

# Syllabus

## **IS101.5501 Introduction to Information Systems (3 credits)**

Online Section

Spring 2012

Instructor: Sandy Week, MBA

Teaching Assistant: Jeff Lighthall

**IMPORTANT:** These course details are subject to change without notice. Students must refer to the course site for current assignment details, course policies, and additional information.

### 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.

### Required Textbooks and Materials

#### Book and Software Simulation 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.

As all students must purchase an individual copy of SimNet, it makes the most economic sense to purchase the bundle and resell the book. If a student would like to buy SimNet separately, he/she will be given instructions on how to do so with his/her feedback from the required Welcome Quiz.

## System Requirements

MS Office 2010 is the supported software for this course. Assignments will be accepted if generated in Office 2007. Assignment files created in Office 2003 will not be accepted. It doesn't matter whether a student uses Microsoft Vista or Windows 7 for system software. Students are expected to use a Supported Web Browser for WebCampus.

Students MUST use Internet Explorer or Firefox for SimNet courseware. Students work in both a simulated environment (SimNet) and live applications. Students need the following software on their computers: Word 2007 or 2010, Excel 2007 or 2010, PowerPoint 2007 or 2010, Internet Explorer or Firefox, Windows Media Player or Flip for Mac and Adobe Flash Player. Microsoft Works does not have the functionality needed to do assignments for this course. Students do not need MS Access 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. Students will find that Office 2011 more closely resembles the Office 2007/2010 interfaces. 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. 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.

## Course Components

### 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 Windows 7, 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. Links to the 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

Assignments instructions are found in a PDF file through links in the course modules. The 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 for taking assessments, but they must be submitted before the due date/time. It is not possible to take an assessment after its availability has ended.

## Exams

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.

Please see the Examinations page for more information.

## Examinations

### Requirements

Rigorous testing policies and procedures are required of an accredited university; therefore, exams must always be administered in a proctored/supervised setting.

Students are required to complete all proctored exams / writing assignments. Students cannot pass the class without completing all proctored exams / writing assignments.

Exam dates: Refer to the weekly learning modules for scheduled exam dates. Early/late exams are not permitted. Failure to take your exam within the specified date range will result in a zero for the exam and/or course.

## ProctorU

All students will take their proctored exams through ProctorU, an external service that allows students to complete their required supervised exams online from any location. To use this service, you must create an account at [go.ProctorU.com](http://go.ProctorU.com). You will also be responsible for paying a portion of the proctoring costs (\$12) directly to ProctorU.

For instructions on how to schedule testing appointments and the procedure for taking your exam, please refer to ProctorU's student handout. Information about the company's privacy policies are also available. Important note: Even though ProctorU will allow you to take your proctored exam from any location—including your own home—you will still need to adhere to a strict testing environment. You will not be able to take breaks from your exam or step away from your computer once the testing session has begun. If you do, the proctor will end your testing session and report the incident to your instructor and Online and Independent Learning. Therefore, you should prepare ahead of time to sit for the exam (normally two hours) without interruption.

## Technical Requirements

To take your exam through ProctorU, specific hardware is required. You are responsible for meeting these technical requirements before your scheduled appointment:

- A reliable computer running Windows XP (or higher) or Mac OS X (or higher).
- A webcam with 640x480 video pixel resolution or higher. Webcams built into laptops or computer monitors are usually sufficient.
- Headphones or working speakers connected to the computer.
- A working microphone connected to the computer. A webcam with a built-in microphone is recommended.
- A web browser with Adobe Flash Player installed. Flash Player 10 is recommended.
- A reliable, high-speed Internet connection (minimum 768 Kbps download speed / 384 Kbps upload speed).
- The authority to allow remote access—video and screen-sharing connections—to the computer by one of ProctorU's proctors. (The proctor will walk you through this authorization process.)

You can test your computer, webcam, and Internet connection at [www.ProctorU.com/testitout/](http://www.ProctorU.com/testitout/). It is strongly recommended that you test your equipment before your scheduled exam appointment to avoid technical difficulties during your exam. Technical issues are not a valid excuse for missing your exam or testing outside of the scheduled testing dates; such events may result in additional fees and/or failing the exam.

## 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

<b>SimNet Lessons*</b>	SimNet Windows 7	33
	SimNet Word	66
	SimNet Access	24
	SimNet Excel	57
	SimNet PowerPoint	45
<b>Discussions**</b>	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
<b>Assignments</b>	Word 1	30
	Word 2	35
	Excel 1	75
	Excel 2	75
	PowerPoint	35
<b>Assessments (Quizzes)</b>	Course Policies	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
	Chapter 10	10
<b>Exams</b>	Midcourse Exam	150
	Final Exam	200
<b>Total</b>		<b>1,000</b>

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

\*\* Ten points total of extra credit is available, five on the mid-course exam discussion and five on the final exam discussion.

**No other extra credit is available.**

## 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; and
- 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

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.

### 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

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

#### Note on Changes to the Syllabus

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 101.5501 and will abide by the course policies in the syllabus.