

# I S 1 0 1

## Introduction to Information Systems

Albert Wu

College of Southern Nevada



Fall Semester 2024 In-Person  
Section 3004 Call # 86546  
IS101 Has No Prerequisite  
West Charleston Room C114  
Saturdays 8 AM to 10:50 AM  
Office Hour: by Appointment

### Microsoft Office Specialist (MOS) Certification Opportunities



Word  
MO-110



Excel  
MO-210



PowerPoint  
MO-310

Earn All Three =



MOS  
Associate

Email: [Albert.Wu@csn.edu](mailto:Albert.Wu@csn.edu)  
Voice & Text: (702) 743-2320  
Answered within 24 hours



**Three Course Modalities (Mod) for IS101 (exams are always in-person for ALL modalities):**

Mod	Days & Time	Location	Method	Description
1	TBA (To Be Announced)	Online Campus	<b>Web-Online (But the Exams Are In-Person)</b>	Students do the coursework on their own - without instructor - and ask for help when needed. The exams are still in-person.
2	Sa 8:00a-10:50a (as an example)	West Charleston (as an example)	<b>In-Person</b>	Students and instructor meet in the classroom at designated day(s) and time(s).
3	Tu 9:30a-10:50a (as an example)	North Las Vegas (as an example)	<b>Hybrid</b>	Same as in-person but only meet with limited frequency or time as defined by instructor.

Out of 46 sections of IS101 in Fall 2024, 27 sections (58.7%) are Mod 1, 5 sections (10.9%) are Mod 2, and 14 sections (30.4%) are Mod 3. If you would like to switch section/modality, visit MyCSN before Sunday, 9/1/2024 ends to (a) search for an open IS101 section/modality of your choice, (b) withdraw/drop IS101-3004, (c) enroll in the open IS101 section of your choosing.

**Main College of Southern Nevada (CSN) Campuses with Computer Lab and Library**

West Charleston	6375 W. Charleston Blvd., Las Vegas	Charleston & Rainbow
North Las Vegas	3200 E. Cheyenne Ave., North Las Vegas	Cheyenne & Pecos
Henderson	700 College Dr., Henderson	Horizon & College

**Key Dates and New Course Registration & Withdraw Policy for Fall 2024**

9/1	(A) register for/add a course, (B) receive a 100% refund for dropping a course.
9/8	(C) drop a course without receiving a grade of “W”, (D) receive a 50% refund, 0% after.
11/1	(E) change a course from “Credit” to “Audit”, (F) drop a course with a grade of “W”.
12/18	(G) instructor submits students’ grades.

Be sure to **attend the first classroom session** on Saturday, 8/31/2024 **to avoid being administratively dropped from IS101-3004**, Fall 2024. I will be in our classroom, C114, 7 AM. Please visit: <https://www.csn.edu/sites/default/files/documents/policies-and-procedures/2024.05-Course-Registration-and-Withdrawal-Policy.pdf> for more details.

More key dates and deadline dates for Fall 2024:

[https://www.csn.edu/sites/default/files/pdf\\_file/0021/209460/Fall-2024-Calendar\\_BY\\_SESSION.pdf](https://www.csn.edu/sites/default/files/pdf_file/0021/209460/Fall-2024-Calendar_BY_SESSION.pdf) (IS101-3004 is in the regular 16-week session)

If you are receiving financial aid, you should read this: <https://www.csn.edu/withdrawal-classes>.

Financial Aid uses “Last Day of Attendance” in its calculations when a student withdraws or does not earn a satisfactory grade from a course. In IS101-3004, “Last Day of Attendance” is the last day of a student’s meaningful participation in the course which may or may not be the same as the last day a student showed up physically or virtually for a class or communicated with the instructor or a classmate. “Meaningful participation” is **determined by the instructor, not the student**.

## Public Health Directives (COVID-19) and Be Prepared to Adapt If Needed)

While enrolled in this course, students must follow all active CSN public health directives, found at <https://www.csn.edu/wellness>. Students who do not comply with these directives will be asked to leave the classroom. CSN is part of Nevada System of Higher Education (NSHE).

A student's refusal to follow the guidelines may result in further disciplinary action according to the *Rules of Conduct and Procedures for Students of the NSHE* found at [https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH10Rules of Conduct and Procedures for Students of the NSHE.pdf](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH10RulesofConductandProceduresforStudentsoftheNSHE.pdf), including but not limited to being dropped from the course.

