

IS101.001 & IS101.002 Introduction to Information Systems (3 credits)

Spring 2011

Date Last Revised: 1/17/2011

Instructor: S.M. Week, MBA

Teaching Assistant: Jamshed Kudratov

Course Prefix & Number: IS101

Course Title: Introduction to Information Systems

Textbook & Software: ISBN: 0-07-795197-2 covers the package for the book *Using Information Technology*, Ninth Edition, by Williams and Sawyer and SimNet for Office 2007 access code card.

Catalog Description: Introductions to microcomputers, computers in business and microcomputer software tools including word processors, spreadsheets and database management systems.

Prerequisite: None

Course Objectives

1. To provide students with the knowledge of computer-related concepts. Topics that will be covered include: computer technology (hardware and software), applications of this technology, its impact on society, careers in computing, networks and telecommunications, the Internet, computer security and controls, artificial intelligence, emerging technologies, personal privacy, intellectual property and ethical issues.
2. To provide students with basic to intermediate skills in using microcomputers to solve problems. The student will work in a simulated environment in Vista, Word, Excel, Access and PowerPoint. The student will work live in Word, Excel and PowerPoint.
3. To prepare the student with the information and skills needed to be successful in the upper division business core and beyond.
4. To provide the student with the tools and knowledge necessary to increase personal productivity in study and/or work environments.

Materials Required:

The ISBN 0-07-795197-2 covers the package for the book *Using Information Technology* 9th edition by Williams and Sawyer and SimNet for Office 2007 registration number.

A few notes about the materials needed:

* You may share the *Using Information Technology* book with other students, however, you will need your own SimNet registration number.

* You DO NOT need to buy the applications (Photoshop, Word, Excel, Access & PowerPoint) used in the course. They are all available in the COBA Lab computers in AB301 and AB308. You automatically

have an account there by signing up for this course.

*MS Office 2007 is the supported software for this course.

*If you decide you want to upgrade, or you wish to buy the programs; it is suggested that you check with the Computer Den at the ASUN bookstore at UNR and/or check for student discounts when buying software for educational use.

*If you buy a used book, you will need to purchase SimNet separately with a credit card or PayPal account at the orientation. SimNet purchased separately costs \$47.95.

Orientation Session:

You are required to attend an orientation session for the course. You will get a quick tour of the WebCampus (WebCT) website, how to properly upload and check assignment submissions, become familiar with due dates, and will get logged into SimNet. **Do not log in to SimNet before you attend an orientation. Be sure that you know your NetID (your WebCT login and password) and that you bring your SimNet registration card.** Your SimNet registration card is purchased with your book bundle at the ASUN bookstore. If you wish to buy a SimNet separately, bring a credit card to the orientation. .

Student Accounts

The student will use three computer accounts.

1. NetID for WebCampus
2. NetID for COBA Lab
3. NetID for SimNet

COBA Lab Account

The COBA Lab is located in AB301 and AB309 in the Ansari Business Building on the University of Nevada Campus. The COBA Lab has all of the programs you need for this class. Your NetID is used to log in at the COBA Lab.

SimNet Account

Your SimNet account is created for you. You must go to an Orientation to get signed up. You will use the registration code purchased with your book at the first login or purchase the account at an orientation.

Student's Role and Responsibilities

Students must take responsibility for learning. Students share with the instructor the responsibility for providing an environment conducive to learning. Students should personally:

1. be actively engaged with the material and with the process of education;
2. build their own knowledge and skills (faculty guide students to materials and methods, but the learning is up to the student);
3. participate in discussions on WebCampus;
4. adhere to the dates set forth on the Student Schedule;
5. be punctual in completing assignments;
6. share responsibility for the flow of communication concerning a course (this involves regularly checking WebCampus, i.e. at least twice a week, and responding to email from the instructor;)
7. be familiar with and adhere to matters of academic integrity as identified by the University;
8. participate in objective and constructive evaluations of the instructor and of the course (this helps to clarify problems and strengths that will help the instructor to improve the course in subsequent semesters).

