

IS 101

Introduction to Information Systems

Course Syllabus

Fall 2010

Sections CY 004, 008, 012; HN 103, 104, 105

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College of Southern Nevada

Office Hours:

As Noted Online

<http://www.cadnstuff.com/calendar>

Office: 201-D at Henderson Campus Building "C"
or the computer lab

Phone

651-3151

This syllabus is a "living" document.

With class approval, the timeline may change to accommodate the needs of the class as a whole toward fostering student success.

Any changes will be announced in class.

Additionally, such changes will be posted on the web at www.cadnstuff.com/calendar along with other web resources used by the class.

Students wishing to adhere to the original timeline are welcome to do so.

In case you miss any class discussions that result in changes in the timeline, please be sure to visit online resources on a regular basis to keep abreast of changes.

Description:

Intro to Information Systems. This course is an introduction to the concepts and applications of information systems. Students are introduced to computer hardware, software, data and its management, and file management concepts. Specifically, microcomputer application software such as word processing, spreadsheet, database, internet, and presentation software is introduced.

Outcomes:

By the successful completion of this class the student will be able to:

1. Explain the function of major PC components
2. Provide definitions of common computer terminology
3. Operate Windows and use its command interface
4. Use a web browser to access sites, follow hyperlinks, and search for information on a given topic
5. Use a word processor to enter, edit, format, and print documents
6. Use spreadsheet software to enter, store, display, print and process data, including the use of functions and formulas
7. Use Spreadsheet arithmetic operations for problem solving
8. Use presentation software to create a basic slide presentation
9. Develop positive attitudes toward work and service to others

Prerequisites:

Technically, there are no prerequisites for this course. However, if you are a first-time computer user and have enrolled in this course "just to learn about computers," your interests might be better served by CIT 095 - Personal Computer Basics. It is slower-paced than IS101, and it is graded Pass/Fail.

Text:

Marquee Series: Office 2007 w/ Windows VISTA and IE 7.0
 Rutkosky, Seguin, and Rutkosky, 2008
 Publisher: Paradigm, St. Paul, MN
 ISBN: 978-0-76383-135-6
 Hardcopy or Electronic are fine.

The text was chosen for its pricing, availability and content. However, it is important to realize that people have differing learning and reading styles. You will complete all of the tutorials and assignments in the text as noted in the online version of the syllabus.

Suggested Materials:

- A 256MB USB memory stick aka: memory stick, flash drive, smart drive.
- A three ring binder to store text tutorials and assignments

Academic Dishonesty:

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

If the instructor feels that the student has not been honorable while taking any examinations during the course of this class, the student will be asked to leave the class and not return. The student shall also receive an "F" as final grade for the class and documentation of the offense will be forwarded to the department dean.

Examinations and Quizzes:

Quizzes are also known as Knowledge Checks (KC). You will need to download the KC and answer the questions using Microsoft Word. Once completed, you email me the document. Any quizzes given in class will be timed. There will be four examinations, which will be administered by SNAP. Except in the case of extenuating circumstances, there will be no make-up examinations. If the student feels that they cannot attend class on an examination day, the student must inform the instructor, in writing, that the examination will be missed. The student must make arrangements to take the missed examination.

Expectations:

It is expected that the student will complete all assignments, lab and homework, when due. The student will be expected to attend all classes as there is material covered in class that is unavailable anywhere else and may appear on an examination. **Missed days will cost two points.** Each class meeting will begin promptly and each student is expected to exercise courtesy and discretion in the event of unavoidable tardiness. Punctuality is important and demonstrates a respect for your peers. **Tardiness will cost one point.** Each student expected to not be disruptive. Students are expected not to attend class under the influence of controlled substances, alcohol, or other substances that affect the physical or mental being in a way that could result in disruption of the class.

The use of personal laptop computers, and cell phones in class is not allowed. If a student is caught using any cell phone features, they will be asked to leave the class.

Problems:

Any problems should first be brought to my attention. You will find that I am quite reasonable when it comes to finding solutions to problems and resolving problems. It is my goal to foster your success as a student and I will take any reasonable steps to reach that goal. If you are confused about something in the syllabus or feel something in the syllabus is unreasonable, let me know so that we can discuss it.