In case you/I are required to quarantine or our school/state's COVID-19 policy changes, we will prepare for the need to meet virtually on Saturdays 8 AM to 10:50 AM instead of physically in the classroom. If you have never taken a live-remote course, contact me soonest so we can test your ability to participate in virtual meetings.

## Requirements/Ingredients for Success in IS101-3004

- |             |   |
|-------------|---|
| Operational | (1) Prepare for live-remote via virtual meetings (see above and when you need help).<br>(2) Acquire tools: (a) Access to at least one desktop or laptop (preferably running <i>Windows 11</i> ), (b) webcam and microphone + speaker/earphone capabilities (smartphone is fine), and (c) a reliable internet connection for the device(s).  |
| Tactical    | (3) Be proactive and maintain cadence: The course curriculum and coursework are published at least two weeks in advance. Do your coursework <b>ahead of schedule</b> . If it is published in Canvas, you can start it!<br>(4) Manage resource conflicts: IS101 will require constant computer-based work by you. Negotiate and plan with those around you (e.g. family, roommate(s), work) in planning for your IS101 coursework commitments (e.g. need to use computing device(s) and internet connection bandwidth at certain dates and times). |
| Strategic   | (5) Relentless pursuit of excellence: Reach 100% to receive full credit – I will help.<br>(6) Goal-oriented mindset: <b>Success-driven</b> instead of convenience-focused.  |

## Expectations and Responsibilities

- |            |   |
|------------|---|
| Instructor | (A) Increase my students' digital literacy knowledge, mastery of business productivity software, and level of professionalism in your digital footprints.<br>(B) Evaluate and grade each student's performance in IS101-3004.   |
| Student    | (C) Actively participate in IS101-3004 both during and outside of the designated class time including checking your <i>CSN Student Email</i> account <b>at least daily</b> .<br>(D) Produce results demonstrating your increased knowledge, mastery of skills, and level of professionalism in your digital footprints. |

## Student Learning Outcomes

Upon successful completion of IS101, a student will have:

1. Demonstrated a fundamental understanding and/or practice of using  
Hardware components and peripherals, mobile devices, operating systems, software apps and applications, file management, file sharing, cloud computing, end-user cyber security, internet terminology, netiquette, account management, and instructor-assigned topics.
2. Produced performance results-based deliverables in  
Document processing, spreadsheet analysis, slideshow presentation, email communication, threaded discussions, and instructor-assigned social media and (optional) website publishing.
3. Had the opportunity to be certified as a Microsoft Office Specialist (MOS) Associate  
Overview: <https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Overview.aspx>  
Pathway: <https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/My-Pathway.aspx>

## Assessment Methods

- A. Timely completion (reach 100% with unlimited attempts excluding exams) of coursework
- B. Percentage completed timely and correctly on Practice Forms and MOS Certification Exams
- C. Bonus credits: (i) Performance on bonus quizzes, (ii) optional: results-based assignments, and (iii) optional: successfully passing MOS certification exam(s) beyond MO-110 and -210

## Grading Breakdown and Scale (Percentage Will Round Down, Not Up)

- 20% Learning Activities (e.g. Lessons, Applied/Skills/Challenge Labs, Concept Questions)
- 10% Discussions (private for class in Canvas) and Blogging (public on World Wide Web)
- 10% Word Performance Activities (Live Projects and Domain Practices)
- 10% Word Practice Forms
- 10% Word Certification Exam (MO-110)
- 10% Excel Performance Activities (Live Projects and Domain Practices)
- 10% Excel Practice Forms
- 10% Excel Workbooks (Collaboration, Attention to Details, and Independence)
- 10% Excel Certification Exam (MO-210)
- 20% Bonus Quizzes (available for students who arrive to class early)
- 20% Optional: Results-based Assignments (Word, Excel, PowerPoint)
- 20% Optional: Additional MOS Certification Exams (MO-310, -400, -500, -111, -211)

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100% Total 93.5 = A, 90 = A-, 87.5 = B+, 83.5 = B, 80 = B-, 77.5 = C+, 73.5 = C, 70 = C-, 67.5 = D+, 63.5 = D, 60 = D-, below 60 = F

**Required Accounts: (substitute 1234567890 with your NSHE ID, First is your First Name)**

1. *CSN Network* (a.k.a. Active Directory, AD) by College of Southern Nevada  
This is the account that sets up the next 3 CSN accounts (username = 1234567890)  
If you are able to log into a CSN computer at any CSN campus, move on to #2.  
If not, use a CSN computer at CSN to visit <https://csnstudent.csn.edu/StuVerify/>  
and follow the directions to validate your *CSN Network* account. Should you need help, CSN's Help Desk is reachable at [help.desk@csn.edu](mailto:help.desk@csn.edu) and (702) 651-4357.

