

I S 1 0 1

Introduction to Management Information Systems

Albert Wu

College of Southern Nevada



Spring Semester 2017
January 17 through May 14
Section 3017 Call # 30777
West Charleston Room C132
Fridays 6 PM to 8:50 PM
Office Hour: by appointment



1. Computing Fundamentals
2. Key Applications
3. Living Online

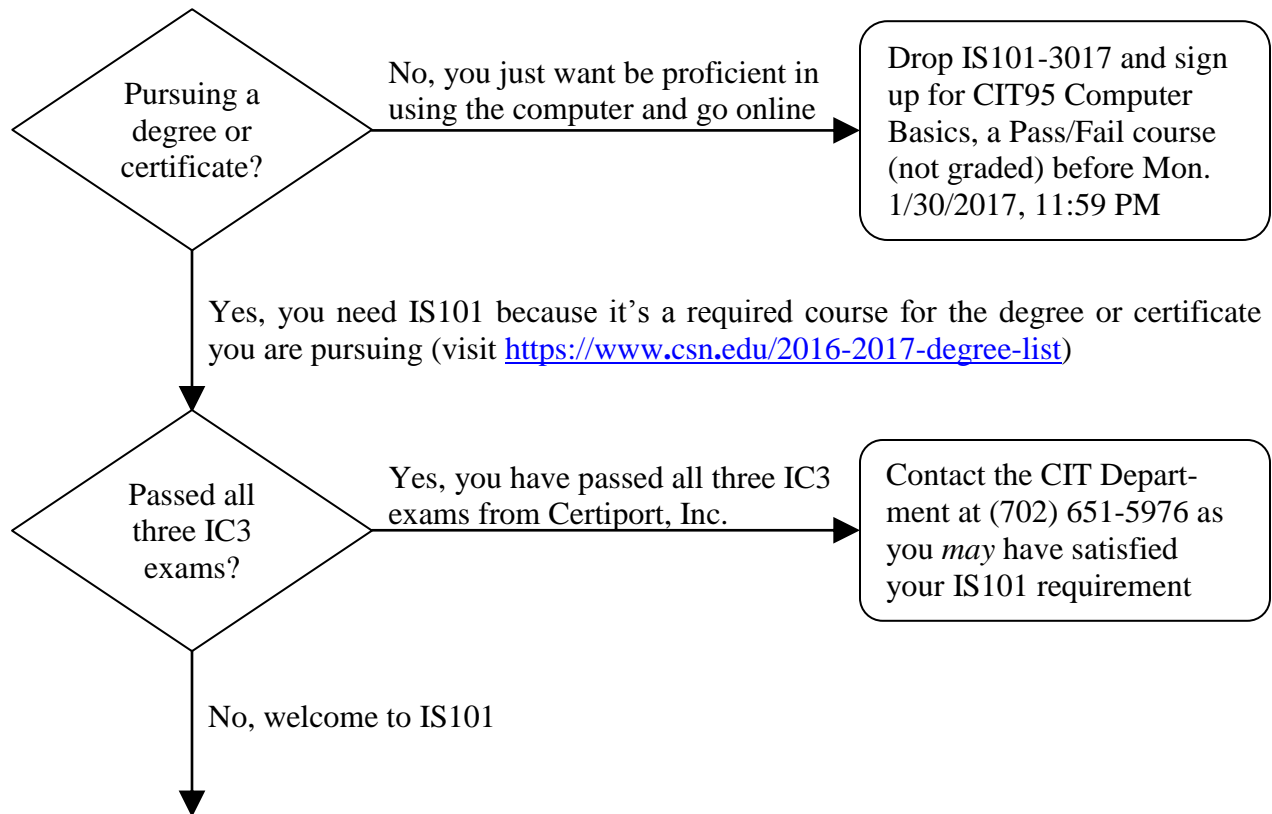
Email: Albert.Wu@csn.edu
Cell & Text: (702) 743-2320
Answered within 48 hours



Course Objective = Certifying Students' Digital Literacy

The Computing Information Technology (CIT) Department of College of Southern Nevada (CSN) has adopted an internationally recognized certification for digital literacy: Internet and Computing Core Certification (IC3) as an integral and authoritative part of its IS101 curriculum. For a two-page flyer from the creator and grantor of IC3, Certiport, Inc., please visit this link: http://www.certiport.com/portal/common/documentlibrary/IC3_GS4_Program_Overview.pdf.

