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**E-MAIL:** [Judy.Fightmaster@csn.edu](mailto:Judy.Fightmaster@csn.edu), but all students use Angel course mail exclusively during the semester (not CSN or Angel Personal or Global mail addresses)  
**OFFICE HOURS:** Online, Tuesdays, 1:00-6:00 PM; other online times per request.

**CLASS LOCATION/TIME:** This section of **IS 101** is a three-credit distance education class that is offered entirely online.

**The online format is not recommended to a novice computer user;** it is expected that DE students already have a fair amount of computer skills to sign up for a DE section. This class is conducted entirely in a virtual classroom. Students log into Angel on the first day of class to get access instructions, the schedule for the semester and an Enrollment Key for SNAP2007; call 702-651-HELP for any problems logging in to Angel. While in Angel set a Forwarding Address in your Preferences, System Settings.

Internet access is required for tutorials, lectures, homework submission, quizzes and exams. Exam and assignment dates are FIRM and will not be changed.

Students may work from an IBM personal computer of their choice including computers in one of the campus computer labs.

**CATALOG DESCRIPTION:** IS 101 is an introduction to management information systems and microcomputer applications. This course includes an 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. The human relations skills component to various certificates is met by IS 101.

**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.

**OBJECTIVES:** After completing this course, the student should be able to do the following:

- 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; use functions and formulas.
- Use presentation software to create a basic slide presentation.

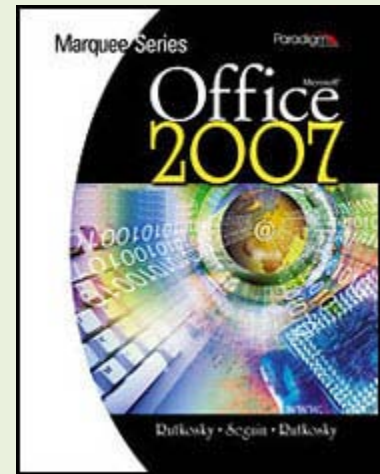
**REQUIRED MATERIALS:**

9780763836900 - IS 101 hardcopy bundle, EMC/Paradigm, \$75

- OR -

9780763836917 - IS 101 e-book bundle, EMC/Paradigm, \$40

The only difference between these two bundles is the format of the 600-page textbook: hardcopy or e-book. If you are comfortable reading the textbook online as you follow along on your computer, select the e-book bundle. If you prefer to have an actual book lying on the table as you work through the chapters, then you should purchase the hardcopy bundle. Can't decide? Check out the [pros and cons](#) of using an ebook.



The publisher has given us a deeply discounted package price for these unique bundles that are available only through the CSN bookstore. The complete bundle consists of:

- *Marquee Series: Office 2007* either e-book or hardcopy
  - e-book:
    - The E-book has an activation code and **may only be installed on one computer**
    - You may also access your e-book on all classroom/lab computers at CSN
    - Do not use the e-book at CSN until you have activated it on your home computer (the E-book may not be reused and will expire **four** months after activation)
  - hardcopy book:
    - The hardcopy book is spiral-bound so that it will lay flat on the table next to your computer as you complete the exercises
    - You can keep the hardcopy of the textbook as a ready reference for as long as you like, or resell it at the end of the class
- Two CDs: *Computers: Understanding Technology* and *Marquee 2007 Vista* containing student files
- SNAP Activation code (This may not be reused or resold) for online tutorials/tests
- Microsoft Office 2007 software (Word, Excel, PowerPoint, etc.) - 180 day license

## HARDWARE CONSIDERATIONS

- You may use this material on any computer in the CSN Labs and Classrooms
- If you have a MAC, in order to use SNAP you must be able to dual boot to a Windows environment (XP or VISTA).
- Whatever your computer type: You must use Internet Explorer version 6 or 7. If you are using IE version 8 you must set it to run in “compatibility mode”.

