# IS 101 - Introduction to Information Systems - 1001
## Fall 2015 - 3 credits

Please read completely through this syllabus and print it for future reference.

### Eight Week Class

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Cindy Hyslop</th>
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<tbody>
<tr>
<td>E-mail:</td>
<td>Contact me by email through WebCampus</td>
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</tbody>
</table>
| Office:     | Room 132 - 775-753-2307 (voice mail)  
Check office hours under “Class Information”  
I do not check email or voice mail on weekends or holidays. |
| Date:       | August 31 – October 24 Eight Week Class |

### Text:
Technology in Action, Introductory (11th Edition)  
Order online or available at the Great Basin College Bookstore.

### Software:
This class requires that you use Microsoft Office 2010 or 2013  
Word Excel and PowerPoint. If you do not have these - you will have to go into one of the Great Basin College computers labs.

### Be able to access the class website through WebCampus. Contact the Technology Help Desk – Email: helpdesk@gwmail.gbcnv.edu  
Phone: 775-753-2167
- Have and maintain Internet access throughout the semester.  
- Have and maintain access to all software used in the class throughout the semester.  
- If you have computer or Internet problems you must find some alternative solution: GBC computer lab, Library, or friend is a few suggestions  
- Have and maintain a virus-free computer throughout the semester.  
- Have knowledge of Windows and file handling.

### An important note about online classes:
Do not assume that online classes are easier than traditional "face-to-face" classes. Online classes can actually be more difficult than traditional classes. They require constant motivation and self-direction on the part of the student. You are responsible for reading, studying, asking questions, completing assignments, being organized, and staying on schedule. **No Text Messaging.**

### Catalog Description:
Introduction to Information Systems is an introduction to computer-based information systems management including hardware/software relationships, business applications usage, systems theory, current technology, networking, the Internet, computer security, and privacy issues. Recommended corequisite: IS 201. 3 credits.

### Disability Access:
“Great Basin College supports providing equal access for students with disabilities. An advisor is available to discuss appropriate accommodations with students. Please contact the ADA Officer (Julie Byrnes) in Elko at (775) 753-2271 at your earliest convenience to request timely and appropriate accommodations.”
Welcome to IS 101, Introduction to Computer Information Systems. This course covers essential information technology and is designed to meet the GBC General Education technology requirement. This course should help you develop a strong understanding of information technology related to your life, including the internet, productivity and creativity software, computer hardware, communications, computer privacy, and computer security.

**Major Class Objectives:**
The objectives for this class are to provide students with a working knowledge of technology, primarily computers, as used in modern society and the essentials of both computer hardware and software use in the workplace will be covered. Some topics that will be covered in this class include:

1. How computers can augment and enhance many traditional human activities, but rarely, if ever, replace such activities;
2. Computers and networks as communications medium, e.g. the Web and email;
3. Enhancing both quantitative and qualitative information analysis, e.g. information systems are useful for collecting, organizing, and analyzing data but only if the assumptions behind the data are understood and the formulas used in their correlation are accurate;
4. An essential of understanding the complex relationships between computer hardware and software;
5. Ethics and confidentiality when collecting, analyzing, and using personal information, e.g. database use and privacy issues;
6. Intellectual property rights, e.g. patent, copyright and fair use doctrine;
7. Health ramifications of computer use, e.g. carpel tunnel syndrome, eye strain, and possibly long term problems;

This class uses Discussion Topics, but includes a significant hands on component in which computers are used to complete Weekly Assignments, Quizzes, Projects and a Presentation. You have to use Microsoft Word 2010/2013 to complete your assignments. For the Presentation you will have to use MS PowerPoint 2010/2013.
# Expected Learner Outcomes

