


COLLEGE OF SOUTHERN NEVADA
IS 101 Introduction to Information Systems
Spring 2017

Instructor:	Andrew Roth
Contact phone:	702-652-1490
Contact E-mail:	I answer Canvas emails Monday through Friday, 8 a.m. to 4 p.m. during the semester. During the semester, please do not use faculty email. Only use faculty email before and after the semester is in session.
Office Location:	North Las Vegas Campus (Cheyenne) Bldg C, Room 2660
Office Hours:	Available by Appointment
Course meeting time/days	Section 2008 (in-class) Monday, 6:00 pm – 8:50 pm other times by appointment
Course meeting location:	North Las Vegas Campus (Cheyenne) Bldg C, Room 2660
Important Notice:	This syllabus is subject to change as deemed appropriate by the instructor with advance notification. Notices will be posted in Canvas. It is your responsibility to stay informed.
Important Note:	If you have any concerns about this course and/or me, please contact me first. If I cannot resolve your issue, please contact Arlene Menezes in the CIT Department Office at 702-651-5976. You will be directed to the appropriate Program Director or the Department Chair. You will remain anonymous, if possible, and all communications will be strictly confidential. Please DO NOT wait until the last minute to make your concerns known to me and/or to the CIT Department.
	Starting Jan. 24, 2011 printing in CSN classrooms, computer labs and libraries falls under the new Print Wise initiative, designed to help save natural and fiscal resources. Print Wise provides CSN students with a \$10 credit toward printing at the start of each semester, <u>which will provide for up to 200 black and white copies at 5 cents a page, or 40 color copies at 25 cents a page.</u> After that, a student may put money into his or her account online or at a CSN Cashier's Office to purchase additional prints at the same rate. It is the responsibility of each student to maintain his or her printing accounts to cover printing expenses during each semester. More information about the Print Wise system may be found at www.csn.edu/printwise .
Message from College Library Services	<i>College Library Services offers ongoing research workshops throughout the semester. Bring your topic or assignment to one of the workshops on the basics of locating and citing quality information and receive in-depth assistance with a librarian. Check out the schedule at www.csn.edu/pages/3791.asp or call 651-5729 for more information.</i>
Course Prerequisites	None

Course Description:	Concepts and applications of Information Systems. Introduction to hardware, software, data, and file concepts. Microcomputer applications software including word processing, spreadsheet, database, Internet, and presentation software.
Learning Outcomes:	<p>Successful students will earn an internationally accepted digital literacy certification by demonstrating competency in the following areas:</p> <ol style="list-style-type: none"> 1. Computing Fundamentals <ol style="list-style-type: none"> a. Understand computer hardware, peripherals and basic troubleshooting techniques b. Understand computer software c. Understand the purpose of and be able to use an Operating System d. Understand basic file management techniques 2. Key Applications <ol style="list-style-type: none"> a. Understand and be able to perform common program functions b. Understand and be able to perform common word processing software functions c. Understand and be able to perform common spreadsheet software functions d. Understand and be able to perform common presentation software functions 3. Internet <ol style="list-style-type: none"> a. Understand network fundamentals and the benefits and risks of network computing b. Understand and be able to perform common electronic communication and collaboration functions c. Identify information about the Internet, the World Wide Web and Web sites d. Understand and be able to perform common web browser functions e. Identify how computers are used in different areas of society f. Identify the risks of computer usage g. Understand Internet safety, ethics, and legal issues
Text:	<p>Certiport 3-pack test vouchers SKU 106025590 \$47.00</p> <p>AND</p> <p>IC3 Certification Guide with SAM custom bundle SKU 016025496 Part# 7318-1-76-CSN \$112.50</p>
Join SAM Section:	See attached instructions at the end of the syllabus
Late Assignment Policy	Quizzes, trainings, assignments and projects have due dates. The assignments disappear after the due date. Exams have recommended due dates. Students take the exams at the CSN testing rooms at their convenience. You need to take the last exam by the end of the semester.
Make-up Policy	SAM Assignments and Canvas quizzes cannot be made-up. IC3 Exams can be made-up and retaken at the CSN testing rooms (not testing center). Last day to take an exam is <u>12/16/2016</u>
Attendance Policy	Attendance is taken; students are expected to sign-in each night on the roster. Attendance & Participation points are awarded to those present for at least 90% of the meeting. After the 2nd missed meeting in a row, an E-Alert will be sent to the Dean's office.