Is IS101 is Appropriate for You?



Key Success Factors for IS101 (a Graded Course):

1. Awareness of your academic role and responsibilities: your IS101 knowledge and skills will be demonstrated by you attending classes and carrying out your course work producing quality deliverables; not for me, CIT, or CSN to give you a pass on IS101 based on your prior experience, degrees, or certifications. The IC3 certification consists of passing three proctored and timed exams and IS101 is not a beginner's course but a rigorous college-level introductory course that requires participation, interaction, and quality deliverables.
2. Maturity: Have a strong work ethic and clear focus (i.e. working on your IS101 course work instead of instant-messaging your friends, playing games online, or attending to social media unrelated to IS101 assignments); and prioritize your time and resources to meet your life's obligations (e.g. work, family, school) – especially in this meet-once-a-week class.
3. Mindset: "I *choose* to be here" instead of "I *have* to be here".

Required Materials:

1. *IC3 Certification Guide with SAM custom bundle* from CSN bookstore (CSN negotiated with CCI Learning Solutions, Inc. and Cengage Learning Inc. for discounted prices)

CSN Bookstores
Custom Bundle
\$112.50

Part# 7318-1-76-CSN
\$112.50

or

<p>CCI Learning.com Textbook \$100.00</p> <p style="text-align: center;">ISBN: 978-1-55332-440-9</p>	+	<p>ValoreBooks.com SAM 2013 Access Code \$74.79</p> <p style="text-align: center;">ISBN: 978-1-28542-749-2</p>
\$174.79		

We will begin using the textbook on the first day of class, Friday, Jan. 20, 6 PM. Be sure to have your IS101 bundle ready to avoid falling behind in your IS101 course work.

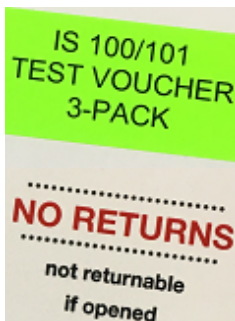
Monday, Jan.16 (MLK Holiday):	9 AM to 5 PM
Tuesday, Jan. 17:	8 AM to 8 PM
Wednesday, Jan. 18:	8 AM to 8 PM
Thursday, Jan. 19:	8 AM to 8 PM
Friday, Jan. 20:	9 AM to 5 PM
Saturday, Jan. 21:	10 AM to 3 PM
Sunday, Jan. 22:	Closed

West Charleston bookstore
6375 W. Charleston Blvd.
Las Vegas, NV 89146
(702) 651-5606

Cheyenne bookstore
3200 E. Cheyenne Ave.
North Las Vegas, NV 89030
(702) 651-4645








Henderson bookstore
700 College Drive
Henderson, NV 89002
(702) 651-3055

2. Three Certiport Vouchers (One for Each Exam Attempt)



Certiport, Inc. is the creator and grantor of IC3 certification. A voucher is required for each attempt (regardless whether you pass or fail the exam) on an IC3 exam. Certiport charges \$35.50 for each voucher, so three vouchers add up to \$106.50. CSN negotiated with Certiport, Inc. to provide vouchers to students at a significant discount. At CSN bookstores, a three-voucher package costs \$50.75 while a single voucher (if you need to re-take a failed exam) is \$17.00. Though you do not need any Certiport exam voucher for the first week of class, you should purchase your voucher(s) at a CSN bookstore soonest able.