Grades and Scoring Weights:

Grading will not be done on a curve. Therefore it is possible for every one to receive an "A" for the final grade in this class.

The grading schedule is as follows:

Percentage Points Required:	Grade Issued	Percentage Points Required:	Grade Issued
93.0 - 100	A	73 - 76.9	C
90 - 92.9	A-	70 - 72.9	C-
87 - 89.9	B+	67 - 69.9	D+
83 - 86.9	B	63 - 66.9	D
80 - 82.9	B-	60 - 63.9	D-
77 - 79.9	C+	59.9 or below	F
Student's Can Request a W in lieu of any grade			

The semester grade will be calculated as follows:

Homework and Attendance: 33% of total grade

Document Assessments: 33% of total grade

Exams: 34% of total grade.

Please note that it is possible for the student's grade to decrease by one full grade point by being disruptive in class. A computer is responsible for doing the actual grading. As a consequence there is no adjustment possible. That is to say if one gets an 89.99 the resulting grade will be a B+ not an A-.

Document Assessments

Document Assessments (DAs) are administered by SNAP. You must follow the instructions carefully to get credit as the computer performs the correction. You must download the DA assignment, open it and use save as to save it under its new name, edit it and close the document, and upload it per instructions. Creating a new file or copying someone else's file will not work. DAs will be due as noted in the online syllabus.

Home Work

Homework is comprised of textbook activities and Knowledge Checks (KCs). You must follow the instructions carefully to insure the document you create is correct. Once an activity is completed, you will email it to me at david.brodersen@csn.edu. When you are ready to do a KC, go to the online syllabus, download it and edit the Microsoft Word document by answering the questions. Once completed, save the KC under your name (ie: lastnameWordS1_KC) and email me the document. If the filename is not correct, you will receive no credit. Print out and keep a copy of all homework assignments.

SNAP:

This class uses a learning management system that comes with the text called SNAP. You will be required to setup an account and complete many of the course objectives using this Web resource. Because of the unforgiving nature of computers, you are expected to develop skills in following instructions exactly. SNAP provides the environment for that. The online syllabus provides you with the resources you will need to effectively navigate and use the SNAP resources.

Retention and TRIO:

- **Office of Retention:** Helping you survive and succeed in college is what Retention is all about. Did you know that CSN has a wide array of services and programs to help make your experience at college a successful and rewarding one? The Office of Retention can help you get or stay on the right track. Services offered by the Office of Retention include free tutoring, an academic early warning system, and success planning appointments. If you are interested in these or other retention services, the Office of Retention may be reached at 651-7367 on the West Charleston campus; 651-3087 on the Henderson Campus; and at 651-2626 at the Cheyenne campus.
- **TRIO:** TRIO Student Support Services is a comprehensive and highly individualized one-stop educational opportunity program offering many free services under a single department, including: in-depth academic planning, supplemental tutoring, assistance in filing financial aid applications, additional grant money, career exploration and planning, and study skills instruction. Services are designed to help first-generation college students, financial aid recipients, and/or transfer to a four year school. For more information, please visit the TRIO Office on the Cheyenne Campus, Room 1120 or call 651-4441.
- **E-Alert:** CSN has implemented a system for faculty use toward helping students who are struggling with meeting their academic goals. The names of students who are doing poorly in class can be submitted to the retention office. The retention office will, in turn, contact the students and offer whatever assistance they have available in order to foster academic success.

Academic Adjustments for Students with Disabilities:

Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a campus Disability Resource Center

The Disability Center determines eligibility for and authorizes the provision of services.

Cheyenne: 651-4045

Charleston: 651-5089

Henderson: 651-3086

Safety Procedures

The safety procedures for the college are posted in the classroom. The procedures will also be discussed during the first class meeting. Any injury or accident should be reported to the instructor immediately, unless it's the instructor that is injured, in that case, contact security. Unless a threat to life exists, an injured person should never be moved. If there is a person in class that has formal training in first aid, defer to that person.