Office 365	Activate my CSN Student E-mail account To get a FREE copy of MS Office 365 with permission to install MS Office 2013 on up to 5 computers. Learn more at https://studentmail.csn.edu/learnmore/
Academic Integrity:	Scholastic dishonesty will not be tolerated. You are expected to have read and understood. The CSN Academic Integrity Policy is found at: https://archive.csn.edu/uploadedfiles/2010.08.11%20FINAL%20FacSenIntegritydraft.pdf
Disability Resource Center:	"If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. The DRC is located in Student Services on each major campus. More information about the CSN DRC please visit: http://www.csn.edu/pages/544.asp For more CSN Americans with Disabilities Act (ADA) information please visit: http://www.csn.edu/pages/2566.asp
Student Rights & Responsibilities	It is your responsibility to be aware of your rights and responsibilities. This information is located in the General Catalog and Student Handbook, which can be found on the CSN Catalog/Schedule/Calendar web page: http://www.csn.edu/pages/660.asp
Student Refund Policy	Beginning Fall 2013 CSN has a new student refund policy for course withdrawal: <ul style="list-style-type: none"> • 100% withdrawal first week of instruction • 50% withdrawal before the end of the 2nd week of instruction; and • No refund after the start of the third week or for application or admissions. • More information available at http://archive.csn.edu/PDFFiles/Tuition%20Refund%20Policy.pdf including information about short-term class refunds.
Academic Warning – Probation- Suspension Policy	If students' cumulative GPA falls to 2.0 or lower after attempting at least 12 credits, they will receive an academic warning, so that they have time to seek help. Continued performance at 2.0 or lower in future semester course work can lead to academic probation or academic suspension. Students on academic suspension will not be able to enroll in classes for a semester. More information available at https://www.csn.edu/step-8-meet-advisorsuccess-coach
Late Registration	Starting in spring 2016, CSN students will be able to register after the semester begins. CSN students will be able to register until 1/23/2017 by 11:59 p.m. More information available at www.csn.edu/success
Counseling/Advising	If you are a new student or have no declared major , you will meet with a CSN success coach for all your advising needs, including course planning and career exploration services. Success coaches are located in student services areas and their contact information is available at Tutorial Services (https://www.csn.edu/college-success) If you are a student who has declared a major , CSN has assigned you a counselor who is an expert on your declared major and can help you effectively navigate your program. This counselor's office is located in the academic school (i.e. the School of Arts & Letters) in which your declared major resides. To find out whom your counselor is and make an appointment, go to Tutorial Services , or contact the CSN Call Center at 702-651-555-7367
Tutorial Services	As a CSN student, you have access to free tutoring for any of your classes. This is available through the Tutorial Services office. For more information, go to https://www.csn.edu/college-success/ . Tutorial help for many of your computer

	classes is also available from the CIT Department. Go to the CIT Department's Homepage (https://www.csn.edu/cit/) for times and locations of tutorial and open labs.			
Method of Evaluation	Students pass all three IC3 Exams to pass with a grade of C. Additional points are earned from trainings, quizzes and projects. Please refer to the point's available document posted in Canvas			
Grades	<p>Pass One or Two IC3 Exam – grade F</p> <p>Pass Three IC3 Exams – grade C</p> <p>Pass Three IC3 Exams and earn 500 points -- grade B</p> <p>Pass Three IC3 Exams and earn 600 points – grade A</p> <p>If you pass all three exams on the first attempt, you will earn bonus points toward your final grade.</p> <p>If you decide this is not the class for you, you must officially drop the class by 3/31/2017 to receive a 'W' grade. You <u>cannot</u> request a grade of W from the instructor.</p>			
Assignment Points	Quizzes	Projects	SAM Training	Pass Exams 1st attempt
	450	330	160	60
Semester Schedule	<p>See schedule below</p> <p>See Canvas for weekly Assignments (Module Tab)</p>			
References	A copy of the textbook is on reserve at the library. You can reserve it for 2 hours			
Extra activities:	None required for this class			
Safety or Risk Assumption:	None required for this class			
Additional Fees:	Students will purchase a voucher when retaking an IC2 exam			
Additional Information	None			
Objectionable material:	See class rules below			

Semester Schedule	Week	Date	Module/ Lesson	Topic	SAM/Canvas (see method for grading)
Dates	1	1/17	Unit 3 12	Orientation World Wide Web	Syllabus, Canvas, Register SAM, Register Certiport SAM Training - 3.1.A Browsers
	2	1/24	13 14	Getting Connected Digital Communications	Learning Strategies Assignment - Canvas Time Management Strategies - Canvas Canvas Quiz - Browsers (in-class) SAM Training - 3.2.A Networking Canvas Quiz – Networking (in-class*)
	3	1/31	3 5	Digital Citizenship	SAM Training - 3.3.A Digital Communications Canvas Quiz - Digital Communications SAM Training - 3.4.A Digital Citizenship Canvas Quiz - Digital Citizenship
	4	2/7	15 16	Finding Information Review, Practice Exam, Complete missed assignments	SAM Training - 3.5.A Safe Computing Canvas Quiz - Safe Computing (in-class*) SAM Training - 3.6.A Research Fluency Canvas Quiz - Research Fluency (in-class*)
	5	2/14	Unit 2 7	IC3 Exam 1 at CSN Computing Fundamentals Common Features MS Word	Certiport Test – Living Online (bring voucher to exam) Option: Register for exam at www.csn.edu/cit -Training 2.1.A Common Features -Quiz 2.1.B Common Features
	6	2/21	8	MS Word	SAM Training - 2.2.A Word Canvas Quiz - Word (in-class*) SAM Project - 2.2.B Word project 1 SAM Project - 2.2.C Word project 2
	7	2/28	8 9	MS Word MS Excel	SAM Project - 2.2.D Word project 3 SAM Project - 2.2.E Word project 4 Capstone SAM Training - 2.3A Spreadsheets
	8	3/7	9	MS Excel	SAM Project - 2.3.B Excel project 1 SAM Project - 2.3.C Excel project 2 SAM Project - 2.3.D Excel project 3
	9	3/21	9 10	MS Excel MS PowerPoint	SAM Project - 2.3.E Excel project 4 Capstone Canvas Quiz - Spreadsheets (in-class*) SAM Training - 2.4.A PPT SAM Project - 2.4.B PPT project 1 SAM Project - 2.4.C PPT project 2
	10	3/28	10 11	MS PowerPoint MS Access	SAM Project - 2.4.D PPT project 3 SAM Project - 2.4.E PPT project 4 Capstone Canvas Quiz – PPT (in-class*) SAM Training - 2.5.A Basic Database SAM Project - 2.5.B Access project 1 Canvas Quiz - Basic Database (in-class*)
	11	4/4	11	MS Access Practice Exam	SAM Training - 2.6.A Collaboration SAM Project - 2.6.B Collaboration project (Word) CANVAS Quiz - Collaboration (in-class*)
	12	4/11	Unit 1 1	IC3 Exam 2 at CSN Key Applications	Certiport Test Two – Key Applications (bring voucher to exam) Option: Register for exam at www.csn.edu/cit