2. *GoCSN* (One-stop to everything CSN) by College of Southern Nevada  
<https://go.csn.edu> (username = 1234567890)  
*MyCSN, MyCoyoteSuccess, Canvas, CSN Student Email, and Manage Password.*

3. *CSN Student Email with OneDrive and Office 365* by Microsoft Corporation  
<https://outlook.com/student.csn.edu> (username = 1234567890@student.csn.edu)  
This email account is the **official channel** for you to (A) submit your IS101 performance results-based assignments; (B) receive your class announcements, bonus quiz study guides, and bonus assignment scores; and (C) communicate with me and your classmates. (email address = [First.Last??@student.csn.edu](mailto:First.Last??@student.csn.edu)).

The *OneDrive*, with one terabyte (1 TB) of storage, associated with your *CSN Student Email* is where you will store all your coursework in IS101 and you can **access them anywhere** with an Internet connection.

The *Office 365* subscription associated with your *CSN Student Email* will allow you to install *Microsoft Office 2021* **free of charge** on multiple devices running *Windows 11* and the three most current versions of *MacOS*, not *Chrome OS*, *Linux*, *UNIX*, *iOS*, *Android*, or any other operating system. To install *Microsoft Office 2021* on your own device(s), log into your *CSN Student Email* account (see link above), visit <https://www.csn.edu/buytechoffice> and follow the instructions.

4. CSN's *Canvas* Learning Management System (LMS) by Instructure, Inc.  
<https://csn.instructure.com/> (username = 1234567890)  
Instructions and materials to everything sans the items mentioned in #3 you need to earn your grade for IS101 are in *Canvas*.

- Additional accounts will be used for assignments and MOS certification exams

5. If you already have an active *LabSim* account with *TestOut.com* (e.g. another course uses/used *LabSim*), let me know and I will help you connect it to IS101-3004. If you do not, log into *Canvas*, go into IS101-3004 then choose [Home] then [How to Use LabSim – you need to allow pop-ups on your browser...]. This will launch *LabSim* and connect it to your *Canvas* IS101-3004 course. On the next screen, choose [Launch TestOut]. This will take you out of *Canvas* and into *LabSim*.

If your browser is blocking pop-ups, you will need to allow pop-ups from *TestOut.com*. When prompted for a **temporary** activation code, use **VVTS-B56S-BMES-2RPB-V2R7** for free access until end of Sunday, 9/8/2024. When it expires, I will give you a discount price code to use for purchasing a **paid** activation code that will bring your cost down to \$99 with *TestOut.com* from \$132 with CSN bookstores. There is no additional fee or reference materials required for IS101.

GoCSN (with webPass extension)

Can be used by any College of Southern Nevada course

## Tentative Semester Timetable and Syllabus Disclaimer

Day 1:	8/26	Setup: Accounts, Notifications, Email Settings, Signature(s), Inbox Rules
Wk 1:	8/31	Chapter 1 Online Essentials: Sections 3 and 4 only (i.e. 1.3 and 1.4)
Wk 2:	9/7	Chapter 2 Computer Essentials: 2.2, 2.3, and 2.5 only
Wk 3:	9/14	Chapter 3 Microsoft Office: 3.1 to 3.6 and Chapter 4 MS Word: 4.1 to 4.5
Wk 4:	9/21	Chapter 4 Microsoft Word: 4.6 to 4.9
Wk 5:	9/28	Chapter 4 Microsoft Word: 4.10 to 4.12 and 4.13 (Live Projects)
Wk 6:	10/5	Word 4.13 (Live Projects), Domain Practices C.2, and Practice Forms C.3
Wk 7:	10/12	Chapter 5 Microsoft Excel: 5.1 to 5.5
Wk 8:	10/19	Chapter 5 Microsoft Excel: 5.6 to 5.7
Wk 9:	10/26	Excel Workbooks (Collaboration, Attention to Details, and Independence)
Wk10:	11/2	Chapter 5 Microsoft Excel: 5.8 to 5.10
Wk11:	11/9	Chapter 5 Microsoft Excel: 5.11 (Live Projects) and Excel Workbooks
Wk12:	11/16	Excel Domain Practices C.4 and Practice Forms C.5
Wk13:	11/23	Thanksgiving Break (All CSN campuses closed Thu. 11/21 to Sun. 11/24)
Wk14:	11/30	Chapter 6 Microsoft PowerPoint: 6.1 to 6.7
Wk15:	12/7	Chapter 6 Microsoft PowerPoint: 6.8 to 6.10 and/or 6.11 (Live Projects)
Wk16:	12/14	MOS Certification Exams and Bonus Assignments
Note:	12/15	Last Day for MOS Certification Exams
End:	12/18	Instructor Submits Students' Grades

- Further details for each week are in Canvas. Threaded Discussions, Blogging, and Bonus Quizzes last throughout the entire semester.
- Content of this syllabus (including the Tentative Semester Timetable) will be adjusted as needed.
- Changes will be disseminated during designated class time, via CSN Student Email, and reflected in Canvas.

