


College of Southern Nevada
Course Syllabus
IS101- 1007 – Introduction to Information Systems
Spring 2020 – 1/21/20 – 5/17/2020

A. Course Information	IS101 - 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.
B. Course meeting time/days/location	Online 24/7
C. Instructor Information	<p>Name: Efatsadat (Eve) Taghva Phone: (702) 651-4403 Office: North Las Vegas campus, Telecom Building, Room 2729 Office Hours: Tuesday - 9:30 AM – 12:30 PM, West Charleston campus Building C, room 151 Tuesday – 3:30 PM – 5:30 PM, West Charleston campus Building C, room 151</p> <p>Google Voice number (talk & text) 505-652-2628 Email: Canvas Learning system – Alternate: efat.taghva@csn.edu Web site: https://bellagio.csn.edu/~etaghva/courses/ Office Mailbox code: CYA 2769</p>
D. Learning Outcomes	<p>By the end of this course, a student will be able to:</p> <ol style="list-style-type: none"> 1. Computing Fundamentals - 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 - 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 - 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

	<p>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.</p>																
E. Textbook	<p>The text(s) used in IS101 are required. Students will purchase Cengage Unlimited, which will enable them to access all Cengage digital textbooks for the semester.</p> <p>The ISBNs for the single-semester and two-semester Cengage Unlimited Access Cards:</p> <ol style="list-style-type: none"> 1. Single-semester: Cengage - Cengage Unlimited, 1 term (4 months) Printed Access Card 0357700031 9780357700037 2. Two-semester: Cengage - Cengage Unlimited, Multi-term (12 months) Printed Access Card 035770004X 9780357700044 6/22/2018 © 2018 <p>If a student would like to obtain a printed version of any text, the rental cost is \$7.99 per text per semester. Here are instructions: https://www.youtube.com/watch?v=iKyqowWosXs</p>																
F. Late Work policy	<p>Each Module will have its own strict deadline. No work will be accepted after a given deadline.</p>																
G. Method of Evaluation	<p>Grades will be determined by student’s performance on work submitted through the Canvas system and scores on exams.</p>																
H. Grade determination	<p>This course is graded based on 1000 total points possible. Each unit has a percent value. Please be aware that to earn the maximum points for the MOS exams, you must pass the exam. The passing score on each MOS exam is 700/1000; 70%. If you do not pass a MOS exam, you will still receive some points if you have a minimum score of 500/1000. You should notice that to receive a high grade in this course (A or B), passing the MOS exams are key. Please carefully review the points level for the MOS exams, so you can understand the impact of the MOS exams will have on your final grade.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Grading Categories</th> </tr> <tr> <th style="width: 40%;"></th> <th style="width: 10%;">Total %</th> <th style="width: 10%;">Total pts.</th> <th style="width: 40%;">Comments/Notes</th> </tr> </thead> <tbody> <tr> <td>Computing Concepts (Tech for Success)</td> <td>10%</td> <td>100</td> <td>Training items, Quizzes, and Threaded discussions</td> </tr> <tr> <td>MOS lessons/projects</td> <td>20%</td> <td>200</td> <td># of training and projects / 200 points = each</td> </tr> </tbody> </table>	Grading Categories					Total %	Total pts.	Comments/Notes	Computing Concepts (Tech for Success)	10%	100	Training items, Quizzes, and Threaded discussions	MOS lessons/projects	20%	200	# of training and projects / 200 points = each
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	<ul style="list-style-type: none"> ➤ GMetrix Word 10% 100 3 Core Skills Review AND two practice exams in TEST mode. All are required to earn the 100 points. No partial credit. ➤ Word MOS Exam 20% 200 If >=700, then 200/ If >=600, then 100/ If >=500, then 50, else 0 ➤ GMetrix Excel 10% 100 3 Core Skills Review AND two practice exams in TEST mode. All are required to earn the 100 points. No partial credit. ➤ Excel MOS Exam 20% 200 If >=700, then 200/ If >=600, then 100/ If >=500, then 50, else 0 PPT Unit 10% 100 3 Lessons, 2 projects, 1 exam 100% 1000
I. Attendance Policy	College assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with each course. If you will need the instructor to sign documents testifying about your attendance, <u>YOU</u> must come to the instructor after each class you attend to let her know you were there. Class participation is a strong aspect of this course and your participation is always encouraged.
J. Academic Integrity	Scholastic dishonesty will not be tolerated. You are expected to have read and understood the CSN Academic Integrity Policy may be found at: http://archive.csn.edu/sites/default/files/u12821/academic-integrity-policy.pdf CSN demands a high level of academic behavior. Acts of academic dishonesty including plagiarism and cheating are regarded as very serious offenses. If academic dishonesty is discovered in this class, the student will receive a grade of "F" for the class.
K. 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: https://www.csn.edu/drc For more CSN Americans with Disabilities Act (ADA) information please visit: https://www.csn.edu/ada
L. Disclaimer	This syllabus is subject to change with advance notice. Notices will be posted in the online forum. It is your responsibility to stay informed.