				Operating Systems	SAM Training - 1.1.A Operating Systems
13	4/18	2 3	Files and Folders Control Panel	Canvas Quiz - Operating Systems (in-class*) Canvas Quiz – Files and Folders Canvas Quiz – Control Panel	
14	4/25	4 5	Hardware Software	SAM Training - 1.2.A Hardware Canvas Quiz – Hardware (in-class*) SAM Training - 1.3.A Software Canvas Quiz – Software (in-class*)	
15	5/2	6	Troubleshooting Practice Exam	SAM Training - 1.4.A Troubleshooting Canvas Quiz – Troubleshooting (in-class*)	
16	5/9		IC3 Exam #3 Living Online	Certiport Test Three – Living Online (bring voucher to exam) Option: Register for exam at www.csn.edu/cit	

***If Time Permitting**

- **Required: Readings and worksheets from the textbook.**
- **Recommended: Text Book Exercises (for those new to the skills)**
- **Required: Quizzes in Canvas will quiz the student on this reading material.**
- **Required: SAM trainings. Completing the SAM projects in Unit 2 are essential to prepare the student for the second exam.**

Classroom Rules

Class Rules	<ul style="list-style-type: none"> • Respect all persons at all times. • No food or drink in the classroom (except water with a cap). • No cell phones: talking, email, texting or IM'ing (5% grade reduction for each incident). • No electronics of any kind including PDA's, gaming, iPods or MP3's etc. during lectures. • Only classroom work is to be done on the classroom workstations. • No Internet during class hours other than class related assignments. • No sleeping in class. • No pornographic material or website. • No fighting, cursing or swearing. • Breaking a rule can result in eviction for that class. • No students in the classroom without an instructor present (campus rule). • Use business protocol for all email: do not use acronyms, but do use spell check, proper grammar and capitalization. Otherwise, I can return your emails for revision. • Respect the classroom rules.
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SAM Registration and New User Information

SAM is the name of a special online “workbook” that accompanies your textbook. It can include quizzes, training and projects that you complete to help you master the reading material.

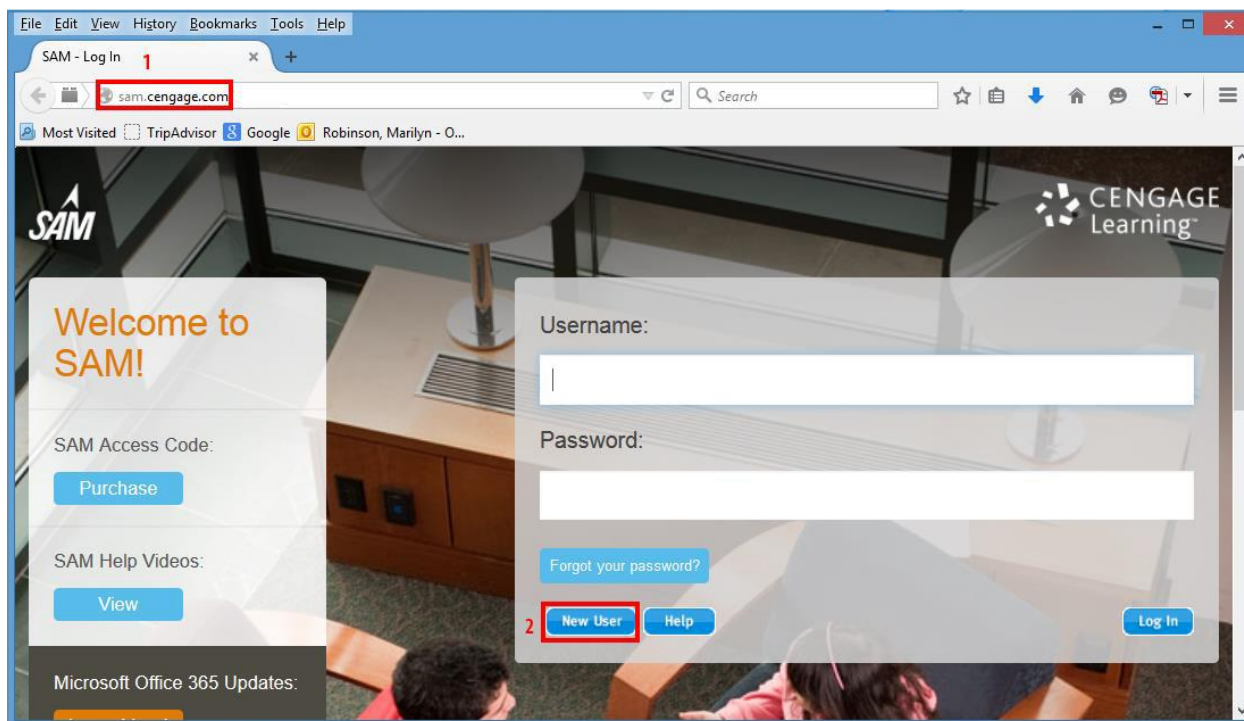
The SAM material also contains some important content not found in the textbook. Therefore, the textbook and SAM are not a substitute for one another. You need to read the textbook AND complete all of the SAM and Canvas assignments to adequately prepare for the course exams.

