

IS101.001 & IS101.002 Introduction to Information Systems (3 credits) Spring 2012

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

Textbook & Simulated Software Package: The ISBN 007754031X is a custom bundle that contains the package for the book Using Information Technology, Ninth Edition, by Williams and Sawyer and SimNet for Office 2010.

Course Site: Students are expected to use a [supported web browser](#) for [WebCampus](#). Check out the [Quick WebCampus Tour](#) for help in logging on. Additional tutorials to learn WebCampus can be found on the [Student Resources](#) page.

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 Windows 7, 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.

A few notes about the software:

- As all students must purchase an individual copy of SimNet 2010, it makes the most economic sense to [purchase the bundle](#). If a student would like to buy SimNet 2010 separately, he/she will be given instructions on how to do so at one of the course's orientations.
- Students MUST either have a SimNet registration code OR be prepared to purchase SimNet with a credit card or PayPal account at the [IS101 orientation](#).
- DO NOT sign up for the SimNet "free trial." Work done in SimNet will NOT be recorded.
- Students 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 AB309. Students automatically have a COBA account by signing up for

this course. Photoshop has a free trial for 30 days that can be downloaded for the Photoshop/Word2 assignment.

- MS Office 2010 is the supported software for this course. If a student decides to upgrade, or wishes to buy the programs; it is suggested that he/she check with the Computer Den at the ASUN bookstore at UNR and/or check for student discounts when buying software for educational use.
- If a student buys a used book, he/she will need to purchase SimNet separately with a . SimNet purchased separately costs approximately \$53.00.
- Students must use Internet Explorer or Firefox for SimNet courseware. DO NOT use Chrome, Safari or other browser to do SimNet Lessons.

Use of Macs for this course:

Although Mac for Office is not the supported software for this course, students have successfully used it to complete course requirements. Students will find that Office 2011 more closely resembles the Office 2010 interface. There are a few issues of which the student should be aware:

- Files are graded on a Wintel machine, i.e. an Intel based PC with Microsoft Windows operating system. Therefore, files turned in for assignments must be saved for the Wintel environment. Word documents will have the .docx extension, Excel files will have the .xlsx extension and PowerPoint documents will have the .pptx extension. Simply changing the extension will not make a Mac file a Wintel file. It must be SAVED AS a Windows file.
- SimNet and WebCampus courseware were written for Internet Explorer. Students have been fairly successful using Firefox for these programs, but may run into some problems from time to time. If a student finds that he/she cannot use SimNet on a Mac, he/she will need to find a Wintel machine to do these lessons. No exemptions or exceptions are made for students choosing to do their work on Mac computers.

Orientation Session:

All students are required to attend an [orientation session](#) for the course. The student will get a quick tour of the WebCampus website, learn 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 or use PayPal to purchase SimNet at 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 and has all of the programs needed for this class. The student's NetID is used to log in at the COBA Lab.

SimNet Account

Student SimNet accounts are created by the instructor. The student must go to an Orientation to get signed up. The student will use the registration code purchased as part of the book bundle or will purchase an account at an orientation.

Challenges:

If the student has the requisite knowledge to challenge this course, he/she should go to the [Challenge Page](#) for more information.

Course Grading

The course is based on 1,000 points. Grades will be assigned according to the following table:

Student Score			Final Grade
930	to	1,000	A
900	to	929	A-
870	to	899	B+
830	to	869	B
800	to	829	B-
770	to	799	C+
730	to	769	C
700	to	729	C-
670	to	699	D+
630	to	669	D
600	to	629	D-
0	to	599	F

Points are not "rounded up."

Course Deliverables

SimNet Lessons*	SimNet Windows 7	33
	SimNet Word	66
	SimNet Access	24
	SimNet Excel	57
	SimNet PowerPoint	45
Assignments	Orientation	25
	Business Week	15
	Word 1	30
	Photoshop/Word 2	65
	Excel 1	55
	Excel 2	55
Assessments (Quizzes)	Syllabus	10
	Chapter 1	10
	Chapter 2	10
	Chapter 3 & pgs 402–425	20
	Chapter 4	10
	Chapter 5 & pgs 371–378	10
	Chapter 6	15
	Chapter 9 & Pages 433–449	10
Exams	Midcourse Exam	150
	Excel Show what you Know	50
	Final Exam	200
Total		1,000

* Each SimNet task is worth .75 points toward the course total.