M. Tentative schedule	Please look at the end of this document for the tentative course schedule of activities.
N. 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: https://www.csn.edu/sites/default/files/u2241/studentrightsrespsec tion.pdf
O. College Library Services	The Library offers a wealth of resources to help you with your research projects. There are libraries at each of the main campuses and an extensive collection of resources available from the Library's Homepage: library.csn.edu A note from your library: The library holds many workshops such as "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 http://csn.libcal.com/calendar/events/ or call 651-5729 for more information."
P. References	CSN Library Services offers extensive in-person and online resources to help you complete assignments, including research and citation workshops, online articles and books, and drop-in research assistance at the Reference Desk inside each campus library and online at library.csn.edu "Safari Books Online" is of special interest to students in CIT courses. To access this digital library of technical books and videos, click on the Browse Databases button on the Library's homepage, then click on the letter S to filter the databases. The link to "Safari Books Online" should be at or near the top of the resulting list. Initially, you will have to enter your student email address, then create an account with Safari. Subsequently, you will use your email address and your Safari password to access the Safari resources.
Q. Required extra- or co-curricular activities	All activities are based on projects and exams assigned throughout the course. Any required extra activities will be clearly explained in class.
R. Safety	This class does not have an experiment lab and therefore we will not be concerned about following specific safety strategies.
S. Additional fees	There are no additional fees for this course.
T. Additional Information	
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

	<p>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.</p>
<p>Software requirements</p>	<p>This course and the IC3 exams are based on your knowledge about basic concepts and skills using the Microsoft Windows10 operating system and Office applications on a PC. Students can download Office for free to a PC or Mac: csn.edu/email when they set up their student email account. Students do NOT have to install Windows 10 operating system on their computer. Mac users should be advised that a Mac cannot simulate Office 2016 perfectly. Mac users should look for opportunities to gain at least a little experience in the PC environment. Internet access is needed to complete assignments from home.</p> <p>The Canvas Learning Management system can be run on most popular web browsers such as Internet Explorer, FireFox, Safari, etc. Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. For more information, see http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support</p>
<p>Office 365</p>	<p>Activate my CSN Student E-mail account To get a FREE copy of MS Office 365 with permission to install MS Office on up to 5 computers. Learn more at https://studentmail.csn.edu/learnmore/</p> <p>Look at the following step by step instruction to install office 365 which is free with your student account.</p> <p>https://goo.gl/R24rtf</p>
	<p>Printing @ CSN: 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 each CSN student with a \$10 credit toward printing at the start of each semester, which will provide for up to 200 black and white copies at 5¢ a page, or 40 color copies at 25¢ a page. After that, you may put money into your account online or at the CSN Cashier's Office to purchase additional prints at the same rate. It is your responsibility to maintain your printing accounts to cover printing expenses during each semester.</p>
<p>Advising & Coaching Services:</p>	<p>Advisor/Success Coaches help students assess academic strengths and limitations, learn academic success strategies, explore careers,</p>