SAM is different from other software you may have worked with. To get the most out of this package you need to learn how to work with it. Please download and use the SAM Student User Manual. It is extremely important that your computer and browser settings match the SAM requirements as shown on pages 2 to 11.

On the first day of class you need to Set Up your SAM Account. Students in IS101 sections who start classes at the beginning of a semester have a two-week grace period beginning day one of the semester. That means **you do NOT have to wait until you buy the textbook** bundle to get started but be on the lookout for important information from your instructor about what happens when the grace period closes.

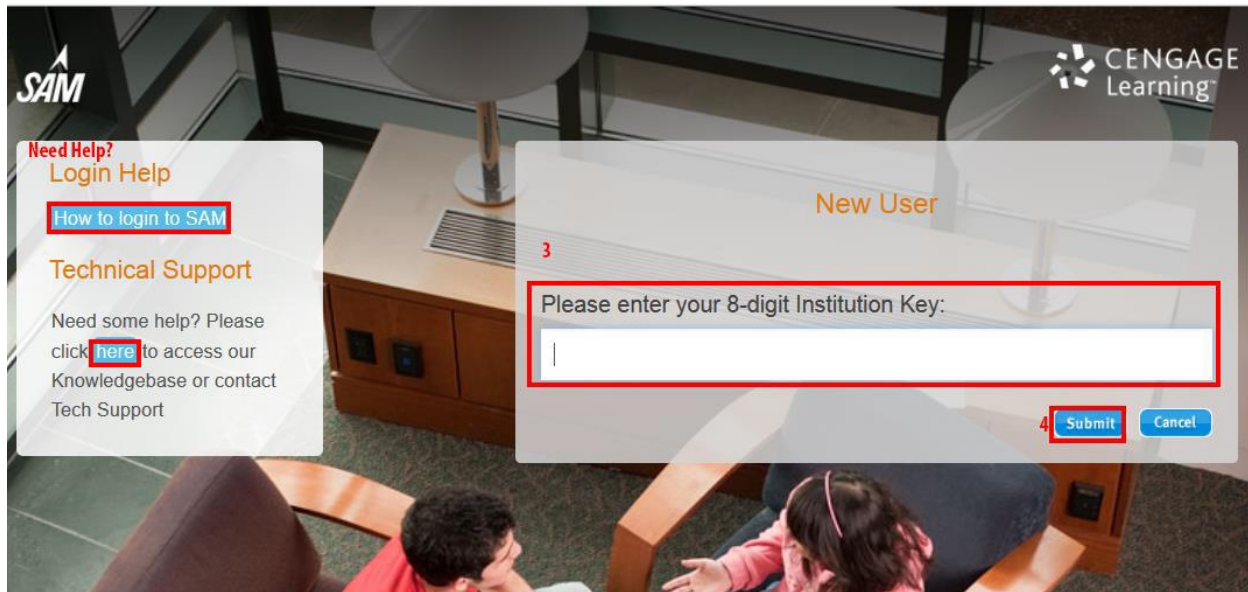
Registration: How to Set Up your SAM Account:

- 1) Go to <http://sam.cengage.com>
- 2) Click **New User** button



3) Enter the **Institution Key: T2031806** and

4) click **Submit**



If you receive the message confirming Institution name: **College of Southern Nevada**

5) Click **OK**



If you see some other college name that means that you typed the Institution Key incorrectly. Click **Cancel**, fix your mistake and try again.

On the next screen you will enter your SAM key code if you have purchased your textbook bundle. Otherwise, click “Enter Later” to take advantage of the 14-day grace period (see pg 14). For those who have purchased the textbook bundle, enter your key code on this page. Then click Save.

Please enter your 18-digit key code:

Key Code:

Click here if you have not purchased your textbook bundle

If you have purchased your textbook bundle, enter your code here. Then click Save.