**No extra credit is available.

See the [WebCampus](#) calendar for exam and other required meeting days and for due dates.

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 7, Access, Excel, Word and PowerPoint. It is suggested that students 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 WebCampus Calendar.

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 Windows 7 and MS Office 2010. Microsoft Works does not have the functionality needed to complete assignments for this course.

Professionals and Professors Attendance

Students will attend a round table event during class time for credit. Professionals from the information systems industry and information systems professors will be present. Students who cannot attend class that date class must make arrangements with the instructor 10 to 14 days in advance. Students who are not present and have not made previous arrangements will not receive credit.

Excel: Show What you Know

The student will take a multiple choice test in class worth 50 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 150-point in-class exam and one 200-point exam 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 10 to 14 days before the exam needs to be taken. Students missing the first exam will have the final exam counted as 350 points. The final exam must be taken at the time indicated on the WebCampus Calendar, i.e. it is not given early.

Use [Weekspace.com](https://www.weekspace.com) to get help and to find important information. See the [Schedules link](#) for [Instructor Office hours](#), [Teaching Assistant Office hours](#), [COBA Lab Assistant hours](#), [Homework Help Sessions](#) and for a link to the [COBA Lab site for lab open hours and holiday hours](#).

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. adhere to the dates set forth on the WebCampus Calendar;
4. be punctual in completing assignments;
5. 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;)
6. be familiar with and adhere to matters of academic integrity as identified by the University;
7. 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:

Due to the class being very large, policies are set forth so that all students may enjoy a positive classroom atmosphere, a supportive virtual atmosphere and so that all students are treated fairly.

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 are responsible for assignments and assessment due dates regardless of technical difficulties. Plan ahead!

3. Students will not be given extensions on assignments or assessments for any reason, including failure of computing devices.
4. Students may turn in assignments (Word 1 & 2, Excel, Photoshop & PowerPoint) and SimNet Lessons (Windows 7, 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.
5. Students will 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 a student turns in a partially completed assignment, he/she may not turn in the remaining portion at a later date.
7. 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.
8. Students will verify that they turned in files. As taught in Orientation, students will revisit the assignment to verify that the file has been uploaded and that it opens properly.
9. 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.
10. It is not possible to complete assessments (quizzes on the reading assignments) after the due date/time.
11. 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.
12. 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. "In progress" means that any class member is taking the exam.
13. 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 10 and 14 days 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. The final exam must be taken in class to get credit.
14. 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.
15. 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.

16. Assignment of Incomplete for a course grade is solely at the discretion of the instructor. Note that it is a University statute that an Incomplete cannot be assigned if a student is not passing the course. Students with issues that may result in a request for an Incomplete should see the instructor at the first sign of a problem.
17. 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.
18. 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.
19. Students will come to instructor office hours for completion of grade reports.
20. Students having class and/or work schedule conflicts with all posted office hours should make appointments with the instructor.
21. 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.
22. 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." Students may not sit in the computer zone without a computer.
23. Students **will not use cell phones, PDAs, 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.
24. Students are asked to refrain from talking and other disruptive behaviors when the instructor or a classmate "has the floor."
25. 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.
26. Students may not leave class and then reenter. 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.
27. 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.

28. 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.
29. 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:

- Use the correct Web Browser.
- Use the COBA Lab computers to complete assignments.
- Check that files generated in Mac computers 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.
- Go to Homework Help Sessions.
- Work in the COBA Lab during Lab Assistant times.
- Complete the WebCampus assessments well before the due date.
- Read assigned chapter material prior to taking the assessments.
- Don't get frustrated! Allow time to deal with "technical difficulties."
- Keep backup copies of all materials created.
 - Print out your SimNet reports when assignments are completed.
 - Keep backups of all items until after your final grade is posted on MyNevada.
- Actively participate in the WebCampus discussion board.
 - Check for answers before emailing the teaching assistant or instructor.
 - Post questions as others may have the same question.
 - 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 will not be successful.
 - Learning skills and vocabulary takes practice. Practice takes time.
- Check the entire calendar early in the semester.
- Trade contact information with others early in the course.
- Use 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

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

NSHE POLICY STATEMENT

Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

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 2012 and will abide by the course policies in the syllabus.