	<p>declare a major, navigate the educational system, access campus and community resources, and connect to campus life. The department also manages the CSN Faculty E-Alert System assisting instructional staff by working with students on strategies and interventions that lead to successful course completion.</p> <p>Charleston Campus Bldg. D – Student Services Area 651-7367 North Las Vegas Campus 1100 Student Services Area 651-2626 Henderson Campus Bldg. B – Room 120 651-3103</p>
Counseling	<p>Academic Counseling: If you are a new student or have not declared your 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 https://www.csn.edu/advising</p> <p>Students with DECLARED majors go to https://www.csn.edu/academic-counseling for instructions for scheduling an appointment with an academic counselor.</p>
Cengage SAM	<p>The learning content for this course is delivered through Canvas, which is automatically linked to the Cengage SAM learning system. You access all assignment through Canvas, selecting the MODULES option to follow all your course assignments.</p>
MOS Exams	<p>IS101 incorporates 2 Certification exams into the course; Microsoft Specialist Word and Excel. You will have the opportunity to earn a prestigious and recognized certification. Please see the grading section to understand the importance of these two exams in calculating your final course grade.</p>
MOS Exam Locations	<p>The MOS Word and Excel exams will be taken at any of the 3 CSN campus locations. A schedule will be posted in Canvas starting in October. The Word exam will be taken in October, and the Excel exam in November. You will have a choice of drop-in exam sessions, so the day/time you sit for the exam will be up to you. The campus locations are all in regular classroom; please read the schedule carefully. DO NOT GO TO THE COMPUTER LABS OR TO THE CAMPUS TESTING CENTERS.</p>
Certiport Exam Group	<p>The Microsoft Office Specialist exams (MOS) are taken on one of the 3 CSN campus locations, using a computer. Each time you take an exam, your instructor will receive your exam results automatically. You will be provided with instructions on how to create your Certiport Exam account. Your exam group id is 1487914.</p>
Additional Notes	<p>My responsibilities:</p>

	<ol style="list-style-type: none"> 1. I will reply to your e-mail messages within one day. Replying to phone calls may take at most two days. 2. I will make sure to accommodate all your learning needs and will answer your questions in a timely manner. 3. I will try my best to resolve any issues. 4. I will return feedback and your grade on assignments within one week of the due date. <p>Your responsibilities:</p> <ol style="list-style-type: none"> 1. Stay active in classroom discussions and activities. Let me know if you find any discrepancies in the syllabus, course material, or activity due dates, as soon as possible. 2. Watch the deadlines for exams and ask questions. 3. Do the best you can in the class and don't hesitate to ask for help. 4. You will review my feedback on your assignments and will let me know of any questions or concerns as soon as possible.
<p align="center">Withdrawal Policy - IMPORTANT DATES</p>	<p>IMPORTANT – I will NOT grant a W (withdrawal) once the official college deadline has passed. Please DO NOT ASK! Look at the section “Withdrawal Policy – IMPORTANT DATES for more information.</p> <p>For official withdrawal dates and other IMPORTANT college dates, look at the online schedule at: https://www.csn.edu/semester-calendar-dates</p> <p>You are strongly encouraged to discuss your decisions with an academic counselor, academic adviser or success coach AND Student Financial Services, because these decisions may affect your financial aid and Satisfactory Academic Progress. Any such students receiving financial aid may find their awards reduced.</p> <p>January 23 - Last day for 100% refund February 3 - Last day for 50% refund February 3 - Last Day to Drop a Class WITHOUT a Grade of W March 27 - Last Day to Officially Change from Credit to Audit March 27 - Last Day to Drop a Class WITH a Grade of W April 6 – April 12 – Spring break – class is not in session May 20 - Grades are Due from Instructors</p>
<p>CLASS POLICIES</p>	<p>This class will be held solely over the Internet. However, you must take your IC3 exams at a CSN campus location. If you are out of town and need to take your IC3 exams at a different location, you must let me know before taking your exams. I will provide detailed information on the process of registering for your IC3 exams. You will use the mail and discussion features of Canvas to contact me or ask questions. While the design of this course allows flexibility in your scheduling, please realize that the deadlines are just as strict as</p>

