

Western Nevada College
IS 101, Introduction to Information Systems
Syllabus

Instructor: Anne Paine
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Cell: 775-240-2440
Tuesday-Thursday 5:30PM -6:45PM
Start: 8-26-08
End: 12-13-08

Course Description:

Introduces the student to the role of computers in today's technology-driven environment, allowing for hands on lab experience. Students will be introduced to the Internet, distance education, and the World Wide Web for research, along with operating systems, word processing, spreadsheets, database and basic multi-media. Upon successful completion of this course, the student will be able to demonstrate basic computer survival skills, understand computer terminology, and create data using a variety of software.

Textbook and Required Material:

- Microsoft Office 2007 w/cd
Windows XP Edition
Benchmark Series
Rutkosky-Rutkosky
- Removable Media Device
USB Flash Drive-at least 128 mb

Grading:

Course Grade	Points
Announced Exams(4)	400
Lab and homework	120
Quizzes	60
Class participation	20
Total	600

A>= 90
B>= 80
C>=70
D>=60

Student Conduct:

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated.

Examination Policy

Four examinations will be given. No make-up exams will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.

To prepare for examinations, attend lecture and read the chapters. At least 90% of the questions will be taken from lab assignments.

If you are absent or late, you are responsible for getting the course notes, handouts, and lab assignments you missed.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason. In any case, for a student to receive an incomplete, he/she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold WNC's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that student's submitted work, examinations, and projects must be that of the student's own work.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his/her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact me or your other classmates.

Lecture, Laboratory, and Examinations Schedule

You are expected to read each assigned project prior to the class. Lectures will be short, to the point and address the highlights of the assignment for that week. Most of the class time will be spent working on your lab assignments.

Weekly assignments will be due Tuesday before class begins. Assignments turned in after class starts will be considered late.

No assignments will be accepted more than one week late. Late assignments are penalized 25%. The average time to spend on lab assignments will be between two and four hours a week.

Write your name, chapter, project, date, in the upper left hand corner on your homework. If for some reason you need to email your assignment to me, make sure your name is within the file name of the homework (paine_chap2_assessment3.doc).

Week	Assignment	Due
1	Introduction –pg 1-48	Sept. 2
	Word	
2	Chapter 1- Assessment 1-pg 32 Chapter 2- Assessment 2-pg 67	Sept. 9
3	Chapter 3- Assessment 4-pg 101 Chapter 4- Assessment 2-pg 141	Sept. 16
4	Chapter 5- Assessment 2-pg 191 Chapter 6- Assessment 2-pg 222	Sept. 23
5	Chapter 7- Assessment 2 & 4-pg 264 & 265 Chapter 8- Assessment 2-pg 297	Sept. 30
6	Oct 2-Word Exam	
	Excel	
	Chapter 1- Assessment 4-pg 34 Chapter 2- Assessment 1-pg 62	Oct. 7
7	Chapter 3- Assessment 4-pg 34 Chapter 4- Assessment 1-pg 62	Oct. 14
8	Chapter 5- Assessment 4-pg 194 Chapter 6- Assessment 3-pg 235	Oct. 21
9	Chapter 7- Assessment 3-pg 266 Chapter 8- Assessment 3-pg 305	Oct. 28
	Oct 30- Excel Exam	
	Access	
10	Chapter 1, Assessment #3, pg 33 Chapter 2, Assessment #1, pg 60	November 4
11	Chapter 3, Assessment #1, pg 95 Internet Research Paper, pg 143. Double Spaced, 12pt Arial font, black type	November 11
12	Chapter 5, Assessment #3, pg 180 Chapter 6, Assessment #1, pg 209	November 18
13	Chapter 7, Assessment #1, pg 245 Chapter 8, Assessment #1, pg 270	November 25
	??- Access Exam	
	PowerPoint	
14	Chapter 1, Assessment #2, pg 39 Chapter 2, Assessment #2, pg 71	December 2
15	Create and present a PowerPoint presentation on your choice of subjects. A hobby, school, music, etc. anything that interests you. The presentation must be min. 10 slides, with animation, and at least 10 different images, bulleted points and must last at least five minutes. All subject matters must be approved by me on or before December 4. You will be presenting these on December 11.	December 9