Re-Entry Program

The Re-Entry Program assists students pursuing an Associate of Applied Science Degree and/or Certificate programs at CSN with a special emphasis on individuals pursuing non-traditional occupations. To be eligible the student must complete a FASFA each year, declare an AAS degree or certificate program, participate in required meetings, maintain adequate academic progress & have demonstrated financial need.

Services include: Career guidance & exploration, information on non-traditional occupations, mentoring and academic advisement, community assistance referrals, Academic & Life Strategies workshops, employability workshops, scholarships for tuition and books, assistance with transportation, uniforms and tools, Textbook Assistant Loan Program. Please call the campus operator and ask for the disability resource center for more information.

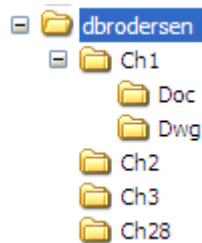
Assignments

Most of the assignments will come from the text and the on line management system. Some may be given as handouts. At the end of each chapter there is a section marked problems. Look to the schedule to see which ones to do. Once completed, email your document to the instructor.

File Names: You can use the convention suggested by the text, or your own. Make sure that they are in your own directory. The hard drives in the classroom are wiped clean from time to time (usually every day). Make sure you backup your files. There is no way to recover lost information.

Suggested Directory Structure:

Each Student should create their own folder (subdirectory) using their own First Initial and Last Name (Ie. dbrodersen) on their "U" Drive and Thumb Drive. Each chapter will have its own file folder in your personal folder. Within the chapter folder create folders for exercises, chapter test questions, and chapter problems. If handouts are given, create a folder called Handouts and place them in there.



Learning resources

As I noted earlier, your success is very important. With this in mind, the following learning resources are available:

- Classroom and Angel Learning presentations and discussions.
- Instructor available via e-mail, phone, IM, and office hours.
- 12 hours of free tutoring from Tutorial Services, call 651-5732
- Projects that explain everything you need to know.
- Computer lab with friendly, helpful personnel.

Class Schedule:

If you go to www.cadnstuff.com you can find a link to a web page version of the schedule with links to SNAP and resource material. The schedule may be adjusted from time to time to meet the needs of the class. Any changes will be announced in class. You will be expected to maintain familiarity with all schedule changes through frequent visits of the web resources and attendance. Remember, if you do miss a class, consult the online syllabus or SNAP for any changes to the syllabus.

The class schedule is tentative only. It may be necessary to adjust the schedule as the class progresses to meet student needs. The proposed schedule for all of the sections of IS 101 that I teach are on the following pages. The schedule can be found online at www.cadnstuff.com/calendar. Choose the link for your class.