## SNAP 2007 DESCRIPTION

The password which comes with your textbook purchase gives you access to a wealth of tutorials for computer concepts and Office 2007 application skills. It also contains the testing software that you must complete in order to earn a grade in this class. Students must have access to the Internet to utilize the tutorials and testing software. Every student must have their own unique Access Code to use SNAP. You cannot buy an Access Code from a student who has already activated their copy of SNAP. Make sure that the package you purchase has never been opened.

At the SNAP URL <http://snap2007.emcp.com/> type the Access Code that came with the bundle you purchased at the bookstore to join the SNAP section **CSN-2009-3-D07091621**. When you are asked for a special **Enrollment Key**, type: **is101fightmaster** After establishing your account and joining this section you will be able to see a series of interactive tutorials and assessments that will be assigned throughout the semester. Feel free to try a couple of the Concepts tutorials.

There is a 30 page Student Guide on how to use SNAP that you access from the Help button. You must read the Guide to understand how to use SNAP. If you encounter any problems with SNAP, call 1-800-328-1452 immediately. Keep me informed about the problem and how it is resolved.

**Software:** Microsoft Windows Vista operating system, Microsoft Office 2007 applications (including Word, Excel and PowerPoint) and Internet Explorer, running on an IBM-compatible computer, are used for lab projects. The 2007 version of Office is quite different from earlier versions. All lab work is distributed in the new Office 2007 formats which canNOT be read using older versions of Office. The Macintosh computer and software are NOT covered in this class.

Note that MS Office 2007 is rarely a part of your PC unless you paid extra to have it installed. Programs that are included with many PCs (like Microsoft Works or Word Perfect) or the Macintosh are NOT acceptable and will not work for this class. Students do not have to buy Microsoft Office 2007. A 180-day free trial offer for Office 2007 comes with the textbook bundle that is used in this class. Of course you must have the hardware required to support Office 2007 and you must be able to manage your own download and installation. Detailed system requirements can be found on the Internet, but in general you should have at least a

500 MHz processor, 0.5 MB RAM, and 1.5 GB of free disk space, a CD drive, 1024x768 resolution monitor and be running Windows XP SP 2 or later operating system.

Many CSN Interactive Learning Centers (ILC, also called Computer Labs) are open 7 days a week for extensive hours. However, ILCs normally are closed on holidays or college breaks. Call the lab of your choice to check on hours of operation before you drive there. Or, to check for location and hours on the Internet, use this URL: [www.csn.edu/pages/444.asp](http://www.csn.edu/pages/444.asp)

Students working from their home computers are totally responsible for the condition and maintenance of their equipment and software. All deadlines are listed in advance. Do not wait until the last minute to submit assignments and take quizzes. In the event of equipment malfunction, be prepared to go to a CSN ILC to finish your assignment. In fact, many students who initially plan to do all their work at home find that they prefer to work at the ILC because they have fewer interruptions and can work more efficiently due to better focus. Many students will use the CSN Child Care or Boys and Girls Club for day care while they are working on their IS 101 lab practice and homework. Check for the availability of these facilities ahead of time at your nearest campus.

**MEASUREMENT OF OBJECTIVES:** You will know you are meeting the course objectives stated above as you successfully

- complete exercises that teach and reinforce the concepts and skills covered in the course
- produce sample documents in each of the applications covered, and
- pass tests that require you to demonstrate mastery of concepts and skills.

**GRADES:** The total points for all learning activities and assessments during the course of the semester will be 100 points, based on a combination of projects, homework, quizzes and exams. For each topic the student is responsible for completing textbook readings, SNAP tutorials, labs, quizzes and a project. There will be two exams. Each exam will cover one-half of the semester's work. No make-up exams or extra credit work will be given. Grades will be assigned based upon total points earned.