Course Policies

1. University policy specifies that in cases of academic dishonesty, students may either receive an “F” for the assignment or exam, receive an “F” for the course or be expelled from the University. Please see the University of Nevada's [Academic Standards](#).
2. Students will verify that they have turned in the proper file for assignments. Files ending in .lnk are links to files and not actual gradable files. Students who turn in .lnk files will be given a zero for the assignment. Students will be taught how to avoid turning in .lnk files at IS101 orientation.
3. All IS101 students MUST attend an orientation by the date specified in the Calendar in WebCampus in order to remain in the course. There are a limited number of seats in the lab for orientations. Students who wait "until the last minute" may find that they cannot complete the orientation.
4. All exams are closed-book, closed-note. All electronic devices must be completely turned off during exams. Students with any type of electronic device found to be in the power on state when in the classroom while the exam is “in progress” will receive a zero and will be referred to Student Judicial Affairs. "In progress" means that any class member is taking the exam.
5. Students are expected to complete homework individually. Each student *must create his or her own files and must physically input each command into these files*. The student should note that the instructor is able to verify file integrity. Students that violate this policy will receive a failing grade for the course and will be referred to Student Judicial Affairs for the first incidence of cheating.
6. If English is not the student's native language, a word for word translation device may be used during exams with the following stipulations: such device will be approved by the instructor and will be used by an individual student.
7. Assignment of Incomplete for a course grade is solely at the discretion of the instructor. Note that an Incomplete *cannot be assigned if a student is not passing the course due to University statute*. Students with issues that may result in a request for an Incomplete should see the instructor at the first sign of a problem.
8. Students will show respect to others when posting messages to the course discussion board. Students will refrain from using language and or graphics that might offend others.
9. Students will use proper punctuation, and complete words and sentences when emailing the instructor, teaching assistant, other students in the course and when posting to the discussion boards.
10. Students are responsible for assignments and assessment due dates regardless of technical difficulties. Plan ahead!
11. Students having class and/or work schedule conflicts with all posted office hours should make appointments with the instructor.
12. If you turn in a partially completed assignment, you may not turn in the remaining portion at a later date.
13. Students may turn in **assignments** (Roster, Word 1 & 2, Excel, Photoshop & PowerPoint) and **SimNet Lessons** (Vista, Word, Excel, PowerPoint and Access) up to seven calendar days late. Homework one minute to seven calendar days late will be penalized 30%. **Assignments are not accepted after seven calendar days have elapsed.**

14. It is not possible to complete assessments (quizzes on the reading assignments) after the due date/time.

15. Students will not be given extensions on assignments or assessments for any reason, including failure of computing devices.

16. Students may bring food and/or drinks into the classroom. It is asked that students refrain from eating noisy foods and that they clean up after themselves.

17. Students may use laptop or notebook computers during class to take notes and work on IS101 coursework. Students will not share a computer display with others. Computers are for personal use only. Students using these devices will refrain from having any material on their screens that others may find offensive. Students (even inadvertently) showing nudity, pornography, offensive words or websites will not be allowed to use electronics in the classroom for the remainder of the semester and will be referred to Student Judicial Affairs for counseling. To use a computer in the classroom, students will sit in the "computer zone." You may not sit in the computer zone without a computer. You may not use a computer outside of the "computer zone."

18. Students **will not use cell phones, PDAs, iPads nor iPods in the classroom**. Students will not use headphones, earbuds, or any other technology not otherwise covered in these policies unless used to compensate for a disability. Documentation from the Disability Resource Center will be necessary in order to use these items.

19. Students are asked to refrain from talking and other disruptive behaviors when the instructor or a classmate "has the floor."

20. There are no make-up exams. A student who knows that he/she cannot be at an exam may take an exam early. Let the instructor know that you want to take an early exam between ten days and two weeks before the date you wish to take the exam. A student who misses an exam (for any reason) will have his or her subsequent exam counted twice. For example, if a student misses the first exam, the second exam score will be entered for both the first and for the second exam. The final exam must be taken in class to get credit. When you take an exam, the grade is counted and will not be changed, i.e. if you do better on a later exam, the grade will not be used for an earlier exam in which you did not perform as well.

21. Students may not take the final exam early. If the student has a conflict with the exam time, i.e. another professor has scheduled exams during the IS101 exam time, please see the instructor approximately two weeks before the end of the semester.

22. Students will name all files with the first name then the last name then the assignment as directed on each assignment. This is very important for grading accuracy.

23. Students shall not be late to class as it is disturbing to the instructor and to other students. If a student is being held over in a class where he/she is not able to get to IS101 on time; the instructor will willingly discuss the issue with the professor of the earlier class.