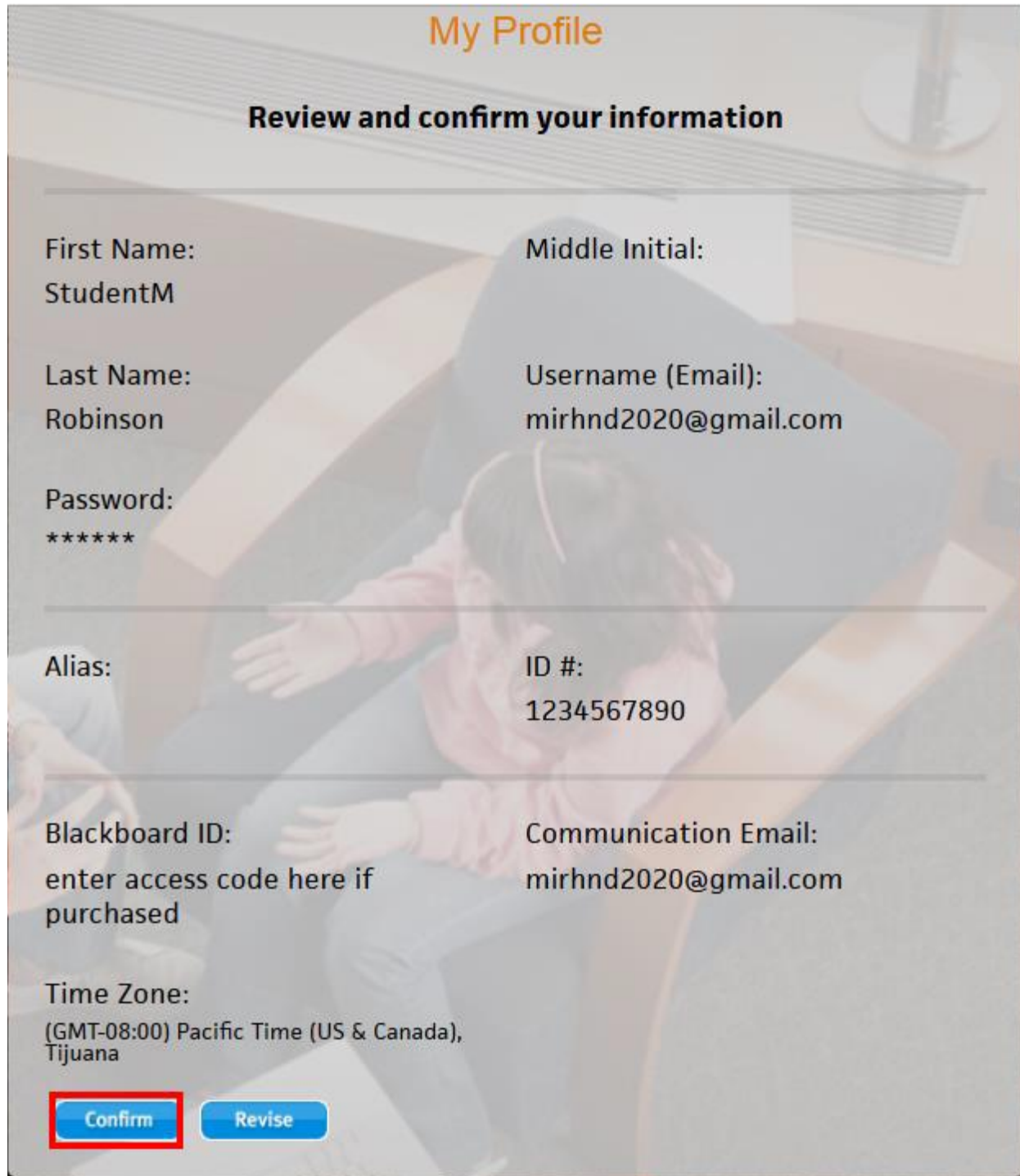
Save Enter Later

~~If you don't have a key code, please visit [Cengagebrain](#)~~

GET OUR TEXTBOOK BUNDLE AT THE BOOKSTORE. Do not visit Cengagebrain.

<p>6) Complete the form shown; only fields with an * are required</p> <ul style="list-style-type: none"> First name: Use the same name used at CSN to register for your class, do NOT type all upper (or lower case) Middle Initial: Not required Last Name: Use the same name used at CSN to register for your class, do NOT type all upper (or lower case) Username (Email): this should be an e-mail address you check regularly, if there is a problem with your SAM account or lose your password, this is where you will find special instructions, unlock codes, etc. You will use this email address every time you log into SAM. Password: type a password (rules for passwords can be found in the Student Guide) Verify Password: type the same password again Alias: Not required ID#: enter your NSHE#, the same number you use to log into Canvas or a computer on campus BlackBoard ID: If you have already purchased your book; store your 18-digit key code here (don't use hyphens.) You will need it after the grace period expires. You find the key code in the textbook bundle inside a slim cardboard sheath . Communication Email: Should be same as username Time Zone: make sure you select the time zone where you actually live Secret Question: choose one Secret Answer: type answer for the security question 	<p>My Profile</p> <p>Required Fields *</p> <p>First Name: * Middle Initial:</p> <p>Last Name: *</p> <p>Username (Email): * Verify Username: *</p> <p>Password: * Verify Password: *</p> <p>Alias: ID#:</p> <p>BlackBoard ID: Communication Email:</p> <p>Time Zone: Secret Question: *</p> <p>(GMT-08:00) Pacific Time (US & Canada), 1 What is your father's middle name?</p> <p>Secret Answer: *</p> <p>Save Cancel</p> <p>Click Save</p>
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7) Verify all the information is correct. If it is correct click **Confirm**, otherwise (if it is not correct) click **Revise**, fix the mistakes & Save again