Intro to Information Systems
 IS 101 CY 004
 Cheyenne 2660

Week 1 - Introduction

Mon Aug 30 Lecture
 Wed Sep 01 Lecture

Week 2 - Set up SNAP Accounts

Mon Sep 06 Labor Day
 Wed Sep 08 Lecture

Enrollment Key: See Instructor
 Concepts Chapter - due Saturday

Week 3 - Concepts / Vista

Mon Sep 13 Lecture
 Wed Sep 15 Lecture

Vista Chapter
 Vista Tutorials

Week 4 - Vista

Mon Sep 20 Lecture
 Wed Sep 22 Lecture

Vista Tutorials
 Vista Tutorials - due Saturday

Week 5 - Microsoft Internet Explorer 7

Mon Sep 27 Lecture
 Wed Sep 29 Lecture

IE Tutorials - due Saturday
 Vista/Concepts/IE 7 exam

Week 6 - Microsoft Excel

Mon Oct 04 Lecture
 Wed Oct 06 Lecture

Excel Assessments Sec 1 - due Saturday
 Excel Assessments Sec 1 - due Saturday

Week 7 - Microsoft Excel

Mon Oct 11 Lecture
 Wed Oct 13 Lecture

Excel Assessments Sec 2 - due Saturday
 Excel Assessments Sec 2 - due Saturday

Week 8 - Microsoft Excel

Mon Oct 18 Lecture
 Wed Oct 20 Lecture

Excel Assessments Sec 3 - due Saturday
 Excel Assessments Sec 3 - due Saturday

Week 9 - Microsoft Excel

Mon Oct 25 Lecture
 Wed Oct 27 Lecture

Excel Assessments Sec 4 - due Saturday
 Excel Exam - due Saturday

Week 10 - Microsoft Word

Mon Nov 01 Lecture
 Wed Nov 03 Lecture

Word Assessments Sec 1 - due Saturday
 Word Assessments Sec 1 - due Saturday

Week 11 - Microsoft Word

Mon Nov 08 Lecture
 Wed Nov 10 Lecture

Word Assessments Sec 2/3 - due Saturday

Week 12 - Microsoft Word

Mon Nov 15 Lecture
 Wed Nov 17 Lecture

Word Assessments Sec 4 - due Saturday
 Word Assessments Sec 4 - due Saturday

Week 13 - Microsoft Word

Mon Nov 22 Lecture
 Wed Nov 24 Lecture

Word Exam - due Saturday

Week 14 - Microsoft PowerPoint

Mon Nov 29 Lecture
 Wed Dec 01 Lecture

PPT Assessments Sec 1 - due Saturday
 PPT Assessments Sec 2 - due Saturday

Week 15 - Microsoft PowerPoint

Mon Dec 06 Lecture
 Wed Dec 08 Lecture

PPT Assessments Sec 3 - due Saturday
 Integration

Week 16 - PPT / Integration

Mon Dec 13 Lecture
 Wed Dec 15 Lecture

Integration - due the 15th
 PPT / Integration Exam - due the 15th

Intro to Information Systems
 IS 101 CY 008
 Cheyenne 2660

Week 1 - Introduction

Mon Aug 30 Lecture
 Wed Sep 01 Lecture

Week 2 - Set up SNAP Accounts

Mon Sep 06 Labor Day
 Wed Sep 08 Lecture

Enrollment Key: See Instructor
 Concepts Chapter - due Saturday

Week 3 - Concepts / Vista

Mon Sep 13 Lecture
 Wed Sep 15 Lecture

Vista Chapter
 Vista Tutorials

Week 4 - Vista

Mon Sep 20 Lecture
 Wed Sep 22 Lecture

Vista Tutorials
 Vista Tutorials - due Saturday

Week 5 - Microsoft Internet Explorer 7

Mon Sep 27 Lecture
 Wed Sep 29 Lecture

IE Tutorials - due Saturday
 Concepts/Vista/IE 7 exam

Week 6 - Microsoft Excel

Mon Oct 04 Lecture
 Wed Oct 06 Lecture

Excel Assessments Sec 1 - due Saturday
 Excel Assessments Sec 1 - due Saturday

Week 7 - Microsoft Excel

Mon Oct 11 Lecture
 Wed Oct 13 Lecture

Excel Assessments Sec 2 - due Saturday
 Excel Assessments Sec 2 - due Saturday

Week 8 - Microsoft Excel

Mon Oct 18 Lecture
 Wed Oct 20 Lecture

Excel Assessments Sec 3 - due Saturday
 Excel Assessments Sec 3 - due Saturday

Week 9 - Microsoft Excel

Mon Oct 25 Lecture
 Wed Oct 27 Lecture

Excel Assessments Sec 4 - due Saturday
 Excel Exam - due Saturday