24. Students may not leave class and then reenter. It is advised that if a student must leave class early that he/she should let the instructor know before class starts. Please remember that attendance is not mandatory for this course. Therefore, it is expected, as with all professional level meetings, that students be on time and stay for the duration of the meeting. If a student has a physical or other problem that will not allow him/her to sit through a 75-minute class period, he/she must meet with the instructor during office hours to discuss this issue so that alternate arrangements may be made.

25. Students home computers and personal laptops are not supported by the instructor, teaching assistants, lab assistants and/or consultants. The COBA lab has all programs needed to do all required components of this course. Installation, maintenance and other computer issues cannot be diagnosed and/or fixed by the instructor or other staff.

26. Students will come to instructor office hours for completion of grade reports. If no posted hours work for the student, he/she will make an appointment with the instructor.

27. Students in sports and other University sanctioned events should compare their schedules with the posted schedule to plan well ahead. No exam or assignment dates will be changed from the posted schedule unless the University is closed by mandate of the University President due to snow or other unforeseen event.

28. A student that feels he/she has been offended by the instructor or other students (no matter how minor the offense) is encouraged to visit with or email the instructor as soon as possible. It is important that all students feel welcome and safe at the University in general and in IS101 in particular.

SUGGESTIONS FOR SUCCESS

Based on my own experience as a student and those of my students from previous semesters, I offer these suggestions for success in this class:

- Although many prefer other Web browsers, **use the latest version of Internet Explorer** to view the web sites. (WebCampus and SimNet work best with IE.) Students should read the message that appears when going into WebCT. Be sure that you are getting all content. With IE7, the answer is “yes”, in IE8, you will be asked, “Do you want to view only the webpage content that was delivered securely?” You will answer “No” as you want to receive ALL content from WebCT.
- Students should **use the COBA Lab** computers to complete assignments.
- Students using **Mac** computers **should be certain their files will open** with no problems or limitations in a Wintel machine.
- **Check WebCampus** at least twice a week for new discussion messages, email messages and announcements.
- **Read assigned chapter material** prior to taking the assessments. The student may open the assessment and view it before reading, then reopen the assessment, enter the answers and submit.
- **Complete** the WebCampus **assessments well before the due date** as they are not accessible after that date and time.
- **Allow time** to deal with “technical difficulties”. Accept that sometimes working with a computer is very frustrating and it’s better to turn it off and come back at a later time rather than continuing to frustrate yourself. This requires you to not wait until the last minute to do your assignments and assessments.
- **Keep backup copies** of all materials created. Print out your SimNet reports when assignments are completed. Keep all items returned to you until after your final grade is posted on ePaws.
- **Turn in assignments** when they are due even if they aren't complete. Partial credit is better than no credit.

- **Actively participate** in the WebCampus discussion board. If you know the answer to a classmate's question - answer it!
- **Use the Discussion Board** to find study partners and/or others for tutoring groups.
- **Be honest with yourself** about the amount of time you can or will give to this course. If you are “too busy” to do the assigned work, you cannot be successful in the course.
- **This course is time consuming** as you are developing a skill as well and learning vocabulary and concepts. To learn a skill takes practice. Practice takes time.
- **Read and understand the syllabus and check the calendar** and clarify any questions you have with your instructor early in the semester.
- **Trade contact information** with others early in the course. Use all technology possible to develop study relationships with your peers. The phone, chat, email, discussion board are excellent conduits to support your success in this course.
- **Academic Success Services:** Your student fees cover usage of the [Math Center](#) (784-4433), [Tutoring Center](#) (784-6801) and [University Writing Center](#) (784-6030). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.
- Most importantly, contact the instructor at the **first sign of trouble**. Waiting until the end of the semester limits the options available to you.
- The COBA Curriculum Committee has considered the matter of **total work and school hours** for students and has made the following recommendations:

Work Hours per week	Total Semester credit hours
10	15
20	12
30	9
40	6

Course Grading

Assignments	SimNet Vista	15
	SimNet Word	40
	SimNet Access	35
	SimNet Excel	60
	SimNet PowerPoint	40
	Orientation	25
	Roster	25
	Word 1	25
	Excel	100
	Photoshop/Word 2	60
	PowerPoint Portfolio	30
	Professionals & Professors Day	10
	Assessments (quizzes)	Syllabus
Chapter 1		10
Chapter 2		10
Chapter 3 & pgs 408-431		20
Chapter 4		10
Chapter 5 & pgs 379-387		10
Chapter 6		15
Pages 439-492 & Chapter 9		10
Exams	Exam 1	100
	Exam 2	150
	Excel: Show What you Know	40
	Exam 3	150

See the WebCT calendar for Exam and other required meeting days and for due dates. See the Schedules like for Instructor Office hours, Teaching Assistant Office hours, COBA Lab Assistant hours, SI (Tutoring) sessions and for a link to the COBA Lab site for lab open hours and holiday hours.

