

TRUCKEE MEADOWS COMMUNITY COLLEGE.**Computer and Office Technology****Fall Semester 2014****Course Syllabus***This syllabus is subject to change at the instructor's discretion*

Course IS 101– **Introduction to Information Systems** (3 credit hours)**Instructor:**

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Office Hours: Wednesdays 11:30am - 4:30pm

Office Location: SIER 200-F

COURSE DESCRIPTION

IS 101 Introduction to Information Systems - Credits (3)

An introduction to computer terminology, hardware and application programs for management information systems. Students are introduced to business, industry, and education applications of popular software using spreadsheets, word processors, and databases. “Hands-on” experience is provided through student use of open lab. This course transfers to UNR or UNLV for three credits as IS 101.

Prerequisite: NONE

COURSE OBJECTIVES

Upon successful completion of the course, a student should be able to:

- Create and edit Word, Excel and PowerPoint documents
- Create and share cloud-based documents
- Create and query a database
- Maintain a Windows computer
- Specify and identify a computer appropriate for a home user on a budget
- Setup and troubleshoot a home Internet connection

LEARNING OUTCOMES

- Students will demonstrate the ability to perform basic maintenance, configuration, and backup operations on a PC.
- Students will demonstrate the ability to use word processing software to create a professional resume and format an academic research paper.
- Students will demonstrate the ability to analyze and report data using spreadsheet software.
- Students will demonstrate the ability to create a database and use it to organize report and query data.
- Students will demonstrate the ability to prepare a professional slide presentation including a variety of data and media.

- Students will demonstrate the ability to evaluate computer configurations and select a computer appropriate for a given task.
- Students will demonstrate the ability to evaluate Internet connection services and perform basic Internet connection troubleshooting.
- Students will demonstrate the ability to use current Web tools, safely and effectively.

METHOD OF INSTRUCTION

This is a scenario-based and skills course. Students will be assigned projects that are similar to ones they will encounter at home or in the workplace. Students will use information from the course texts, online materials, and class discussions to gather the information and skills needed to complete the projects. These projects require specific skills from the texts. As a result, students must understand the material before completing the project. Attempting to complete a project without having a complete understanding of the chapters/projects will typically result in very poor project scores. As a result, students should read the project requirements EARLY and begin studying the appropriate chapters before they start the project. Quizzes will also be assigned for each of the chapters of the *Emerge with Computers*. Course content is available on the Canvas course management system.

TEXTS AND MATERIALS

This course requires two texts: One text is an online text called *Emerge with Computers* that requires an access code and the other is a loose leaf textbook for Microsoft Office 2013. The access code and textbook are available at a substantial discount in the TMCC [Bookstore](#)

- Baldauf, Kenneth. *Emerge with Computers Version 5.0 via CLMS Printed Access Card*
- Vermaat, Misty. *Microsoft Office 2013 with Windows 7*

SOFTWARE

The **projects** require Microsoft Office 2007, 2010 or 2013. However, the textbook skill builders are geared toward Microsoft Office 2013. You are not required to purchase this software. TMCC campuses have computer labs and with the software available for students to complete the assignments. See [computer access](#) below for information on where this software is available on TMCC campuses. If you use another version you may find the instructions in the book might not match up to Office 2007 or Office 2010. To avoid losing points on the skill builder assignments you might consider going to a computer lab near where you live that has Microsoft Office 2013 installed on its computers.

If you do wish to purchase the software, you can purchase it at a substantial discount directly from [Microsoft](#). Be aware that there are student versions of the software that do not have Access included. Students need to have software that contains Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint to complete their assignments.

***Other software such as Microsoft Works, Office 2000, Office 2003, Office XP, or OpenOffice will NOT suffice.**

MAC USERS:

The course materials are written for a Windows PC and Microsoft Office 2013. **Attempting these assignments on a Macintosh computer is NOT recommended.** However, students who are planning on using an Apple Macintosh to complete the course work will need to discuss this with your instructor prior to submitting assignments for grading to avoid getting “zero” points.

