

IS 101 SYLLABUS - Fall 2009 - Internet Section D6 - 8/31 - 12/19/2009

COURSE: IS 101: Intro to Management Information Systems

INSTRUCTOR: Naser E. Heravi

OFFICE: Henderson Campus – Building C – Room 201B

OFFICE PHONE: 651-3148

OFFICE HOURS: By appointment; 24/7 via email or discussions on ANGEL

E-MAIL: ANGEL mail (ALWAYS) OR citclass@gmail.com (Only in the case of an emergency – ANGEL mail being unavailable)

WEBSITE: <http://sites.csn.edu/nheravi/>

COURSE DESCRIPTION: IS 101 is an introduction to management information systems and microcomputer applications. Course includes explanation of computer components, terminology, and applications in home, business, industry, and education. Students are introduced to such microcomputer applications as spreadsheets, word processing, and presentation software through “hands on” laboratory experiences.

REQUIRED STUFF: Dozer's Quintessential Guide To Computer Literacy, 15th Edition

Software: Access to a PC with Windows XP, Internet Explorer and the Microsoft Office Suite. (You may use CSN's Open Computing Labs).

COURSE OBJECTIVES:

- ☞ Explain the function of major PC Components.
- ☞ Provide definitions of common computer terminology.
- ☞ Operate Windows and use its command interface.
- ☞ Use a web browser to access sites, follow hyperlinks, and search for information on a given topic.
- ☞ Use a word processor to enter, edit, format, and print documents.
- ☞ Use spreadsheet software to enter, store, display, print, and process data, including the use of functions and formulas.
- ☞ Use presentation software to create a basic slide presentation.
- ☞ Human relations skills will be taught.

Prerequisite: Technically, there are no prerequisites for this course. However, if you are a first-time computer user and have enrolled in this course "just to learn about computers," your interests might be better served by CIT 095 - Personal Computer Basics. It is slower-paced than IS 101, and it is graded Pass/Fail.

LEARNING RESOURCES: Your success is very important. With this in mind, the following learning resources are available:

- ☞ ANGEL presentations and discussions.
- ☞ Instructor available via e-mail, phone, and office.
- ☞ 12 hours of free tutoring from Tutorial Services.
- ☞ Projects that explain everything you need to know.
- ☞ Computer lab with friendly, helpful personnel.

STUDENTS WITH DISABILITIES: If you have a documented disability that requires assistance, contact the DRC (Disability Resource Center) at 651-4045 for coordination of your accommodations.

ACADEMIC DISHONESTY: According to the Schedule of Classes, "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.

CLASS POLICIES: This class will be held solely over the Internet. However, you may use the mail and discussion features of ANGEL 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 any other course. You should check the calendar and discussion 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.

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.

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.

Attendance POLICY: You must post to a discussion thread on at least 4 out of 7 days of a week to meet the attendance requirement. This must be done every week from the beginning to the end of the semester. Your grade will fall one letter grade if you do not adhere to this attendance policy. You MUST inform me of any absences (travel, emergencies, etc.) that may prevent you from meeting the attendance requirement as soon as possible. This policy will be waived for the first week.

MAKE-UP POLICY: There are no make-ups for exams. ALL EXAMS ARE ONLINE. Exams will be open starting on September 7 and all exams must be completed by December 19, 2009. This course is, in essence, a self-paced class. You may work through the material at your own pace. The schedule at the end of the syllabus provides a guideline to keep you on track. You may follow the suggested schedule or work on your own schedule. However, all exams must be completed by 11 p.m. on December 19, 2009. THERE IS NO EXCEPTION TO THIS! If you choose to wait until the last minute and something goes wrong, it's your responsibility. AGAIN, NO EXCEPTIONS WILL BE GRANTED FOR ANY REASON.

WITHDRAWING/AUDITING: Any student who wishes to drop this class with a W (withdraw) will have till the end of the semester to do so. You MUST send me an e-mail message requesting to withdraw from the class. Otherwise, you will get the grade earned in the class. **NOTE:** Please follow the College rules/dates on changing from credit to audit and vice versa. Also, look at the FAQ file for more information on my withdrawal policy.