<table>
<thead>
<tr>
<th>Upon successful completion of this class, students will be able to:</th>
<th>Measurements of learner outcomes:</th>
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<tbody>
<tr>
<td>1. Illustrate the relationships between knowledge of technology and the direction our society takes.</td>
<td>Participation in Discussions, Written Assignments, and Weekly Quiz</td>
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<tr>
<td>2. Determine computer and network usage as communications tools;</td>
<td>Participation in Discussions, Written Assignments, Project, and Weekly Quiz</td>
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<tr>
<td>3. Show how the knowledge of intellectual property rights, e.g. creative commons, copyright and fair use are used;</td>
<td>Participation in Discussions, Written Assignments, Presentation, and Weekly Quiz</td>
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<tr>
<td>4. Demonstrate the use of and critically evaluate electronic data and the internet as information resources;</td>
<td>Participation in Discussions, Written Assignments, Project, and Weekly Quiz</td>
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<td>5. Discuss ethical, privacy, and security issues relating to computer use;</td>
<td>Participation in Discussions, Written Assignments, Project, and Weekly Quiz</td>
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<tr>
<td>6. Describe a clear understanding of at least two specific technologies.</td>
<td>Participation in Discussions, Written Assignments, Project, and Weekly Quiz</td>
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## Covered in the Class - Check the Learning Modules for more information
- Chapter 1 - Using Technology to Change the World
- Chapter 2 - Looking at Computers: Understanding the Parts
- Chapter 3 - Using the Internet: Making the Most of the Web's Resources
- Chapter 4 - Application Software: Programs That Let You Work and Play
- Chapter 5 - System Software: The Operating System, Utility Programs, and File Management
- Chapter 6 - Understanding and Assessing Hardware: Evaluating Your System
- Chapter 7 - Networking: Connecting Computing Devices
- Chapter 8 - Digital Devices and Media: Managing a Digital Lifestyle Mobile Devices
- Chapter 9 - Securing Your System: Protecting Your Digital Data and Devices
Methods of Instruction

- explanation, demonstration, and examples of information technology concepts using inclass and online resources
- hands-on assignments incorporating information technology concepts
- reading and written assignments from the textbook, handouts, and online sources
- online discussions based on assigned readings and hands-on assignments
- individual work

Communication:
The student will communicate with the instructor through WebCampus e-mail and the Discussion Board. Students will be encouraged to communicate with each other through WebCampus Email and the Discussion Board. **If you send a message using text messaging it will not be answered. Write in complete sentences and check grammar and spelling. This also includes discussions.** I check class WebCampus Email, Discussion, and Assignments during the week. I do not check or grade on weekends or holidays.

Assigned assignments, quizzes, discussions and projects are only available through Home/Modules in WebCampus.

Grading and Attendance:
This class will be for a letter grade. This class is intensive and requires attendance and work to be completed each week. It is good practice to check your WebCampus class at least twice a week. I do not give extra credit or open quizzes, projects or discussions that have not been completed.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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<tr>
<td>94-100</td>
<td>A</td>
<td>67-69</td>
<td>D+</td>
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<tr>
<td>90-93</td>
<td>A-</td>
<td>63-66</td>
<td>D</td>
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<tr>
<td>87-89</td>
<td>B+</td>
<td>60-62</td>
<td>D-</td>
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<tr>
<td>83-86</td>
<td>B</td>
<td>&lt;60</td>
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<td>80-82</td>
<td>B-</td>
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<td>77-79</td>
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<td>73-76</td>
<td>C</td>
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<tr>
<td>70-72</td>
<td>C-</td>
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Grade of Incomplete:
The instructor shall not employ the use of and shall not issue the grade of “I”, a grade of incomplete, in this course.

Student Drop Deadlines:
For this particular course offering the drop deadline date is November 2, 2015. It is your responsibility to complete the drop form. If you do not complete the course and do not formally withdraw by the drop deadline, your instructor will have no choice but to assign you a grade of "F" or graded you earned.
Grade Appeals
If a student has concerns or complaints about grading, s/he should follow the steps of the published procedures as stated on page 54 in the 2015-2016 GBC General Catalog.

Class Work
Students should keep their graded work until they know their final course grade at the end of the semester in case there is any discrepancy in grades.

To determine your final course grade, all assignment grades will be calculated on a percentage scale and then recorded as the corresponding grade point value and letter grade as shown above. The most significant assignments include: Assignments, Projects, Quizzes, and Discussion Topics. You will receive guidance in the construction and delivery of Projects and PowerPoint Presentations. The quizzes will be composed of questions from your book. Each quiz may be composed of multiple choices and true/false. Each student must complete his/her assignments, individually. If two or more students turn in the same assignment or collaborate on a test they will receive an “F” for the class.

The worst part of an online class is procrastination!!!