STUDENT ASSESSMENTS/EVALUATION**Due Dates and Times.**

Projects, assignments and quizzes are due at 11:59 PM (PST) on Thursdays. This is 11:59 Pacific Time, so if you are in another time zone, keep that in mind. Late assignments will not be accepted for ANY reason. Since all assignments are posted beginning the first day of class, there is ample opportunity to complete them. You should check the "Calendar" in your Canvas class to see specific due dates for each project and quiz. ***Due dates will not be waived for illness or technical difficulties. If you put things off until the last minute and then have technical difficulties, deadlines will NOT be waived.***

Grading

This class provides several options for demonstrating your skills in knowledge in the course topics. There are 1000 total points available as follows:

Introduction Discussion	10 points
Issues Quizzes (3 x 25 pts)	75 points
Concept Quizzes (11 x 25 pts)	275 points
Skill Builders (8 x 35 pts)	280 points
Projects (9 x 40 pts.)	360 points
Total	1000 points

Grades are based on 1000 points and the following scale:

A = 90 - 100%	1000-900 points.
B = 80 - 89%	900-801 points.
C = 70 - 79%	800-701 points.
D = 69 - 60%	700-601 points.
F < 60%.	600-0 points

I DO NOT ROUND UP! Even if you get 89.99%, you still get a “B”.

Canvas Gradebook

Your grades will be posted online in the Canvas course management system. You will notice that your grades page includes a column for Total Points. This reflects the total points you’ve earned in the class so far. Don’t be concerned if you also notice that this column says “out of 1000.” This is merely stating how many points are available in the course. Your grade is determined from the grading scale above. At the end of the semester, you will receive the grade indicated by your point total.

Canvas Modules

Students need to access the course materials through the weekly modules. Students will find information and instructions regarding the projects, assignments, quizzes, student data files and other pertinent information necessary to complete each module. To access the modules students need to log into Canvas first, students will notice a menu on the left hand side, click on the module link and this will take you to directly to the weekly modules for this course. If students choose to click on the assignment tab or calendar prior to reviewing the modules, you may miss information or files necessary to complete the projects or assignments successfully. This is not a self-paced course, students need to meet the specific due dates set in each weekly module. Students are encouraged to work ahead.

Projects

Projects are designed to show that you can pull together the knowledge and skills from the texts to complete a useful activity. The projects are a critical thinking exercise which requires you to read the directions carefully and to proof your work. To successfully complete the projects, a rubric has been provided in the instructions for you to use as check off list to make sure you have completed the work correctly.

Students should plan time to read and learn the skills provided by the online text and Microsoft Office 2013 textbook before starting the projects. You should start projects **EARLY**, because they will probably take longer than you think. Starting late and running out of time is not an excuse. Personal computer technical issues are not an excuse. Students are encouraged to help each other, but are expected to do their own assignments. Each student should submit his/her own, unique files for assignments. Files that are found to be copies of other students' work are considered plagiarism and will receive "0" points.

Skill Builders

The skill builder assignments are hand on exercises providing the students with the fundamentals and the functionality of Microsoft Word 2013, Microsoft PowerPoint 2013, Microsoft Excel 2013, and Microsoft Access 2013. These assignments will expose the students to practical examples and to acquaint them to the proper procedures of creating documents, presentations, spreadsheets, and databases suitable for the coursework, professional purposes, and personal use.

You should start the skill builder assignments **EARLY**, because they will probably take longer than you think. Starting late and running out of time is not an excuse. Personal computer technical issues are not an excuse. Once you have completed assigned skill builder chapters and the assigned readings you will be able to complete the module projects with confidence!

Quizzes

Quiz questions are taken from the chapters in the *Emerge with Computers* text. The quizzes are open book, but there is a time limit for each quiz – times may vary. You **MAY NOT** retake quizzes. You should study the chapter in advance, because you will not have time to look up all of the answers as you go.

Withdrawals

Students will not be administratively withdrawn from class unless they do not sign in during the first week of class. 'W' grades will not be given in this course. If you wish to withdraw from class with a 'W', you must do so via MyTMCC's registration process prior to the drop deadline. **The last day to withdrawal is October 29, 2014 before 5:00 pm (PST).**

Otherwise, students who do not complete 60% of the points in the course will receive a grade of 'F' for the course. Receiving an 'F' may have implications for visas, scholarships and other financial awards, so be sure to watch your grade.