The image shows a web form titled "My Profile" with the subtitle "Review and confirm your information". The form is set against a background image of a person sitting at a desk. It contains several input fields for personal and account information. At the bottom, there are two buttons: "Confirm" (highlighted with a red box) and "Revise".

My Profile

Review and confirm your information

First Name:
StudentM

Middle Initial:

Last Name:
Robinson

Username (Email):
mirhnd2020@gmail.com

Password:

Alias:

ID #:
1234567890

Blackboard ID:
enter access code here if
purchased

Communication Email:
mirhnd2020@gmail.com

Time Zone:
(GMT-08:00) Pacific Time (US & Canada),
Tijuana

Confirm **Revise**

8) Read the agreement. Click **I Agree** if you do not agree you cannot use the materials required for this course.

Terms & Conditions

This is a legal document between Course Technology Cengage Learning ("Course Technology") and you. Course Technology is willing to license the Software to you only upon the condition that you accept all of the terms contained in this license agreement. If you agree to all of the terms contained in this license agreement, please so indicate by selecting the "I AGREE" option below. If you do not agree to the terms of this license agreement, please select the "I DISAGREE" option below. If you elect to decline and have purchased your User Manual for the Software (User Manual), you may return it to Course Technology to the address noted below, along with all packaging, proof of purchase and a letter from the institution on whose system the Software is installed certifying that no user profile has been created for you. If Course Technology receives these materials within 30 days of your purchase of the User Manual, Course Technology will issue a refund to you for any fee paid by you for the returned User Manual.

License Agreement

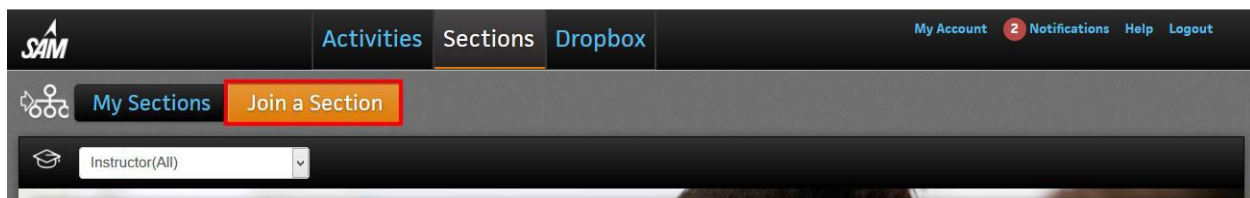
License Grant. Course Technology Cengage Learning ("Course Technology") grants to you, subject to termination as provided in this License Agreement, a nonexclusive, nontransferable license ("License") to use the Skills Assessment Management computer software as accessed through a local area network or single central processing unit ("Workstation"), any accompanying printed information relating to the Software, including the User Manual (collectively, the "Software"). The Software is subject to protection under the copyright, trade secret laws, where applicable, and other intellectual property laws of the United States and other jurisdictions. With this License, you acquire only the right to use the object code version of the Software while the License is in effect and do not acquire any rights of ownership in the Software. You shall not be considered to be an "owner of a copy" and shall not have rights granted under 17 USC Sec. 117 to make adaptations of the Software. You may use the Software on a single microcomputer by accessing the Software through the Workstation.

License Prohibitions. You may not: rent, sell, lease, lend, sublicense, give or permit access to the Software to any third party; remove or obscure Course Technology's