GRADES: Grades will be assigned based upon total points earned on seven tests. Each test will provide the opportunity to earn up to 100 points. Cutoff points are strictly adhered to. **THERE IS NO EXTRA CREDIT, however, your overall participation level will be used as extra credit if your grade happens to be on the borderline of a grade cutoff.**

GRADE ASSIGNMENTS									
POINTS	0	001 - 419	420 - 454	455 - 489	490 - 524	525 - 559	560 - 594	595 - 629	630 - 700
GRADE	W	F	D	D+	C	C+	B	B+	A

GETTING STARTED: You will be able to log into this class via ANGEL on August 31, 2009. To do so, go to <http://onlinecampus.csn.edu/default.asp>. Then enter your ANGEL ID and your password and click the Login button. Click the link for Introduction to IS 101: Management Information Systems. Then take a look at the options and links to get started.

WEEK	TOPIC	WHAT YOU WILL DO	WHEN TO TAKE EACH TEST
1 8/31 – 9/6	Computer Concepts: Projects 1-5	Read pages A1-A31 and do all the exercises. If you have questions, ask via ANGEL mail	
2 9/7 - 9/13	Computer Concepts: Projects 1-5	Read pages A1-A31 and do all the exercises. If you have questions, ask via ANGEL mail	Recommended Day for Exam 1 (Computer concepts) on or before: September 14 Absolute Last Day: September 20
3 9/14 – 9/20	Windows: Projects 1-5	Read pages B1-B29 and do all the exercises. If you have questions, ask via ANGEL mail	
4 9/21 – 9/27	Windows: Projects 1-5	Read pages B1-B29 and do all the exercises. If you have questions, ask via ANGEL mail	Recommended Day for Exam 2 (Windows) on or before: September 28 Absolute Last Day: October 4
5 9/28 - 10/4	Internet: Projects 1-5	Read pages C1-C29 and do all the exercises. If you have questions, ask via ANGEL mail	
6 10/5 – 10/11	Internet: Projects 1-5	Read pages C1-C29 and do all the exercises. If you have questions, ask via ANGEL mail	Recommended Day for Exam 3 (Internet) on or before: October 12 Absolute Last Day: October 18
7 10/12 – 10/18	Word: Projects 1-5	Read pages D1-D29 and do all the exercises. If you have questions, ask via ANGEL mail	
8 10/19 – 10/25	Word: Projects 1-5	Read pages D1-D29 and do all the exercises. If you have questions, ask via ANGEL mail	
9 10/26 – 11/1	Word: Projects 1-5	Read pages D1-D29 and do all the exercises. If you have questions, ask via ANGEL mail	Recommended Day for Exam 4 (Word) on or before: November 2 Absolute Last Day: November 8
10 11/2 – 11/8	Excel: Projects 1-5	Read pages E1-E29 and do all the exercises. If you have questions, ask via ANGEL mail	
11 11/9 – 11/15	Excel: Projects 1-5	Read pages E1-E29 and do all the exercises. If you have questions, ask via ANGEL mail	
12 11/16 – 11/22	Excel: Projects 1-5	Read pages E1-E29 and do all the exercises. If you have questions, ask via ANGEL mail	Recommended Day for Exam 5 (Excel) on or before: November 23 Absolute Last Day: December 6
13 11/23 – 11/29	Thanksgiving Break	ENJOY your BREAK	NO NEED to sign in for attendance requirement
14 11/30 – 12/6	PowerPoint: Projects 1-3	Read pages F1-F21 and do all the exercises. If you have questions, ask via ANGEL mail	Recommended Day for Exam 6 (PowerPoint) on or before: December 7 Absolute Last Day: December 19
15 12/7 – 12/13	Comprehensive Final Exam	Review sections A-F and the exercises. If you have questions, ask via ANGEL mail	The final exam will be open ONLY from December 13 through December 19

Important Note regarding your exams:

Exams 1-6 are allotted a time limit of 25 minutes and can only be taken **once**. These exams contain 50 T/F and multiple-choice questions. Exam 7 is allotted a time limit of 40 minutes and can only be taken **once**. This exam contains 50 questions. This exam is a comprehensive final exam covering all projects from the textbook that we cover (projects A-F). [Please read the FAQ document and ASK questions through the discussions forum.](#)

An 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 the CET department office at 651-4660 and speak to the department chairperson. You will remain anonymous and all communications will be strictly confidential. Please **DO NOT** wait till the last minute to make your concerns known to me and/or to the department chairperson.