Course Grade Breakdown and Tracking:

	Score	
45%	Textbook _____	1. Unit 1 Computing Fundamentals: 6 Lessons (13%)
	Lessons and _____	2. Unit 2 Key Applications: 5 Lessons (18%)
	SAM Projects _____	3. Unit 2 Key Applications: 6 Projects (5%)
	   _____	4. Unit 3 Living Online: 5 Lessons (9%)
	_____	• <i>Optional Bonus Unit 2 Key Applications: 3 Projects (3%)</i>
+	_____	1. IS101 Setup: CSN Account Validation, Acceptance of Syllabus, SAM Registration, Certiport Registration, Folder/File Management, Using a Search Engine on the World Wide Web, CSN Student Email Contacts and Signature, and Professional Email with Attachments (5%)
30%	Deliverable-based _____	2. Digital Portfolio: Blog, Comments, and Website (5%)
	Assignments _____	3. Word and File Types: Targeted Cover Letter and Résumé plus Homepage (5%)
	disseminated _____	4. PowerPoint and File Upload to Web Host: Slideshow Presentation plus Online Publishing (5%)
	via CSN _____	5. Excel: Spreadsheet Analysis with Trailer (5%)
	Student Email _____	6. Office Integration: Mail Merge (5%)
	   _____	• <i>Optional Bonus 7: Workbook Analysis (5%)</i>
	_____	• <i>Optional Bonus 8: OLE Filtering Data Source (5%)</i>
_____	• <i>Optional Bonus 9: Improved Slideshow Presentation (2%)</i>	
+	_____	• <i>Optional Early Bonus: IS101 Syllabus (can replace a low score on a quiz <u>taken</u> later and must take <u>all</u> quizzes) (5%)</i>
25%	Fill in the _____	1. Windows 7 and File Management (5%)
	blank _____	2. Hardware, Software, and Troubleshooting (5%)
	Quizzes with _____	3. Microsoft Word 2013 and File Types (5%)
	study/practice _____	4. Microsoft Excel 2013 and Spreadsheet Analysis (5%)
	guide before _____	5. The Internet and Living in a Digital World (5%)
	each quiz _____	• <i>Required Bonus 6: Object Linking and Embedding (a.k.a. Office Integration) and Semester Review (5%)</i>
 _____		
=	_____	Total
100%	Total	93.5 = A, 90 = A-, 87.5 = B+, 83.5 = B, 80 = B-, 77.5 = C+, 73.5 = C, 70 = C-, 67.5 = D+, 63.5 = D, 60 = D-, below 60 = F

- You must pass all three IC3 exams (Unit 1 Computing Fundamentals, Unit 2 Key Applications, and Unit 3 Living Online) to pass IS101.
- If you pass all three IC3 exams, you will receive either the total score you earned above or 73.5%, whichever is higher.
- If you do not pass all three IC3 exams, you will receive an “F” and fail IS101 regardless of the total score you earned above.

Semester Timetable (Part 1 of 2)