Schedule: (Tentative)
Check under Home/Modules for due dates: Assignments, Quizzes, Discussion, Projects due dates are found in WebCampus.
• Projects (approx.9) = 100 points (35% of your grades)
• Discussion Topics (approx.7) = Discussion Topics - each is worth 100 Points (15% of your grades)
• Chapter Quizzes (9) = 100 - each quiz is worth 100 Points (15% of your grades) Weekly assignments (35% of your grades)

If you plagiarize any assignment, paper, discussion or presentation you will receive an “F” for the class.

Academic Integrity Policy:
Academic dishonest is defined as an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the GBC Student Code of Conduct and will not be tolerated in this class. Any evidence of academic dishonesty/plagiarism in this course will result in a failing grade on the assignment and/or a failing grade for the course. Any evidence of academic dishonesty/plagiarism in this course will result in a failing grade for the course. This is a very critical offense. If you are ever uncertain about your use of another person’s work (ideas, language, data, etc.) you must contact me about it.

Acts of academic dishonesty include, but are not limited to the following:

CHEATING – unauthorized copying or collaborating on a test or assignment, or the use or attempted use of unauthorized materials.

TAMPERING – altering or interfering with evaluation instruments and/or documents.

FABRICATION – falsifying experimental data or results, inventing research or laboratory data on results for work not done, or falsely claiming sources not used.

PLAGIARISM – representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own. (I have a computer program that will search your words on the Internet . . . so do not make the choice to plagiarize).
Assignments: Worth 35% of your grade
• Check under Modules for due dates and assignments.
• Check the Rubric Grading.
• Assignments will be submitted to check for plagiarism.
• Assignments are only available through the Modules under Home.
• There is an assignment for each week.
• Assignments are due no later than the date listed by midnight (always Wednesdays).
• No late work is accepted, unless it is approved in writing by the instructor by noon the day prior to the assignment’s due date. For example, if an assignment is due on Wednesday, written approval to submit the assignment late must be given by the instructor to the student by noon on Tuesday. Ten points will be taken off each day for three days. If the assignments is more than three days late you will receive a zero for the assignment.

I cannot open MS Works or WordPerfect files. This class uses MS Office 2010/2013
If you do not have the software you will have to go to a GBC Computer Lab to complete these assignments.

Projects – Worth 35% of your grade
• You have to use Microsoft Word. Excel or PowerPoint 2010/2013 for the assignments.
• Check under Home/Modules/ "Projects" for more information and the Rubric Grading.
• Projects will be submitted to check for plagiarism.
• When the Projects are completed they will be turned in through WebCampus

Quizzes: Worth 15% of your grade
• Check under Learning Modules for due dates and link for Quizzes.
• Quizzes are only available through Home/Modules
• There is a quiz for each chapter.
• Quizzes are due no later than the date listed by midnight (always Wednesdays).
• One hour to complete each quiz and all have approximately 20 questions
  (Multiple choice or True/False).
• Once the quiz date has passed you will be able to see your grade.
• All quizzes will be timed and taken through WebCampus.
• The quizzes will be composed of questions from your book.
  I do not give makeup quizzes.

Discussion Topics: Worth 15% of your grade
The Discussion Board is a vital part of this class.
Listed below is the Rubric Grading and how discussions work.
There are two due dates for each discussion.
Discussions are only available through the modules.
Make sure you check this area out. Discussions are due by midnight – always on Wednesday.
Discussion Instructions (rubric available through WebCampus)

• During the semester, you will have approximately five graded discussion topics.
• Each discussion is worth a total of 100 points.
• **Discussions are only available through the Modules.**
  • Review the rubric for discussions.
  • Respond to ALL parts of the question to earn the maximum number of points.
  • Discussions count for 15% of your total grade.
  • Responses should be thoughtful, concise, and in your own words.
  • Correct grammar, capitalization, spelling, and sentence structure are expected.
  • Responses should not be in the format of a Yahoo chat room or a casual email to a friend.
  • IS 101 is a college-level class taking place in an academic environment.
  • Abusive language and profanity is considered disruptive and unprofessional student conduct that will lead to a reduction of points and/or removal from class.
  • Responses maybe randomly selected and run through plagiarism detection software.
  • Contact the instructor immediately if you suspect that your discussion response has been copied or if you receive class communications that are not appropriate.
  • Topics will be posted under the Discussions link on the left-hand-side menu in WebCampus.
  • Check the Learning Module for due dates.