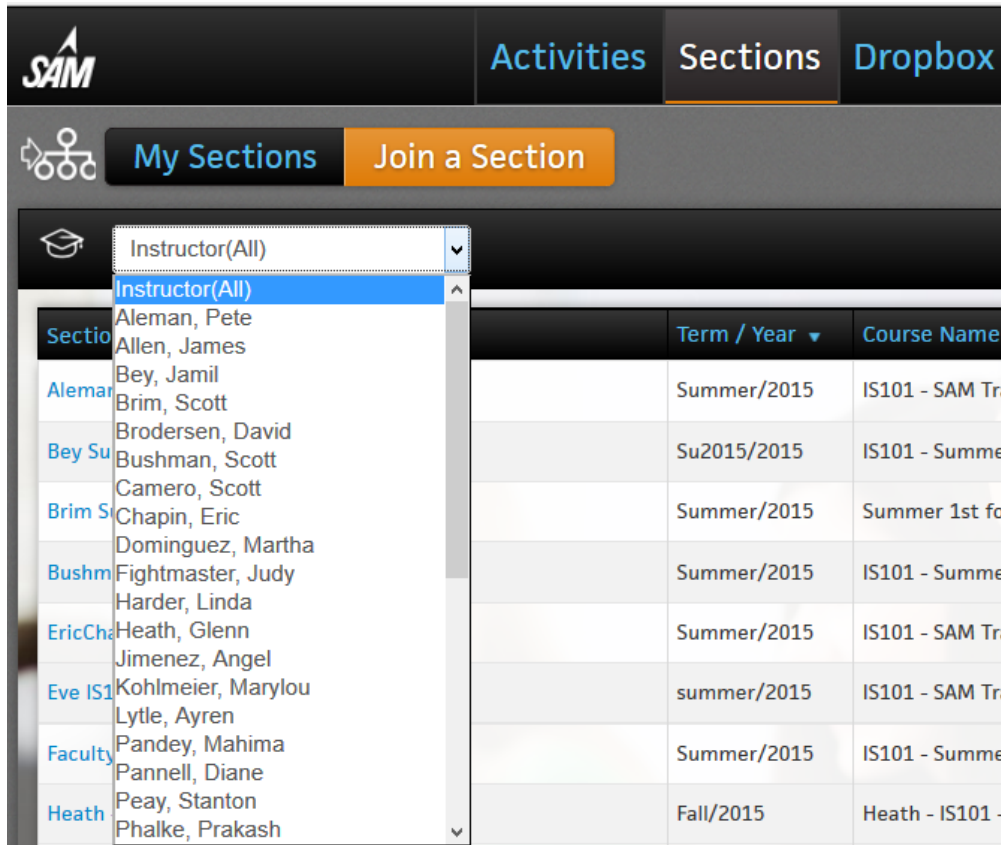
9) Now click **Sections**



10) Then **Join a Sections**



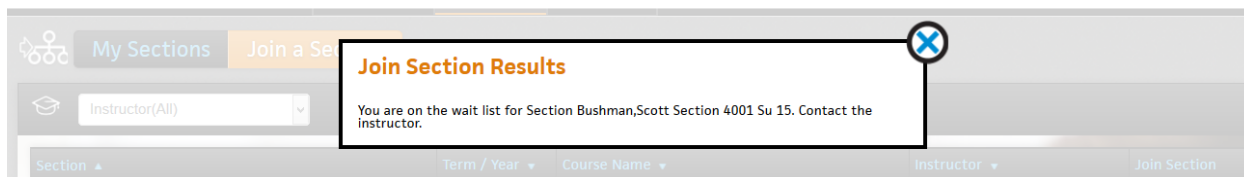
11) Now use the drop-down box to **find and select your** instructor's name and click it



12) When only your instructor's sections are shown, **click the Join Section tool at the right**. Some instructors have more than one section so be sure you choose the correct section.



13) Verify you got the correct section then **close** the verify box



14) You will be put on a Wait List, your instructor must add you to the section. Depending on the time of day/night when you select your section, you may have a 24- to 36-hour wait before your instructor is able to confirm that you selected the correct Section. If you are on the Wait List more than 48 hours be sure to email your instructor to see if there is a problem.

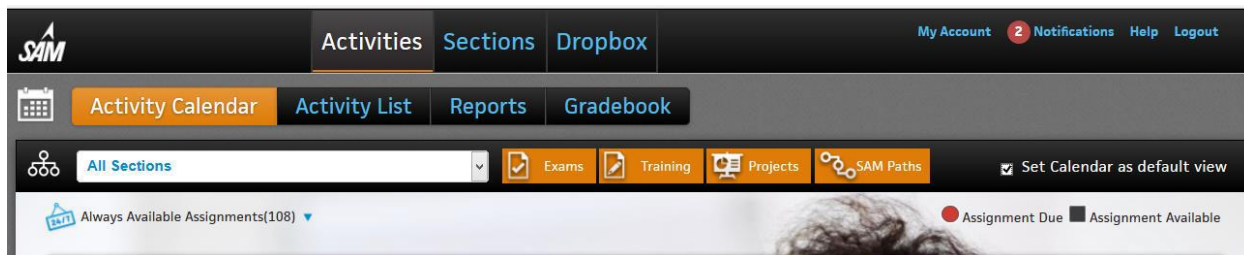
Section	Term / Year	Course Name	Instructor	Status
Bushman,Scott Section 4001 Su 15	Summer/2015	IS101 - Summer, 2015	Bushman, Scott	On wait list

15) When your instructor has moved you from the wait list into the class your Section Status will change from *On wait list* to *Accepted*.