- 1 Jan. 20 ☺ Introductions and Syllabus
R Review Answers to Optional Early Bonus Quiz
✉ Assignment 1: IS101 Setup
✉ Assignment 2: Blog and Public Comments (bi-weekly until end of semester)
📖 Lesson 2: Files and Folders (pages 23 to 50 = 28 pages)
📖 Lesson 7: Common Features (pages 177 to 206 = 30 pages)
- 2 Jan. 27 R Review Results of Assignment 1: IS101 Setup
☺ In-classroom Instructor Demo 1: File Management in Windows
📖 Lesson 1: Operating Systems (pages 1 to 22 = 22 pages)
📖 Lesson 4: Control Panel (pages 69 to 90 = 22 pages)
📖 Lesson 8: Microsoft Word 2013 (pages 207 to 223 = 17 pages)
- 3 Feb. 3 ✂ Quiz 1: Windows 7 and File Management
📖 Lesson 8: Microsoft Word 2013 (pages 224 to 283 = 60 pages)
📖 Lesson 3: Hardware (pages 51 to 68 = 18 pages)
✉ Assignment 2: Inner Circle Comments (weekly until end of semester)
- 4 Feb. 10 R Review Answers to Quiz 1: Windows 7 and File Management
📖 Lesson 5: Software (pages 91 to 140 = 50 pages)
📖 Lesson 6: Troubleshooting (pages 141 to 176 = 36 pages)
☺ In-classroom Instructor Demo 2: Input, Process, Output, Storage Lifecycle
S SAM Project 1: Word
- 5 Feb. 17 ✂ Quiz 2: Hardware, Software, and Troubleshooting
R Review Answers to Quiz 2: Hardware, Software, and Troubleshooting
☺ In-classroom Instructor Demo 3: Job Hunting/Fulfillment Process
✉ Assignment 3: Targeted Cover Letter and Résumé
S SAM Project 2: Collaborate
- 6 Feb. 24 E In-classroom Proctored IC3 Exam Unit 1: Computing Fundamentals
R Review Initial Draft of Assignment 3: Targeted Cover Letter and Résumé
✉ Assignment 2: Website
📖 Lesson 10: Microsoft PowerPoint 2013 (pages 341 to 380 = 40 pages)
- 7 Mar. 3 ✂ Quiz 3: Microsoft Word 2013 and Files Types
📖 Lesson 10: Microsoft PowerPoint 2013 (pages 381 to 399 = 19 pages)
S SAM Project 3: PowerPoint
R Review Final Draft of Assignment 3: Targeted Cover Letter and Résumé
✉ Assignment 4: Slideshow Presentation plus Online Publishing
- 8 Mar. 10 ☺ In-classroom Student Presentations from Assignment 4
R Review Answers to Quiz 3: Microsoft Word 2013 and Files Types
✉ Assignment 3: Homepage (continues until end of semester)
☺ In-classroom Instructor Demo 4: PEMDAS and Key Excel Functions
📖 Lesson 9: Microsoft Excel 2013 (pages 285 to 318 = 34 pages)
📖 Lesson 16: Finding Information (pages 563 to 579 = 17 pages)

The semester timetable, along with the remainder of this syllabus, is subject to change. Any change will be explained in class and disseminated via CSN student email.

Semester Timetable (Part 2 of 2)

- 9 Mar. 17 *Spring Recess (no class and CSN campuses and computer labs closed)*
- 10 Mar. 24 ☺ In-classroom Student Presentations from Assignment 4
 ☺ In-classroom Instructor **Demo 5**: Straight Average vs. Weighted Average
 📖 **Lesson 9**: Microsoft Excel 2013 (pages 319 to 340 = 22 pages)
 S **SAM Project 4**: Excel A
 📖 **Lesson 13**: Getting Connected (pages 457 to 484 = 28 pages)
- 11 Mar. 31 ☺ In-classroom Instructor **Demo 6**: TCP/IP, History, DNS, and Sub-domain
 ✉ **Assignment 5**: Spreadsheet Analysis with Trailer
 S **SAM Project 5**: Excel B
 📖 **Lesson 12**: World Wide Web (pages 433 to 456 = 24 pages)
- 12 Apr. 7 R Review Results of A5 Spreadsheet Analysis with Trailer
 ☺ In-classroom Instructor **Demo 7**: Security, e-Commerce, and Legality
 📖 **Lesson 14**: Digital Communication (pages 485 to 532 = 48 pages)
- 13 Apr. 14 🗑 **Quiz 4**: Microsoft Excel 2013 and Spreadsheet Analysis
 R Review Answers to Quiz 4: Microsoft Excel 2013 and Spreadsheet Analysis
 📖 **Lesson 11**: Microsoft Access 2013 (pages 401 to 411 = 11 pages)
 📖 **Lesson 15**: Digital Citizenship (pages 533 to 561 = 29 pages)
- 14 Apr. 21 🗑 **Quiz 5**: The Internet and Living in a Digital World
 R Review Answers to Quiz 5: The Internet and Living in a Digital World
 ☺ In-classroom Instructor **Demo 8**: Design Using Table and Online Publishing
 📖 **Lesson 11**: Microsoft Access 2013 (pages 412 to 432 = 21 pages)
- 15 Apr. 28 E In-classroom Proctored IC3 **Exam Unit 3**: Living Online
 ☺ In-classroom Instructor **Demo 9**: Object Linking and Embedding (OLE)
 ✉ **Assignment 6**: Mail Merge
 S Optional SAM **Project 7**: Word
 S Optional SAM **Project 8**: PowerPoint
 ✉ Optional **Assignment 7**: Workbook Analysis
- 16 May 5 R Review Results to Assignment 6: Mail Merge
 🗑 **Quiz 6**: Object Linking and Embedding (OLE) and Semester Review
 R Review Answers to Quiz 6: (OLE) and Semester Review
 S **SAM Project 6**: Access
 S Optional SAM **Project 9**: Access
 ✉ Optional **Assignment 8**: OLE Filtering Data Source
 ✉ Optional **Assignment 9**: Improved Slideshow Presentation
- 17 May 12 R Review Results of Optional Assignment 7: Workbook Analysis
 R Review Results of Optional Assignment 8: OLE Filtering Data Source
 E In-classroom Proctored IC3 **Exam Unit 2**: Key Applications
 ☺ In-classroom Improved Student Presentations from Optional Assignment 9
 ☺ Instructor's Recognition of Students and Achievements

