

Syllabus

IS101.WC1 Introduction to Information Systems (3 credits)

Online Section

Spring 2011

Instructor: S.M. Week, MBA

Course Description

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

Course Objectives

The main objectives of this course are:

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.

Book and Software Simulation Package

The ISBN (9780077951972) covers the package for the book *Using Information Technology*, Ninth Edition, by Williams and Sawyer and SimNet for Office 2007.

System Requirements

MS Office 2007 is the supported software for this course. Assignment files created in Office 2003 will not be accepted. It doesn't matter whether a student uses Microsoft XP or Microsoft Vista for system software. Students are expected to use Internet Explorer for WebCampus and for SimNet courseware. Students should run the Check Browser link on WebCampus to be sure they are using the correct Internet Explorer and Java versions. The Check Browser button is found on the upper right corner of the WebCampus main screen.

Students work in both a simulated environment (SimNet) and live applications. Students need the following software on their computers: Word 2007, Excel 2007, PowerPoint 2007, Internet Explorer, Windows Media Player (comes standard on Windows XP and Vista) and Adobe Flash Player. (There is a free download for Adobe Flash Player.) Microsoft Works **does not** have the functionality needed to do assignments for this course. Students **do not** need Access 2007 for this course.

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. There are a few issues of which the student should be aware:

1. 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.
2. SimNet and WebCampus courseware were written for Internet Explorer. Students have been fairly successful using Firefox for these programs, but will run into some problems from time to time. For example, the “=” equals sign will not work properly when working in SimNet Excel. Some students have been able to get around this problem by using a “+” plus sign in its place. 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.
3. Students will need to be able to play .wmv files. There is a free download called Flip4Mac that will allow you to play .wmv files in Quicktime. Again, if a student is unable to play these files on a Mac, he/she will need to find a WinTel machine to access this information.

COBA Lab

The College of Business Administration Lab (COBA Lab) is available for your use if you are in the Reno area. 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 (the login you use for WebCampus) will be your COBA Lab login. Lab assistants that are familiar with the homework assigned in this course are available approximately 50 hours a week. A Link to the Schedules page for Lab Assistant and COBA Lab hours is posted on the WebCampus site.

Student's Role and Responsibilities

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

- be actively engaged with the material and with the process of education;
- build their own knowledge and skills (faculty guide students to materials and methods, but learning is up to the student);
- participate in discussions on WebCampus;
- adhere to the dates set forth on the WebCampus site;
- be punctual in completing assignments;
- share responsibility for the flow of communication concerning a course (this involves regularly checking WebCampus and responding to email from the instructor);
- notify the instructor at the first sign of problems that could affect performance in the course;
- students should email the instructor via WebCampus rather than her personal email account;
- be familiar with and adhere to matters of academic integrity as identified by the University;
- 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).

Additional Course Policies beyond those set forth by Independent Learning

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](#). Students are expected to complete homework individually. Each student **must download 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 for the first incidence of cheating.
2. If English is not the student’s native language, a paper dictionary may be used during exams.
3. 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.
4. 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.
5. Students are responsible for assignments and assessments (quizzes) due dates regardless of technical difficulties. Plan ahead!
6. Assignments are accepted only once. If you turn in a partially completed assignment, you may not turn in the remaining portion at a later date.
7. Exams are comprehensive and worth 175 points each. Students will be given a mid-term and a final exam. A student who misses the mid-term for a reason deemed acceptable by Independent Learning will be allowed to take both the mid-term and final exam concurrently at the scheduled final exam time.

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

Course Deliverables

SimNet Lessons	SimNet Vista	15
	SimNet Word	40
	SimNet Access	35
	SimNet Excel	60
	SimNet PowerPoint	40
Discussions	Week 4: Public Databases	10
	Week 5: Midcourse Exam	10
	Week 6: Input OR Interfaces	10
	Week 8: Career	10
	Week 9: Ethics & Privacy	10
	Week 10: Emerging Technology/AI	10
	Week 12: Final Exam	10
Assignments	Roster	25
	Word 1	30
	Word 2	40
	Excel 1	75

	Excel 2	75
	PowerPoint	35
Assessments (Quizzes)	Course Policies	15
	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
	Chapter 10	10
Exams	Midcourse Exam	175
	Final Exam	175
Total		1000

Weekly Learning Modules

Learning Modules break down what the student should accomplish during a specific time period.

SimNet

SimNet reviews and enhances students' knowledge of computer applications. The student will complete SimNet lessons on Vista, Word, Excel, PowerPoint and Access. SimNet Lessons posted one minute to seven days late will be assessed a 30% penalty. SimNet Lessons are not accepted after seven days beyond the due date.

Discussions

The student will complete seven discussion posts on the discussion board. Instructions for each discussion thread are found in the learning modules. Discussions posted one minute to seven days late will be assessed a 30% penalty. Postings are not accepted after seven days beyond the due date.

Assignments

The Roster Assignment should be posted directly to the Roster by the due date. All other assignments shall be turned by uploading the file to the WebCampus assignment. Assignments instructions are found in a PDF file in the course modules. Many assignments are accompanied by Flash movie files that help the student learn the finer points of computer application and will assist the student in completing the assignments. Assignments posted one minute to seven days late will be assessed a 30% penalty. Assignments are not accepted after seven days beyond the due date.

Assessments (Quizzes)

The student will complete eight assessments based on the Using Information Technology book. There is an additional course policies assessment. 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.

Examinations

The exams are difficult. They are 30% of the student's grade and represent six or more hours of study per week. This is a survey course, therefore, exam questions are on a broad array of subjects. Students should watch the lecture videos multiple times and should be able to define and/or understand all bulleted items on the videos. Students should watch the other offered videos multiple times and should glean important points from these videos. Students should carefully read the book, should review the assessment questions and should study the exam discussions in detail. There are 100 multiple choice and matching questions on each exam. If you miss the midcourse exam for an excused reason, you must take both the midcourse and the final exams during the allotted time for the final exam.

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/0079 University of Nevada, Reno, Reno, NV 89557 (775) 784-6000

Independent Learning/0050 University of Nevada, Reno, Reno, NV 89557 (800) 233-8928, ext. 4652 (775) 784-4652

Note on Changes to the Syllabus and 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 IS 101 Spring Session 2011 and will abide by the course policies in the syllabus.