## Microsoft Windows 11 and Office 2021

As the business world predominately uses *Microsoft's* operating system (e.g. *Windows*) and productivity suite (e.g. *Office 2021*), IS101's curriculum is heavily based on them, not any other operating systems (e.g. *MacOS*, *Chrome OS*, *Linux*, *UNIX*, *iOS*, *Android*) or other productivity suites (e.g. *Google Workspace* – formerly *Google Suite*, *WordPerfect Office Suite*, *OpenOffice*, *WPS Office*, *LibreOffice*) or earlier versions of *Microsoft Windows* or *Microsoft Office*. If you plan on doing your IS101-3004 coursework outside of CSN, it is **highly encouraged** that you use a *Windows 11* desktop/laptop where you can install or already have *Office 2021* installed.

## CSN Computer Labs, Libraries, and Free Basic Student Laptop

Computer labs and libraries on main CSN campuses (see page 2 for addresses) do provide internet access and have desktop computers with *Microsoft Windows 11* and *Office 2021* already installed for you to use. For CSN computer lab hours, visit <https://www.csn.edu/computerlabs>. If you wish print in a CSN classroom, computer lab, or library, visit <https://www.csn.edu/printwise> to see how and the costs. Visit <https://library.csn.edu/hours> to see CSN libraries' hours (reduced for in-person services, longer hours for online services) and <https://library.csn.edu/online-scheduling> to schedule an online library session. For IS101, there is no library research or extra-curricular activities required. If you would like a CSN student laptop, visit <https://www.csn.edu/got-tech>.

## Attendance Policy, Outside of Designated Class Times, and Missed/Late Coursework Policy

Attendance is mandatory and punctuality is expected. Students who miss more than 3 weeks' coursework or have 3 unreported late arrivals/early departures/absences from a designated class meeting will receive a grade of "F". When outside of the designated class times, expect to spend at least 6 hours each week for your IS101-3004 coursework. If you have a foreseeable absence or outage from working on your IS101-3004 coursework, **notify me soonest and do the coursework assigned during your absence ahead of your absence**. I will help you plan and move ahead of the semester timetable if needed. Late activities and assignments will not be accepted. Exceptions may occur at the sole discretion of the instructor on a case-by-case basis.

No make-up quiz, exam, or assessment will be given. Your score and correct answers of each bonus quiz will be reviewed in the meeting of the same class session or the class session immediately after. If you are absent on the class session of the answers review, you forfeit the right to review the answers and dispute any grading inaccuracies. Should you incur (A) a late arrival/early departure/absence or (B) an outage from working on your IS101-3004 coursework, it is your responsibility to catch/keep up (i.e. **first, check Canvas, CSN Student Email, Syllabus**) and/or seek help (i.e. afterwards, reach out to classmates, instructor). Under no circumstances will (A) or (B), for any reason, excuse you from completing your coursework.

## Participation/Interaction Ground Rules and Possible Objectionable Materials

Treat everyone with respect and professionalism. Your classmates may be your friends, relatives, co-workers, supervisors, or subordinates; however, this is a college course and each student is independent from others (i.e. leave your business/family relationship or influence outside of IS101-3004 coursework). Recording of class session is allowed – **with the instructor's**





## **Issue/Concern Resolution (Be Proactive in Communicating)**

If you have any concern about this course and/or me, please contact me first. If I cannot resolve your issue or concern, please contact the CIT Department office at (702) 651-5976 and ask to speak with the IS101 Program Director. You will remain anonymous to me and all communications will be strictly confidential. Please DO NOT wait until the last minute to make your concerns known to me and/or to the IS101 Program Director.