The semester timetable, along with the remainder of this syllabus, is subject to change. Any change will be explained in class and disseminated via CSN student email.

First Four Required Accounts and No Additional Fees to IS101:

1. CSN Student Network Account by College of Southern Nevada
This account will allow you log into the computers in CSN classrooms and computer labs so you can use the computers for your CSN course work. This network account also affords you a centralized storage (a.k.a. the H: drive) so that you can access your stored files from any CSN computer that you log into.
2. CSN Student Email Account by Microsoft, Inc.
This email account will be the official channel for you to submit all your IS101 class work; receive your class announcements, assignment instructions, scores, and quiz study/practice guides; and communicate with me and your classmates. You will also receive college-wide news such as student services events, career fairs, scholarship opportunities, internship opportunities, safety bulletins, and network/building outages from CSN.
3. SAM 2013 Account by Cengage Learning, Inc.
This account contains additional projects that will help reinforce your textbook lessons.
4. Certiport Exam Account by Certiport, Inc.
This is the account where you will use your vouchers to take the three IC3 exams.

As part of Assignment 1: IS101 Setup, you will receive instructions on how to validate/register for these four accounts. Other assignments will require additional accounts as needed. All accounts used for this course are either free to you to register and use from their providers or included as part of your CSN tuition and costs outlined in this syllabus.

Computer Lab Hours for Spring Semester 2017 and Help Desk Services:

Main campuses	Charleston <u>C</u> Building (702) 651-5931	North LV <u>C</u> Building (702) 651-4592	Henderson <u>C</u> Building (702) 651-3002
Monday ~ Thursday	7:30 AM ~ 9:00 PM	7:30 AM ~ 9:00 PM	8:00 AM ~ 9:00 PM
Friday	9:00 AM ~ 8:00 PM	9:00 AM ~ 8:00 PM	9:00 AM ~ 8:00 PM
Saturday	9:00 AM ~ 5:00 PM	9:00 AM ~ 5:00 PM	9:00 AM ~ 5:00 PM
Sunday	10:00 AM ~ 4:00 PM	10:00 AM ~ 4:00 PM	Close

Charleston has a second lab in K Building Mon to Thu 7:30 AM ~ 7:00 PM

Satellite campuses	Western Center (702) 651-4898	Summerlin Center (702) 651-4900	Green Valley Center (702) 651-2650
Monday ~ Thursday	8:00 AM ~ 9:00 PM	8:00 AM ~ 9:00 PM	8:00 AM ~ 9:00 PM
Friday	9:00 AM ~ 5:00 PM	9:00 AM ~ 4:00 PM	9:00 AM ~ 4:00 PM
Saturday & Sunday	Closed	Closed	Closed

Computer lab hours may change during the semester. For update to date computer lab hours, visit <https://www.csn.edu/computer-lab-hours>. The equipment in the CSN classrooms and computer labs are installed, configured, and maintained with all the hardware and software programs you will need for IS101 along with Internet connectivity. Along with providing support services for the computer labs and classrooms, CSN's Office of Technology Services (OTS) also provides Help Desk Services, reachable at (702) 651-4357 and help.desk@csn.edu.