	<p>any other course. You should check the calendar and announcement postings on a daily basis and allocate your time accordingly to complete the readings and to be prepared for the exams. Due dates will be strictly adhered to.</p> <p>This is a single person class; meaning that just as in a normal classroom, you must turn in your own work. You are not allowed to collaborate or consult with anyone else while working on an exam. FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN A ZERO FOR THE EXAM AND MAY LEAD TO REMOVAL FROM THE COURSE.</p> <p>Finally, Internet access is your responsibility. This class can be accessed from any computer with Internet access anywhere in the world. Therefore, excuses such as “My computer is not working” or “My provider was down” are not acceptable. If you find yourself in a real jam, you may drive to any CSN site and use one of the computers in the CSN open computer labs. Of course, if there is a computer problem originating from CSN, then I will take corrective action. But in all other instances, it is your responsibility to ensure your own Internet access.</p>
<p>Software Lab</p>	<p>The software lab will open on January 27, 2020. For location/date/time information, please visit https://at.csn.edu/cit-information Click on Networking and Software Lab Hours</p> <p>You can drop in as you wish without making an appointment. Please remember that the software lab (dedicated rooms at West Charleston, Henderson, and North Las Vegas campuses) is separate from the OPEN computer labs at all CSN locations. The OPEN computer labs provide access to general software and the lab monitors at the OPEN labs will not be able to answer any programming-related questions. Software lab monitors can assist with understanding of key concepts covered in your classes. A lab monitor may not be able to answer all questions, but he/she can refer you to external resources or to your instructor for additional help. A lab monitor cannot provide direct assistance with work related to assignments. Alert the lab monitor if your questions are specific to your homework assignments.</p> <p>The CSN’s Center for Academic Success provides tutorial help. USE THEM! You can find all relevant information at www.csn.edu/pages/1902.asp</p>
<p>Centers for Academic Success (CAS)</p>	<p>Centers for Academic Success (CAS) provides quality academic assistance to all students enrolled at CSN in for-credit courses. Tutors are available for most challenging general education courses and some other historically challenging courses. Academic learning support includes assistance with learning strategies, reading and comprehension, writing, oral presentations, math, and science. CAS</p>

	<p>tutors also provide assistance for placement test preparation in reading, English, and math.</p> <p>The phone numbers for the CAS offices are: Henderson: 702-651-3125, North Las Vegas: 702-651-4232 and West Charleston: 702-651-5732.</p> <p>Visit http://www.csn.edu/tutoring/ for detailed information about all CAS programs and centers including locations, hours and more.</p>
EXCESS CREDIT FEE INFORMATION	Please visit https://www.csn.edu/excess-credit-information for information about the excess credit fee applied in certain circumstances.
TITLE IX Resources	More information is available at https://www.csn.edu/institutional-equity
U. Objectionable materials	This class will use a discussion forum. Please refrain from posting any objectionable or private information in these forums. If such information is posted, I will try to immediately delete your post. Failure to comply with this policy may also lead to dismissal from the class and referral to college administration for further actions.

General Course Information

1. Exams cannot be retaken.
2. If you do not take an exam by its deadline, you will lose 20% of the course grade. If you do not complete the GMetrix exams, that is another 10% loss.
3. All MOS exams should be completed prior to final exam week. The last week of the semester is for PowerPoint content completion.
4. You will take your MOS exams in a physical campus location. I'll provide details as soon as we get closer to the exam deadlines.

MAC Compatibility Issues

Many of the lessons and projects are not fully MAC compatible, although Cengage is working on improvements. GMetrix is not compatible with MAC at all. You **will need access to a Windows 10 PC**, whether on one of the campuses, or through other means. When registering, this note was included in the course notes.

IS101 is a Windows 10 based course. Apple devices, particularly Macs, are not compatible with most of the IS101 content. If you are a Mac user, or do not have access to a Windows 10 PC, you must plan on using a Windows PC at campus labs, a library, or other location. It is the student's responsibility to arrange for the use of a Windows 10 personal computer. The use of a Mac for this course is highly discouraged because of incompatibilities with software applications and learning content.

Exam Compliance

IS101 requires Microsoft Office Specialist (MOS) exams for both Word and Excel. These exams are delivered in March and April. There will be approximately a two-week exam period for each exam.

- Word and Excel have proctored exams taken at a campus location.

A tentative schedule of activities

Week of:	Content:
20-Jan	Tech for Success
27-Jan	Tech for Success
3-Feb	Tech for Success
10-Feb	Word
17-Feb	Word
24-Feb	Word
2-Mar	Word
9-Mar	Gmetrix Word Exam Prep
16-Mar	Excel
23-Mar	Excel
30-Mar	Excel
6-Apr	Spring Break
13-Apr	Excel
20-Apr	Excel
27-Apr	Gmetrix Excel Exam Prep
4-May	PowerPoint
11-May	PPT/Finals Week