Week 10 - Microsoft Word

Mon Nov 01 Lecture
 Wed Nov 03 Lecture

Word Assessments Sec 1 - due Saturday
 Word Assessments Sec 1 - due Saturday

Week 11 - Microsoft Word

Mon Nov 08 Lecture
 Wed Nov 10 Lecture

Word Assessments Sec 2/3 - due Saturday

Week 12 - Microsoft Word

Mon Nov 15 Lecture
 Wed Nov 17 Lecture

Word Assessments Sec 3 - due Saturday
 Word Assessments Sec 3 - due Saturday

Week 13 - Microsoft Word

Mon Nov 22 Lecture
 Wed Nov 24 Lecture

Word Exam - due Saturday

Week 14 - Microsoft PowerPoint

Mon Nov 29 Lecture
 Wed Dec 01 Lecture

PPT Assessments Sec 1 - due Saturday
 PPT Assessments Sec 2 - due Saturday

Week 15 - Microsoft PowerPoint

Mon Dec 06 Lecture
 Wed Dec 08 Lecture

PPT Assessments Sec 3 - due Saturday
 Integration

Week 16 - PPT / Integration

Mon Dec 13 Lecture
 Wed Dec 15 Lecture

Integration - due the 15th
 PPT / Integration Exam - due the 15th

Intro to Information Systems
IS 101 CY 012

Week 1 - Introduction

Wed Sep 01 Lecture

Week 2 - Set up SNAP Accounts

Wed Sep 08 Lecture

Week 3 - Concepts / Vista

Wed Sep 15 Lecture

Week 4 - Vista

Wed Sep 22 Lecture

Week 5 - Microsoft Internet Explorer 7

Wed Sep 29 Lecture

Week 6 - Microsoft Excel

Wed Oct 06 Lecture

Week 7 - Microsoft Excel

Wed Oct 13 Lecture

Week 8 - Microsoft Excel

Wed Oct 20 Lecture

Week 9 - Microsoft Excel

Wed Oct 27 Lecture

Week 10 - Microsoft Word

Wed Nov 03 Lecture

Week 11 - Microsoft Word

Wed Nov 10 Lecture

Week 12 - Microsoft Word

Wed Nov 17 Lecture

Week 13 - Microsoft Word

Wed Nov 24 Lecture

Week 14 - Microsoft PowerPoint

Wed Dec 01 Lecture

Week 15 - Microsoft PowerPoint

Wed Dec 08 Lecture

Week 16 - PPT / Integration

Wed Dec 15 Lecture

Concepts Chapter - due Saturday

Vista Tutorials

Vista Tutorials - due Saturday

IE Tutorials / Concepts/Vista/IE Exam - due Saturday

Excel Assessments Sec 1 - due Saturday

Excel Assessments Sec 2 - due Saturday

Excel Assessments Sec 3 - due Saturday

Excel Assessments Sec 4 / Exam - due Saturday

Word Assessments Sec 1 - due Saturday

Word Assessments Sec 2/3 - due Saturday

Word Assessments Sec 4 - due Saturday

Word Exam - due Saturday

PPT Assessments Sec 1, 2 - due Saturday

PPT Assessments Sec 3 - due the 15th

Integration / PPT Exam - due the 15th

Intro to Information Systems
 IS 101 HN 103
 Henderson C 114

Week 1 - Introduction

Tue Aug 31 Lecture
 Thr Sep 02 Lecture

Week 2 - Set up SNAP Accounts

Tue Sep 07 Lecture
 Thr Sep 09 Lecture

Enrollment Key: See Instructor
 Concepts Chapter - due Saturday

Week 3 - Concepts / Vista

Tue Sep 14 Lecture
 Thr Sep 16 Lecture

Vista Chapter
 Vista Tutorials

Week 4 - Vista

Tue Sep 21 Lecture
 Thr Sep 23 Lecture

Vista Tutorials - due Saturday
 Vista Tutorials - due Saturday

Week 5 - Microsoft Internet Explorer 7

Tue Sep 28 Lecture
 Thr Sep 30 Lecture

IE Tutorials - due Saturday
 Concepts/Vista/IE 7 exam - due Saturday

Week 6 - Microsoft Excel

Tue Oct 05 Lecture
 Thr Oct 07 Lecture

Excel Assessments Sec 1 - due Saturday
 Excel Assessments Sec 1 - due Saturday

Week 7 - Microsoft Excel

Tue Oct 12 Lecture
 Thr Oct 14 Lecture

Excel Assessments Sec 2 - due Saturday
 Excel Assessments Sec 2 - due Saturday

Week 8 - Microsoft Excel

Tue Oct 19 Lecture