Print Wise and Cost of Printing in CSN Classrooms and Computer Labs:

Printing is not free at CSN for students. Students begin each semester with \$10 printing credit, equating to 200 black and white copies at 5 cents a page or 40 color copies at 25 cents a page. Once that \$10 printing credit is exhausted, you will need to purchase prints at the same rate by putting money in your account online or at any CSN Cashier's Office.

For a tutorial on using the Print Wise System and learn how to add printing credit to your Print Wise Account, visit <http://archive.csn.edu/pages/3301.asp>. In this course, unless required by me, you do NOT need to print your work even if the textbook tells you to.

Systems Requirements and Support for Outside of CSN Classrooms and Computer Labs:

I strongly encourage you to do your IS101 course work when you are outside of a CSN classroom or a computer lab but it is your responsibility to have access to (1) the correct version of software for IS101 and IC3 Global Standard 4: Windows 7 and Microsoft Office 2013, (2) a hardware device capable of running the said software, and (3) Internet connectivity.

The school and I are not your help desk or technical support for your computing hardware (e.g. computer, laptop, tablet, smartphone, printer), software programs (e.g. downloading/purchasing, installation, configuration, troubleshooting, virus protection) or Internet connectivity issues (e.g. cable modem, DSL, dial-up modem, Wi-Fi, hotspot).

Time Management and Late Assignments:

Please take an active role in managing your busy life so you can do your course work outside of the classroom and keep up with – and even stay ahead of – the semester timetable. A good rule of thumb is you would spend 3 to 15 hours outside of our classroom for each attendance of class.

I do my best to grade your work and communicate to you the scores in a timely manner so please keep track of your scores using page 4 of this syllabus so you know your scores and course grade at all times. I will not be everyone's bookkeeper. Late assignments will not be accepted. Exceptions may occur at the sole discretion of the instructor on a case-by-case basis.

Taking an IC3 Exam Early and Re-taking an IC3 Exam:

If you are well prepared, you are welcome to take any IC3 exams earlier than the scheduled date and time listed in the semester timetable on pages 5 and 6. To do so, you will need to complete Assignment 1: IS101 Setup. Afterwards, you may sign up for a proctored session at one of the three main CSN campuses. For a list of exam dates, visit <http://archive.csn.edu/pages/4643.asp>. Be sure to bring your current photo ID – excluding your CSN Student ID – and voucher(s).

Should you fail an attempt at passing an IC3 exam, you will need to purchase another voucher and wait 24 hours before re-taking that specific exam. Should you fail your second attempt, you will need to purchase another voucher and wait 48 hours before re-taking that specific exam. For example, you failed the Unit 1 exam today. You can take another exam such as Unit 2 or Unit 3 today but you must wait 24 hours or 48 hours before re-taking the Unit 1 exam.

Attendance and Participation/Interaction Ground Rules:

Attendance is mandatory and punctuality is expected. How can you do the in-classroom exercises and participate if you are not attending class? Students who miss more than 3 class sessions' work or have 3 late arrivals/unauthorized early departures/absences will receive a grade of "F". If you have a foreseeable absence, please notify me and I will help you plan and stay ahead of the semester timetable.

Recording of class session is allowed – if everyone present gives explicit consent. Should objectionable (e.g. unrelated to IS101, private, offensive or disruptive to others) materials arise from activities within the scope of this course, I will rule on how the material and/or student(s) will be addressed. Failure to comply with my ruling will lead to expulsion from class and referral to college administration for further action.

Missed Quizzes and Academic Integrity:

No make-up quiz will be given. If you miss a quiz, you have opportunities to recover the lost points from bonus points on other quizzes. Your score and correct answers of each quiz will be given no later than the class immediately after each quiz day. If you are absent on the class of the quiz review, you forfeit the right to review the quiz and dispute any grading inaccuracies.