General Policies

It is assumed that all registered students are mature members of the college community who will adhere to the rules of academic integrity. Plagiarism and cheating will be subject to all disciplinary action as provided in the TMCC code. The first instance of plagiarism or cheating will result in all students involved receiving zero points for the project. The second instance of plagiarism or cheating by a student will result in an F grade for the course for all students involved. It is each individual's responsibility to meet scheduled deadlines. Due dates will not be waived for illness or technical difficulties.

No individual homework or exams will be accepted until you have completed the Introduction Discussion. The Introduction Discussion counts toward your point total.

Spelling, grammar, punctuation, and structure count toward assignment grades. Take the time to proofread your work before turning it in. Don't rely on spell-check alone. You are responsible for acquiring and maintaining both the required textbook as well as access to the online material. A problem with your computer is not a valid excuse for missing a deadline. The College has labs available for your use; any computer with Internet access should work for the online material. Access to a computer with Microsoft Office 2010 or 2013 is required to complete the project assignments.

Any homework assignments, projects, reports, exams, or other information given to the instructor become the property of the instructor. The instructor has the choice of retaining or returning anything turned in.

Class Etiquette

- Use discussion boards for any class questions except those that are personal and/or involve your grades.
- E-mail to the instructor should be limited to personal or grade related questions and should be directed to the instructor's Canvas E-mail account. Course e-mail sent to other instructor accounts may not be answered.

- Use the e-mail system, rather than the discussion utility, to send another student a message, particularly one that you don't want to be public.
- Don't post criticism in a public place.
- Don't post messages that you think could be embarrassing to you or someone else in a public place.
- Don't post a message or send emails when you are angry or irate, especially in a public place.
- Use the discussion area for messages that you want the entire class to see, particularly if you want some feedback and want the entire class to see the feedback.
- Post a question that you would normally ask in class to the discussion group. Other students are probably wondering about it also.
- Post the question to a public group if it is one you have some doubt about. Some open discussion may help you resolve your doubt on the subject.
- There are multiple discussion threads for exams, course policies, labs, etc. Use an appropriate thread when posting to the discussion board.

Password Problems and Technical Support

For password problems or technical problems with Canvas go to <http://www.tmcc.edu/students/support/>. This page provides answers to frequently asked questions. If those FAQs still don't solve your problem, use the [Send A Message](#) link at the bottom of the web page to get help.

Computer Access

Students who do not have the software installed on their home or work computers may use the following general access labs on TMCC campuses: Sierra 109, Sierra 103 (overflow) and Meadowood S124. Complete general access lab information and schedules are available at <http://www.tmcc.edu/ito/academic/computerlabs/>

Tutoring and Learning Center

The TMCC Tutoring and Learning Center (TLC) exist to support the institution in its mission to improve the quality of life for its students. In this effort, the TLC staffs its inviting environment with well- trained tutors to help students become independent learners for academic success. Tutors are trained to create a positive learning experience, to clarify content and help students to attain higher academic achievement.

For more information, Vista B106 or 674-7517, or <http://www.tmcc.edu/tutoring/>.

ADA Statement

Students who feel they may need an accommodation based on the impact of a disability must contact the Disability Resource Center at 775-673-7277 in RDMT 315B to establish documentation of a disability and to coordinate reasonable accommodations. For assistance, contact TMCC's Disability Resource Center at 775-673-7277, TTY 775-673-7888, come by the Red Mountain Building, room 315B or visit www.tmcc.edu/drc.

Student Success

To be successful in this course, you need to plan on 10-12 hours a week to read and work through the assignments in Canvas. Employment and education are two very time-consuming activities for most students while attending college. Students who tend to wait until the 11th hour to start their homework that is your choice. Late work is not accepted, you have been assigned sufficient time to complete your readings, quizzes, projects, and assignments. A problem with your computer is not a valid excuse for missing a deadline. Be familiar with the weekly modules and their due dates regarding the homework. It is recommended and encouraged for students to work ahead.