| Requirements           | Points      |  |                     |                    |
|------------------------|-------------|--|---------------------|--------------------|
| Computer Concepts      | 40          |  |                     |                    |
| Vista Operating System | 40          |  | <b>Letter Grade</b> | <b>Point Range</b> |
| Internet               | 40          |  | A                   | 900-1000           |
| Word 2007              | 120         |  | B                   | 800-899            |
| Excel 2007             | 120         |  | C                   | 700-799            |
| PowerPoint 2007        | 120         |  | D                   | 600-699            |
| Mid-term exam          | 260         |  | F                   | 0-590              |
| Final exam             | 260         |  |                     |                    |
| <b>Total</b>           | <b>1000</b> |  |                     |                    |

**SCHEDULE** of topics to be covered, including all due dates, is provided in Angle.

**ANGEL ACCESS:** An Angel "classroom" has been set up as a main point of contact between student and instructor. From the college home page ([www.ccsn.edu](http://www.ccsn.edu)) select Online Campus/Courses and follow the logon instructions.

**COURSE ACTIVITIES:** In order to facilitate your success in the class and the highest grade possible, your lessons will be structured around the following activities:

- **Textbook readings and examples**
- **Online tutorials**
- **Assigned homework labs**
- **Quizzes**
- **Projects:** There will be one project for each of the four topics.
- **Examinations:** There are two exams; each covering half of the semester. Each exam will have two equal parts: an objective (multiple choice, true or false) test and a practical lab test that will include the skills covered during this part of the semester. Computer skills are tested in a simulated environment using SNAP.

**DUE DATES:** All assignments are available from the beginning of the semester. They should be finished in the same order shown on the schedule above. That is, a student is expected to finish the assigned readings, tutorials, quizzes and the lab exercises for a topic before moving on to the next topic. Students should receive their grades from one lab exercise before submitting the next one. Under no circumstances should you skip doing an assignment. **Work turned in late will lose ten percent of the maximum points available for that assignment for each day late.** It is the student's responsibility to meet all due dates, working ahead if necessary to ensure meeting the deadlines. Exams are available **ONLY** during an announced 3-day period and cannot be made up if missed.

**COURSE POLICIES:** The instructor will NOT assign a grade of I (incomplete) to students who fall behind. Students wishing to change status to an audit or to withdraw from the course must initiate a request with the CSN Records and Admissions Office. The number of points accumulated by the end of the semester will determine the grade earned.

**ACADEMIC HONESTY:** According to the Student Handbook, "CSN demands a high level of academic behavior. Acts of academic dishonesty including plagiarism and cheating are regarded as very serious offenses." Any student commits an academic irregularity when one or more of the following or similar situations are involved.

- Copying another student's work or program.
- Doing another student's work for them.
- Copying answers from another student.
- Use of unauthorized notes, books or devices during an examination.
- Theft or unauthorized possession of an examination.
- Use of another person's file or removable storage device.
- Allowing another person to have access to your file or removable storage device.

There is a big difference between working together on an assignment and turning in the same homework file. In this class all academic irregularities will result in a grade of ZERO for that test/assignment and will be reported to the Vice President for Student Services. Students in the same family or living in the same house must be careful to do their own work. It is not enough to watch their spouse or friend do the work and then create a copy of this work to submit as their own. Students who submit work that does not appear to be 100% original will be required to complete replacement assignments from a CSN Testing Center.

**ATTENDANCE POLICY:** Students are required to log in to the Angel “classroom” on a daily basis to check for discussion postings and assignment updates. Each student's date of last attendance, should it be required for financial aid or court reporting, will be determined by the last homework assignment submitted.

**DISABILITY RESOURCE CENTERS:** 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 the Student Service Center on each campus. For Cheyenne campus the number is 651-4045, for West Charleston campus the number is 651-5089, and for Henderson campus the number is 651-3086. For those students that would like to perform community service or earn a little extra cash, stop by the DRC to fill out a job interest card. This office hires students as note takers, proctors, scribes and research assistants as needed.

**CHANGES TO THE SYLLABUS and/or calendar:** Many things could happen in the course of a semester that would require changes to the initial plan and the instructor reserves the right to make those changes on an as-needed basis. Any changes will be broadcast to the students through an Angle Announcement on the Course tab. If in doubt, the student should check the date and time in the footer of this document with any they have printed earlier.

**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.