 Thr Oct 21 Lecture

Excel Assessments Sec 3 - due Saturday
 Excel Assessments Sec 3 - due Saturday

Week 9 - Microsoft Excel

Tue Oct 26 Lecture
 Thr Oct 28 Lecture

Excel Assessments Sec 4 - due Saturday
 Excel Exam - due Saturday

Week 10 - Microsoft Word

Tue Nov 02 Lecture
 Thr Nov 04 Lecture

Word Assessments Sec 1 - due Saturday
 Word Assessments Sec 1 - due Saturday

Week 11 - Microsoft Word

Tue Nov 09 Lecture
 Thr Nov 11 Veterans Day

Word Assessments Sec 2/3 - due Saturday

Week 12 - Microsoft Word

Tue Nov 16 Lecture
 Thr Nov 18 Lecture

Word Assessments Sec 4 - due Saturday
 Word Assessments Sec 4 - due Saturday

Week 13 - Microsoft Word

Tue Nov 23 Lecture
 Thr Nov 25 Thanksgiving Day

Word Exam - due Saturday

Week 14 - Microsoft PowerPoint

Tue Nov 30 Lecture
 Thr Dec 02 Lecture

PPT Assessments Sec 1 - due Saturday
 PPT Assessments Sec 2 - due Saturday

Week 15 - Microsoft PowerPoint

Tue Dec 07 Lecture
 Thr Dec 09 Lecture

PPT Assessments Sec 3 - due Saturday
 Integration

Week 16 - PPT / Integration

Tue Dec 14 Lecture
 Thr Dec 16 Lecture

Integration - due the 16th
 PPT / Integration Exam - due the 16th

Intro to Information Systems
 IS 101 HN 105
 Henderson C 114

Week 1 - Introduction

Tue Aug 31 Lecture
 Thr Sep 02 Lecture

Week 2 - Set up SNAP Accounts

Tue Sep 07 Lecture
 Thr Sep 09 Lecture

Enrollment Key: See Instructor
 Concepts Chapter - due Saturday

Week 3 - Concepts / Vista

Tue Sep 14 Lecture
 Thr Sep 16 Lecture

Vista Chapter
 Vista Tutorials

Week 4 - Vista

Tue Sep 21 Lecture
 Thr Sep 23 Lecture

Vista Tutorials
 Vista Tutorials - due Saturday

Week 5 - Microsoft Internet Explorer 7

Tue Sep 28 Lecture
 Thr Sep 30 Lecture

IE Tutorials - due Saturday
 Concepts/Vista/IE 7 exam - due Saturday

Week 6 - Microsoft Excel

Tue Oct 05 Lecture
 Thr Oct 07 Lecture

Excel Assessments Sec 1 - due Saturday
 Excel Assessments Sec 1 - due Saturday

Week 7 - Microsoft Excel

Tue Oct 12 Lecture
 Thr Oct 14 Lecture

Excel Assessments Sec 2 - due Saturday
 Excel Assessments Sec 2 - due Saturday

Week 8 - Microsoft Excel

Tue Oct 19 Lecture
 Thr Oct 21 Lecture

Excel Assessments Sec 3 - due Saturday
 Excel Assessments Sec 3 - due Saturday

Week 9 - Microsoft Excel

Tue Oct 26 Lecture
 Thr Oct 28 Lecture

Excel Assessments Sec 4 - due Saturday
 Excel Exam - due Saturday

Week 10 - Microsoft Word

Tue Nov 02 Lecture
 Thr Nov 04 Lecture

Word Assessments Sec 1 - due Saturday
 Word Assessments Sec 1 - due Saturday

Week 11 - Microsoft Word

Tue Nov 09 Lecture
 Thr Nov 11 Veterans Day

Word Assessments Sec 2/3 - due Saturday

Week 12 - Microsoft Word

Tue Nov 16 Lecture
 Thr Nov 18 Lecture

Word Assessments Sec 4 - due Saturday
 Word Assessments Sec 4 - due Saturday

Week 13 - Microsoft Word

Tue Nov 23 Lecture
 Thr Nov 25 Thanksgiving Day

Word Exam - due Saturday

Week 14 - Microsoft PowerPoint

Tue Nov 30 Lecture
 Thr Dec 02 Lecture

PPT Assessments Sec 1 - due Saturday
 PPT Assessments Sec 2 - due Saturday

Week 15 - Microsoft PowerPoint

Tue Dec 07 Lecture
 Thr Dec 09 Lecture

PPT Assessments Sec 3 - due Saturday
 Integration

Week 16 - PPT / Integration

Tue Dec 14 Lecture
 Thr Dec 16 Lecture

Integration - due the 16th
 PPT / Integration Exam - due the 16th