Phalke_Summer2015_IS101_Section_1006_and_1008	Summer/2015	IS 101 - Introduction to Information Systems	Phalke, Prakash	Accepted
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New Users Must Select Their Section

Once you are off the Wait List, click on SAM **Activities** to find your SAM assignments. Your instructor will tell you if it is better to use the Activity Calendar or the Activity List to locate your assignments. *Note: you may have more assignments than those found in SAM.*

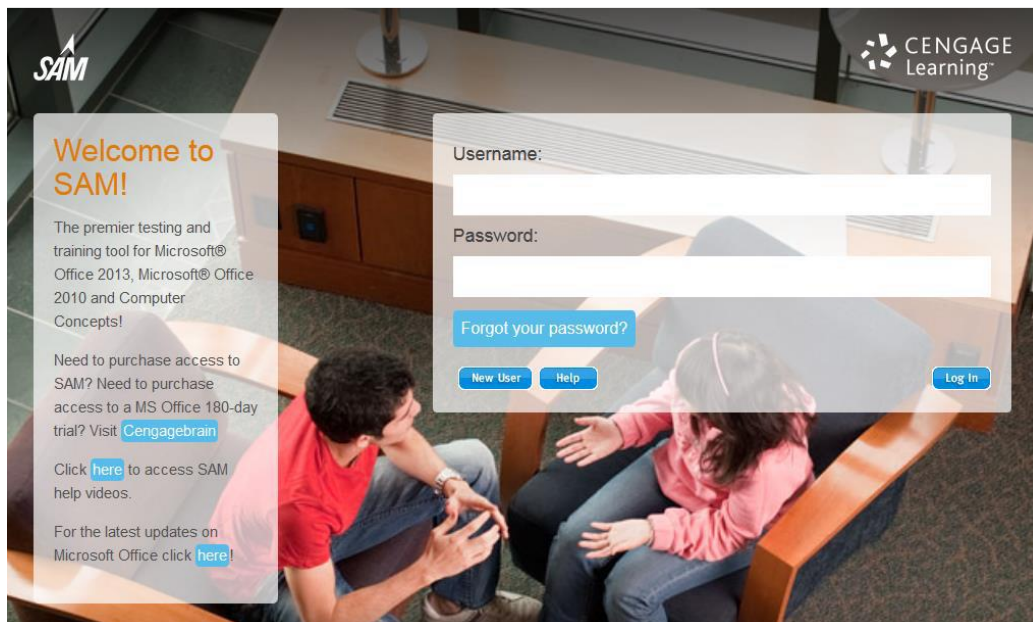


The calendar shows assignment due and assignment available. It does **not** show if the assignment is completed. Activity List view shows the due date and the date completed. So, if you would like the Activity List view as your default view, uncheck Set Calendar as default view.

Your textbook bundle includes both the textbook, and access to the eBook version. They are identical. Some chapters may be more convenient to read on your computer screen but some chapters, especially those in the Key Applications module, will be easier to use, reading from textbook and working in the application at the same time.

Using SAM after the Grace Period (9/7/2015)

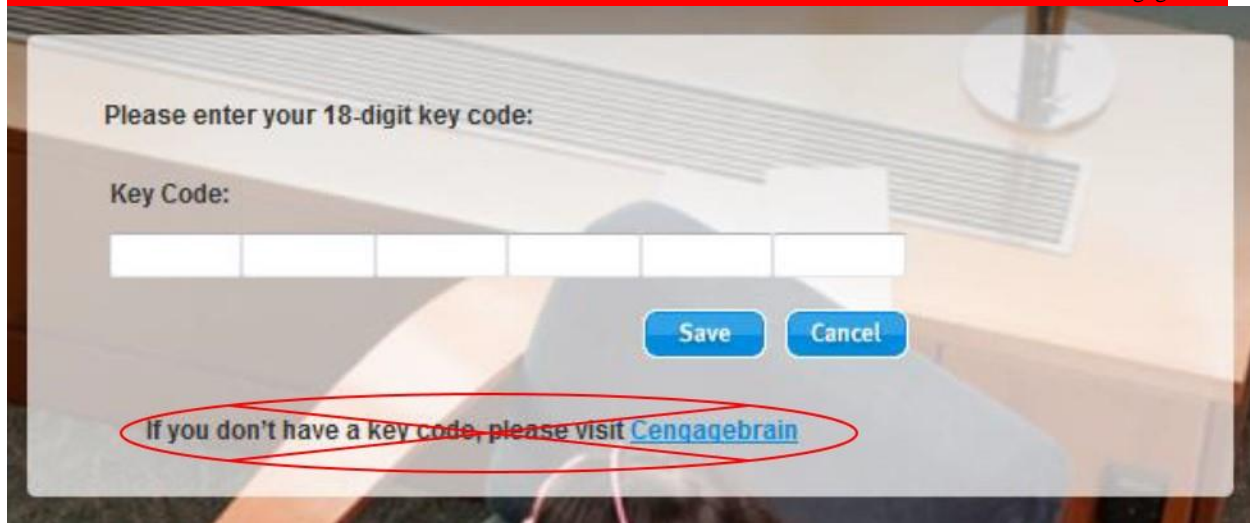
1. Have your SAM **Printed Access Card** from your textbook bundle purchased from the bookstore available and ready to enter.
2. In your browser, enter <http://sam.cengage.com> in the *Address* field and press the **Enter** key.
 - a. **Result:** The *SAM Login* page displays



3. **Since you are an Existing SAM users:** Enter your **username** and **password**. Click the **Login** button.

4. WHEN THE GRACE PERIOD EXPIRES, this window displays for you to enter your 18-digit **Key Code**. Click **Save**. **NOTE:** Key Codes are case-sensitive.

IMPORTANT: Get Our Textbook Bundle at the Bookstore. Do not visit Cengagebrain



5. You now have [continued] access to SAM and your work that you have completed during the grace period.