## **Commitment to Your Success from College of Southern Nevada (CSN)**

CSN has created and funded many services and resources dedicated to student success: [academic advising](#), [TutorChat](#) by Centers for Academic Success ([CAS](#)), language labs for English as a second-language ([ESL](#)) students, short-term counseling and psychotherapy services ([CAPS](#)), [work study](#)/student employment, Career & Technical Education Assistance Program ([CTEAP](#)), [childcare](#)/day care, [recreation facility/sports center](#), [library services](#), [career services](#), [financial aid](#), [TRIO](#), [scholarships](#), [Coyote Rideshare](#), [student emergency fund](#), and [Immigrant and UndocAlly](#). Visit <https://www.csn.edu/student-resources> and <https://www.csn.edu/students> for more services.

Some services and resources target specific student populations such as first-time at college, incoming transfer, first-generation at college, international, veterans, low income, parents, educationally disadvantaged, displaced homemaker, disabled, undocumented, Deferred Action for Childhood Arrivals (DACA) recipients, immigrant, or students declaring a non-traditional occupational degree. For a list of descriptions and contact info, visit this [four-page PDF document](#).

Online Student Success Workshops with topics such as *Study Tips & Note-Taking Strategy*, *Success Strategies For First Generation Students*, *Time Management: Strategies For Success*, *Developing Critical Thinking Skills*, *The Difference Between High School & College*, *Navigating The Financial Aid Process*, *Writing Effective Resumes & Cover Letters*, *Mental Health & Suicide: Helping Yourself & Others*, can be found at <https://www.mycoyotesuccess.com> and GoCSN.

## **Commitment to Your Success from Instructor Albert Wu**

1. I will help you with your IS101 coursework not only during class time but outside as well.
2. When you become lost in an assignment or an activity, I will steer you to the right direction.
3. When you cannot fully grasp a concept or a process, I will paint a clear roadmap for you.
4. When you fall down, I will help you pick yourself up and continue advancing to your goal.
5. I will fight alongside you as long as you have fight left in you!

## **What Will You Commit to Your Success?**

1. Will you have a goal/excellence-mindset instead of ‘what do I have-to do’ mindset?
2. Will you take full advantage of the live interaction during designated class times?
3. Will you allocate time and energy from other areas of your life to focus on IS101?
4. Will you do the IS101 coursework on your own when outside of class meeting times?
5. Will you conduct yourself professionally online and leave a proud digital footprint?

## Addendum to Elaborate on Two Student Populations & Two Key Student Services

### **Pregnant Students**

CSN prohibits discrimination based on sex in education programs and activities. This prohibition on discrimination extends to pregnancy and related conditions—including childbirth, lactation, false pregnancy, termination of pregnancy, and recovery therefrom—as well as to parental and family status. If you are pregnant or have a pregnancy-related condition, and you are in need of accommodation because of your pregnancy or pregnancy-related condition, you must contact Dr. Armen Asherian, Title IX Coordinator, at [titleixcoordinator@csn.edu](mailto:titleixcoordinator@csn.edu) or 702-651-7481, or the Disability Resource Center at 702-651-5644 for West Charleston, 702-651-3795 for Henderson, and 702-651-4045 for North Las Vegas to explore reasonable accommodation.

### **Immigrant/UndocuAlly Support**

CSN is committed to the inclusion and representation of a diverse campus population. As such, CSN acknowledges that our campus population consists of individuals whose status is undocumented, Deferred Action for Childhood Arrivals (DACA) recipients, as well as immigrant students. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, please reach out to the Immigrant and UndocuAlly Committee at <https://www.csn.edu/all-access>.

### **Centers for Academic Success (CAS)**

CAS provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. Tutors are available for most general education courses and many other historically challenging courses. Academic learning support includes drop-in assistance with learning strategies, Canvas, online tutoring, Microsoft Office, writing, oral presentations, math, and science. CAS tutors also facilitate study groups for courses (e.g., biology, math, and chemistry). CAS is open Monday through Sunday. Hours for all locations are Monday – Thursday, 9:00 am to 6:00 pm, and Friday – Sunday, 11:00 am to 4:00 pm. You may visit <https://www.csn.edu/centers-academic-success> for more details about CAS services. You may also contact us at one of our offices: Charleston Centers 702-651-5732, North Las Vegas Learning Commons 702-651-4232, Henderson Learning Commons 702-651-3125.

### **Counseling and Psychological Services (CAPS)**

CAPS offers short-term, problem-focused counseling to CSN students who may feel overwhelmed by the responsibilities of college, work, family, and relationships. Clinicians are available to help students cope with stresses and personal issues that may interfere with their ability to perform in school. The service is provided confidentially and free to currently enrolled students. To schedule an appointment, please call CAPS at West Charleston 702-651-5518, or at North Las Vegas 702-651-4099, or at Henderson 702-651-3099. Visit <https://www.csn.edu/CAPS> for more information.