



## Introduction to Information Systems – CIS 105

**Prerequisite: None**

<b>Quarter</b>	Spring, 2008
<b>Meeting Days/Time</b>	Wednesdays, 6:00 pm to 10:00 pm
<b>Instructor</b>	Wayne Salhany
<b>Instructor Phone</b>	770-795-7911
<b>Instructor E-mail</b>	wsa@strayer.edu
<b>Instructor Office Hours/Location</b>	By appointment / After In-Class assignment is done.
<b>Academic Office Phone Number</b>	770-454-9270 (Chamblee Campus)

### **INSTRUCTIONAL MATERIAL**

*(including all mandatory software)*

1. Cashman, T. J., Shelly, G. B., & Vermaat, M. E. (2006). *Microsoft Office 2003: Introductory concepts and techniques: Premium edition*. Course Technology.
2. SAM software and access key (Note: This is required/No exceptions)
3. USB flash drive (256K min)

NOTE: It is recommended students retain all Information Systems concentration textbooks to support the development of their information systems project. Please understand the project is student driven. All students are responsible for demonstrating the competencies achieved while completing their respective concentrations.

### **SAM Computer Literacy**

Skills Assessment Manager 2003 (SAM Computer Literacy) is a Web-based software application that measures your proficiency in the Microsoft Office 2003 applications suite (Access, Excel, PowerPoint and Word), Windows 2000, Windows XP and general Internet skills.

SAM Computer Literacy Assessment & Training offers both the testing portion and the training portion of the application. SAM Computer Literacy Assessment offers the testing portion only.

The Student Manual introduces you to the basic functions of SAM Computer Literacy through the step-by-step instructions. Your use of SAM Computer Literacy may vary according to how your instructor has set it up.

### **SAM System Requirements**

To run SAM Computer Literacy, your computer must meet the following system requirements:

- 1• IBM PC Compatible
- 2• Pentium III or higher
- 3• 256 MB RAM recommended; 128 MB RAM required
- 4• SVGA graphics (800 x 600/16-bit color)

- 5• Hard disk space requirements: 2.6GB
- 6• One of the following operating systems must be installed:
  - Microsoft Windows XP
  - Microsoft Windows 2000
- 7• Live Internet connection (high speed broadband, T1 or ISDN recommended; 56K minimum connection required). Persistent connection required.
- 8• Internet Explorer 5.0 or higher
- 9• Macromedia FlashPlayer 7 or higher

**The SAM Strayer University Institution Key is: S3909608**

You need this key AND your access key to access the University SAM system. The access key is the personal student registration code inside the plastic case that holds the software CDs.

## **I. COURSE DESCRIPTION**

This course provides a basic knowledge of computer operating systems, software and hardware. It introduces the student to Word-processing, Spreadsheet, the Internet, and Graphics software. Included is a hands-on introduction to Microsoft Windows commands, files, features and functions.

## **II. EXPECTED LEARNING OUTCOMES**

Upon the successful completion of this course, the student will be able to:

- a. Describe general concepts of digital computer systems, and their components, capabilities, and limitations
- b. Describe the basic functions of computer operating systems
- c. Create, format, and modify spreadsheets using calculations and formulas in a spreadsheet application
- d. Create, format, and modify documents using a word-processing application
- e. Create, format, and modify presentations using a graphics application
- f. Create, format, and modify folders, files and storage in Windows software.
- g. Navigate through the Internet, and search the Internet to obtain desired information

## **III. EXPECTED WEEKLY LEARNING OUTCOMES**

The following weekly learning outcomes will be addressed:

- Week 1            Explain the key concepts of computing.
- Demonstrate and understanding of the basics of windows.
- Demonstrate an understanding of the features of Microsoft Windows XP.

Week 2	Explain the phases of Microsoft Word: Working with a Document.  Demonstrate an understanding of the features of Microsoft Word in working with documents.
Week 3	Explain the concepts related to Microsoft Word: Formatting and Editing a document.  Demonstrate an understanding of the features of Microsoft Word in Formatting and Editing a Document.
Week 4	Explain the concepts related to Microsoft Excel: Creating Worksheets for Decision Makers.  Demonstrate an understanding of the features of Microsoft Excel in creating worksheets for decision-makers.
Week 5	Midterm Examination
Week 6	Explain the concepts related to Microsoft Excel: Planning and Creating a Worksheet.
Week 7	Demonstrate an understanding of the features of Microsoft Excel in planning and Creating a Worksheet.
Week 8	Explain the concepts related to Microsoft PowerPoint: Presentation Basics.  Demonstrate an understanding of the features of Microsoft PowerPoint in Presentation Basics.
Week 9	Explain the concepts related to Microsoft PowerPoint: Organizing Presentations.  Demonstrate an understanding of the features of Microsoft PowerPoint in Organizing Your Presentation.
Week 10	Explain the concepts related to Internet Integration: Features.  Demonstrate an understanding of the features of Internet Integration.
Week 11	FINAL EXAMINATION