Honesty is expected. Academic dishonesty such as, but not limited to, cheating on a quiz or plagiarism (handing in another person's work as your own) will result in an immediate grade of "F" and/or administratively dropped from the course and/or expulsion from CSN for the student.

American with Disabilities Act (ADA) and ADA Amendments Act (ADAAA):

If you have a documented disability that may require assistance, please contact the Disability Resource Center (DRC) at (702) 651-5644, VP (702) 457-4676 or fax (702) 651-5760 for coordination of your academic accommodations. I will do my best to work with the DRC to accommodate you. For more information on the DRC, visit <https://www.csn.edu/drc>. For more information on ADA/ADAAA, visit <https://www.csn.edu/ada>.

CSN Student Policies:

CSN Student Policies (STU) on topics such as *Academic Integrity, Academic Probation and Suspension, Academic Renewal, Course Fee, Course Registration and Course Withdrawal, Credit Hour Load, Disruptive and Abusive Student, Extracurricular Activities, Late Registration Modification for 16-Week Courses, Non-Traditional Education Credit, Satisfactory Academic Progress, Student Conduct Code, Student Grade Appeal, Tuition Refund, Unregistered Persons in Class* can be found on <https://www.csn.edu/policies-procedures> (scroll down to the STU section).

Safety and Assumption of Risk:

Please familiarize yourself with CSN's safety rules posted in every classroom. It is the student's responsibility to notify the instructor of any safety concerns.

Issue/Concern Resolution (Be Proactive in Communicating):

If you have any concern about this course and/or me, please contact me first. If I cannot resolve your issue, please contact the CIT Department office at (702) 651-5976 and ask to speak with the IS101 Program Director. You will remain anonymous 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 IS101 Program Director.

Key Registration Dates for Spring 2017:

Monday, Jan. 23	Last day to register by 11:59 PM.
Monday, Jan. 23	Last day to receive 100% of refund for withdrawal.
Sunday, Jan. 29	Last day to drop a course without receiving a grade of “W”.
Monday, Jan. 30	Last day to receive 50% of refund for withdrawal.
Friday, Mar. 31	Last day to drop with a grade of “W” or change from “Credit” to “Audit”.

For more dates: [http://archive.csn.edu/uploadedfiles/Admissions/CSN Calendar Spring 2017.pdf](http://archive.csn.edu/uploadedfiles/Admissions/CSN%20Calendar%20Spring%202017.pdf).

If you are receiving financial aid, you should read this: <https://www.csn.edu/withdrawal-classes>.

Commitment to Your Success from College of Southern Nevada (CSN)

The school has created and funded many services and resources dedicated to student success: free one-on-one tutoring for many courses (including IS101), academic advisors and coaches, language labs for English as a second-language (ESL) students, short-term counseling and psychotherapy, work study, student employment, textbook assistance, day care, and library services. For CSN’s Student Resources homepage, visit <https://www.csn.edu/student-resources>.

Some services and resources target specific student populations such as first-time at college, incoming transfer, first-generation at college, international, veterans, low income, single parents, educationally disadvantaged, displaced homemaker, disabled, or students declaring a non-traditional occupational degree. For a quick list of descriptions and contact information, visit <https://www.csn.edu/sites/default/files/u2241/resourcesforsuccess.pdf>.

The most readily available resources are the Online Student Success Workshops, accessible when you log into your MyCSN account from <https://www.csn.edu/dashboard>. Workshops on library research can be scheduled at <https://www.csn.edu/LibraryWorkshops>.

Commitment to Your Success from IS101-3017 Instructor Albert Wu

I will help you with your IS101 course work not only during our class time but also outside that time at any CSN computer lab. I will fight alongside you as long as you have fight left in you!

What Will You Commit to Your Success?

Will you come to school before 6:00 PM or stay after 8:50 PM on Fridays? Will you carve out quality time windows from your obligations in life to focus on IS101 on your own?