Use appropriate net etiquette. Flaming is not appropriate and is defined as e-mail responses that are considered hostile and as a personal attack. Flaming occurs when two or more individuals engage in responses that escalate, thus limiting and disrupting the discussion by the rest of the class. If you have any questions concerning the discussion questions, please contact me through WebCampus email. Doing the above will result in a zero for the discussion.

No late work is accepted, unless it is approved in writing by the instructor by noon the day prior to the assignment’s due date. For example, if an assignment is due on Wednesday, written approval to submit the assignment late must be given by the instructor to the student by 5:00 p.m. on Tuesday.

You have 24 hours to turn in the assignment (attached to a WebCampus email) after approval and 10 points will be taken off at that time. No projects, presentations, discussions or quizzes can be retaken or turned in late.
General Education Objectives:
In addition to degree requirements, the faculty of GBC has established a goal to ensure that all students graduating with either an AA, AS, BA, or BS degree have had the opportunity to develop an awareness of and abilities in specific areas. These areas are detailed on pages 63 and 64 of the 2015-2016 GBC General Catalog.
IS 101 is a General Education Technology Area class option, and therefore has particular emphasis with the following General Education Objectives.

Communications Skills Objective
Students will be responsible for completing weekly assignments involving oral and written forms of communication, including presentations (informal and formal) and discussions. Presentations and discussions will be evaluated on evidence of insight, quest for knowledge, and reflection. Written assignments will be evaluated on content and mechanics. Research, comprehension, and analysis of course-related materials will be expected from students throughout the course; materials will be from print and online resources. Students will give a descriptive oral presentation at the end of the semester. The presentation will be evaluated on preparedness, organization, clarity, content, appropriate length, and delivery.

Accessing Information
Students who complete General Education courses will demonstrate the ability to access information by
- collecting information from electronic, print and live sources;
- evaluating the validity of information;
- organizing information into a usable format; and
- documenting sources of information.

Critical Thinking Objective
The progression of this class through the semester requires creativity, logic, quantitative reasoning, and inquiry as the means toward knowledge.
Quantitative Ability Element (significant)
Throughout the semester students will demonstrate quantitative ability with a variety of class content. A few examples are calculating file sizes, specifying file resolution, creating spreadsheet formulas, and determining bandwidth.
Reasoning and Independent Thought Element (significant)
During the class students will analyze multiple information technology concepts including interface design, networking, HTML, algorithms, multimedia, software, and scripting.
Scientific Understanding Element (some degree)
Various science-based concepts will be addressed such as digital data representation, artificial intelligence, what-if analysis, scripting, debugging, and principles of computer operation.

Technological Understanding Objective
The primary tools used in this class will be technology based: computer hardware and software. Students will use standard computer hardware, and may use a DVD burner, jump drive, scanner, and digital camera. Students will use a variety of software, which may include file management, word processing, database, presentation, animation, web browser, web page design, graphics, and digital audio editing.
Schedule listed in the Module in WebCampus.

First module has class information
  IS 101 Syllabus
  Office Hours
  What does Paraphrase Mean?
  Chapters for IS 101
  General Education Objectives
  Discussion Rubric
  Great Basin College Homepage
  Services for Students with Disabilities
  Refunds and Withdrawals
  Faculty Advisement
  Assignment Rubric

• Weekly Assignments
• Quizzes
• Discussion
• Projects

General Education objectives listed on the first Module in WebCampus.
Rubric listed throughout the class.
Cindy's Class Schedule & Office Hour
Fall 2015
August 31 – December 18

The following shows my normal office hours and class schedule for the Fall 2015 semester. During the listed office hours I am available for walk-ins to meet with students. Appointments at other times can be arranged. You are welcome to call me at my office, 753-2307, email me at cindy.hyslop@gbcnv.edu, **online classes through WebCampus email only.**

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<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8:00 - 11:30</td>
<td>Office Hours 8:30 – 11:00</td>
<td>Office Hours 8:30 – 11:00</td>
<td>Meetings</td>
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<td>12:00 – 1:00</td>
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<td>1:00 - 4:00</td>
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<td>4:00 – 6:45</td>
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- CIT 201 – Intermediate Word – Online (8 week class – 2nd half of semester.
- IS 101 - Information Systems - Online
- IS 201 – MS Office – Computer Applications
- IS 301 – Management Information Systems
- COT 240 – Professional Office Procedures
- MCOD - Medical Coding and Billing – Online
- Department Chair