Grades will be assigned according to the following table:
 (Grades are set to the tenth of a percent. They are not rounded up.)

Student Score			Final Grade
93.0%	to	100.0%	A
90.0%	to	92.9%	A-
87.0%	to	89.9%	B+
83.0%	to	86.9%	B
80.0%	to	82.9%	B-
77.0%	to	79.9%	C+
73.0%	to	76.9%	C
70.0%	to	72.9%	C-
67.0%	to	69.9%	D+
63.0%	to	66.9%	D
60.0%	to	62.9%	D-
0.0%	to	59.9%	F

Student Schedules Page

The Student Schedules page breaks down what the student should accomplish throughout the semester. Students may work ahead, but should not get behind.

Assessments (Quizzes)

Assessments are launched from the Assignments link on WebCampus. Students will complete eight assessments (quizzes) based on the Using Information Technology book. There is an additional 15-point course orientation assessment. Assessments are launched from the Assignments links. Each student has two tries on the assessment. A student having technical difficulties may have an assessment reset up to 48 hours before the availability has ended. Students may view the assessment and exit without submitting in order to view assessment questions before answering. There is no time limit on assessments. **It is not possible to take an assessment after its availability has ended.**

SimNet Lessons

SimNet Lessons are launched from the Assignments link on WebCampus. SimNet reviews and enhances students' knowledge of computer applications. The student will do SimNet lessons on Windows Vista, Access, Excel, Word and PowerPoint. Students should complete all SimNet lessons in the first few weeks of the course. A student may do a lesson up to seven days late. One minute to seven days late carries a 30% penalty. **SimNet Lessons are not accepted after seven calendar days after the due date noted on the Student Schedule.**

Other Assignments

Students will complete assignments using Photoshop, Excel, Word and PowerPoint. Students will learn how to turn in assignments in the orientations. A student may turn in an assignment up to seven days late. One minute to seven calendar days late will be penalized 30%. **Assignments are not accepted after seven calendar days after the due date noted on the Student Schedule.**

Students may work in the lab or at home to complete assignments. All software used in this course is available in the COBA Lab. The supported software for this course is Microsoft Vista and/or Windows7

and MS Office 2007/2010. **Microsoft Works does not have the functionality needed to complete assignments for this course.**

Business Week Attendance

A date will be set for students to attend class where professionals from the information systems industry and information systems professors will be present. **Students who don't or cannot attend class that date class will not earn credit.** The date is yet to be determined, however, students will be given three weeks' notice.

Excel: Show What you Know

The student will a multiple choice test in class worth 40 points. The student will be allowed on 8 1/2" x 11" sheet of paper for handwritten notes. The student may use both sides of the paper. Exams are never given after they have been offered to the class. Therefore, if the student needs to take an exam at a different time, he/she must communicate that need to the instructor ten to fourteen days before the exam needs to be taken.

Exams

The student will take one 100-point in-class exam and two 150-point exams during the semester. All exams are cumulative meaning that all material covered to the date of the exam is testable. Exams are never given after they have been offered to the class. Therefore, if the student needs to take an exam at a different time, he/she must communicate that need to the instructor ten to fourteen days before the exam needs to be taken. Students missing the first or second exam will have the subsequent exam counted twice. The final exam must be taken at the time indicated on the Student Schedule.

EQUAL ACCESS STATEMENT

The Department of Accounting/IS supports equal access for students with disabilities. If you are in need of special services due to a disability, please contact the instructor or the Disability Resource Center. The Disability Resource Center (DRC) provides accommodations for students with verified disabilities. When appropriate, reasonable accommodations can include the following: alternative testing, readers, note takers, interpreters, and adaptive equipment. For more information and/or to determine eligibility, please contact Independent Learning or DRC in Thompson Building, room 101.

Disability Resource Center/079 University of Nevada, Reno, Reno, NV 89557 (775) 784-6000

NOTE ON CHANGES TO THE SYLLABUS & SCHEDULE

The instructor reserves the right to make changes to the syllabus and the schedule anytime throughout the semester.

Your continued registration in this class after the initial drop date signifies that you have read and understand the syllabus for IS101 Spring 2011 and will abide by the course policies in the syllabus.