
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<tr>
<td>Access Assignments (3 * 30 points each)</td>
<td>90</td>
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<tr>
<td>Excel Lab Exam: Excel Projects 1-6 (100 for 1-4 on midterm &amp; 25 for 5-6 on final)</td>
<td>125</td>
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<tr>
<td>Access Lab Exam: Access Projects 1-3</td>
<td>75</td>
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<td>Total</td>
<td>500</td>
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**IT Applications: Points** will be awarded as follows:

**Course Policies**

**Due Dates:** Each assignment will be given a due date. For late assignments, 25% of the possible points will be deducted for the first two weeks or part of a week the assignment is late. Assignments that are turned in more than two weeks late will be given zero points. Quizzes, Forums, and Objective exams are not penalized for late entry.

All assignments, and tests must be in on or before the last date of class.

**Technical Problems:**

If you cannot complete assignments, exams, or tests at home for any technical reason, you are solely responsible to still do the work by arranging to use another system. You can sign up for CBIS 673 Open Lab and use our computer systems and software at either campus during the hours they are open. The CBIS department and your instructors are not repair technicians, you must pursue repair of technical problems on your own. If you wait till the last minute to do your work, you will not be given any special consideration.

**Cheating:**

You can **not** use someone else's work or copy from any source. This includes using the same file from a friend, relative, or anyone else. Anyone participating in any form of academic dishonesty will be withdrawn from the class and your case forwarded to the Dean of Student Affairs for consideration of any other actions. This includes the originator of any work that is copied. You are responsible to protect your work. If it is stolen, you have to report it immediately to your instructor. Please contact the Student Affairs office to be informed of your rights.

Cheating includes: copying any part of a document that is not yours, including copy and paste from the Internet, using any communication device or method in a test, doing someone else's work in part or
whole, plagiarism in any form, and using any form of note in a closed book test.

Do not let any student use your files, media or computer. You may be responsible for any material they use from you.

**Withdrawal from class:**

If you are enrolled in the class at the start of the semester but never contact the instructor and participate in the class by the census date of the class (see the deadlines at [http://admissions.lbcc.edu](http://admissions.lbcc.edu)), you will be considered a "No Show" and I will drop you from the class. **In all other circumstances, if you need to withdraw from this class, you are responsible for dropping the class through Admissions and Records or online.** If for some reason you decide to drop the class early in the semester and do not wish to receive a "W" grade on your transcript, you must go to the Admissions and Records Office and drop the class by date indicated as the last day to drop and receive a "W" (see the deadlines at [http://admissions.lbcc.edu](http://admissions.lbcc.edu)). (You can also drop the class online.) If you have not dropped the class as of this date, you will be assigned a letter grade (A, B, C, D, F, Cr or NC) in the course, whether or not you are attending class.

**PLEASE NOTE THAT IF YOU NEED TO WITHDRAW FROM THIS CLASS, YOU ARE RESPONSIBLE FOR DROPPING THE CLASS THROUGH ADMISSIONS AND RECORDS OR ONLINE.** If you simply stop participating in class and do not drop the class, you will be kept on the rollbook and you will be assigned a grade in the class.

**Course Learning Outcomes:**

At the conclusion of the course, you should be able to ...

1. Discuss how data are represented and manipulated within a computer.

2. Distinguish between the different sizes/types of computers and how those systems are used.

3. Demonstrate the use and functions of an operating system.

4. Integrate and evaluate the major functions and characteristics of application software including spreadsheets, databases, presentation graphics, word processing, graphics and multimedia, PIMs, personal finance and desktop publishing software.

5. Differentiate and Identify between an operating system, utility programs, and applications software.

6. Design and organize and structure a database design in a way that demonstrates an understanding of table relations and primary keys; data types; field properties for range, validation, and formatting; query and report design including table joins and compound criteria.

7. Categorize the various component parts in data communications and wide area networks from a logical and a physical view, and relate the characteristics of these parts to both data flow and speed.

8. Plan for network security and identify methods to prevent and recover from loss including the use of firewalls and proxy servers.

9. Identify and describe the steps of the Program Development life cycle.

10. Distinguish between the categories (generations) of programming languages and recognize examples and appropriate uses of each.

11. Understand good program design issues and methods (to include structured programming and
12. Argue ethical and social issues associated with the use of computers such as copyright, privacy, information accuracy, codes of conduct etc.

13. Categorize various forms of computer malware and demonstrate methods of preventing the spread of malware.

14. Assess the risks and safeguards of security issues in computer use and the special risks associated with internet and network security.

15. Identify other protocols used on the Internet such as FTP, SMTP, POP, IMAP, IRC, etc.

16. Understand packet switching and protocols and Internet addressing.

17. Use a spreadsheet program to create and edit formatted workbooks with multiple worksheets that include formulas and functions, charts and protected data.

18. Do what-if analyses, and goal seek within a spreadsheet program.

19. Use copying, pasting, inserting and deleting data including using absolute and relative addresses to produce correct spreadsheets.

20. Design word processing documents that demonstrate basic formatting, footnotes, endnotes and page layout control expected in a modern world.

21. Design simple presentations using a program like Power Point.