#### **IV. COURSE SCHEDULE**

<b>DATE</b>	<b>CHAPTER</b>
Week 1, April 9	Introduction to Computers, Windows and Office, Word Project 1
Week 2, April 16	Word Project 2
Week 3, April 23	Word Project 3
Week 4, April 30	Excel Project 1
Week 5, May 7	Midterm Examination
Week 6, May 14	Excel Project 2
Week 7, May 21	Excel Project 3
Week 8, May 28	PowerPoint Project 1
Week 9, June 4	PowerPoint Project 2
Week 10, June 11	Integration Project 1
Week 11, June 18	Final Examination

## V. IN-CLASS ASSIGNMENTS

WEEK	ASSIGNED	DUE	REFERENCE	ASSIGNMENT DETAILS
1	April 9	April 9	WD1-63	Word Project 1, "Grand Prix"
2	April 16	April 16	WD73-127	Word Project 2, "Biometrics"
3	April 23	April 23	WD137-196	Word Project 3, "Benjamin Okamoto"
4	April 30	April 30	EX1-55	Excel Project 1, "Extreme Blading"
5	---	---	---	Midterm Examination
6	May 14	May 14	EX65-128	Excel Project 2, "Blue Chip Stock Club"
7	May 21	May 21	EX145-209	Excel Project 3, "Aquatics Wear"
8	May 28	May 28	PPT1-66	PowerPoint Project 1, "Strategies for College Success"
9	June 4	June 4	PPT81-129	PowerPoint Project 2, "Healthy Eating Healthy Living"
10	June 11	June 11	INT1-40	Integration Project 1, "Leland Mortgage Web Site"
11	---	---	---	Final Examination

## VI. TAKE-HOME ASSIGNMENTS

WEEK	ASSIGNED	DUE	REFERENCE	ASSIGNMENT DETAILS
1	April 9	April 16	WD70	"Pre-Game Party"
2	April 16	April 23	WD130-131	"Brain Implants"
3	April 23	April 30	WD199-200	"Resume and Cover Letter", either a) your own or b) the one in the book
4	April 30	May 7	EX58-59	"Trevor's Global Golf Outlet"
5	---	---	---	Midterm Examination
6	May 14	May 21	EX134-136	"Custom Home Theater"
7	May 21	May 28	EX215b-218	"Mission Bay Resort and Spa"
8	May 28	June 4	PPT72-73	"Credit Card Safety"
9	June 4	June 11	PPT131-132	"Family Hiking"
10	June 11	June 18	INT45b-46	"GreensAndTrails Association"
11	---	---	---	Final Examination

## VII. SAM ASSIGNMENTS

You need to register and log-in to SAM at <http://sam2003.course.com> to do the SAM assignments. There are nine (9) training exercises and nine (9) SAM exams. You need to do one training exercise and one exam for each week except week 5 and week 11. You will be allowed to complete them ahead of time, if you wish. More details will be given in class.

## VIII. COURSE REQUIREMENTS AND TEACHING STRATEGIES

The course will be conducted with lectures based on the text, and hands-on application of concepts. Class discussions and student demonstrations are also methods used to teach this course. Emphasis is on personal application and concept assimilation.

1. Mid-term examination
2. Final examination
3. Completion of all written and oral assignments
4. Active class participation
5. Regular class attendance

## IX. EVALUATION METHODS

Mid-Term Examination	20 %
Final Examination	20 %
In-class Assignments. Participation, etc...	20 %
Take-home Assignments, etc.	20 %
SAM Exercises, etc.	20 %

### Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

## X. UNIVERSITY NOTICES

### Honor Pledge

All work submitted for this course is subject to the University's Academic Integrity Policy available in the Student Handbook and the University's Honor Pledge, printed below:

I have read and understand Strayer University's Academic Integrity Policy. I promise to conduct myself with integrity in the submission of all academic work to the University and will not give or receive unauthorized assistance for the completion of assignments, research papers, examinations or other work. I understand that violations of the Academic Integrity Policy will lead to disciplinary action against me, up to and including suspension or expulsion from the University. I understand that all students play a role in preserving the academic integrity of the University and have an obligation to report violations of the Academic Integrity Policy committed by other students.

### Academic Integrity

Strayer University holds its students to high standards of academic integrity and will not tolerate acts of falsification, misrepresentation or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating or copying, fabricating data or citations, stealing examinations, the unauthorized use of instructor editions of textbooks, taking an exam for another student or having another student take an exam intended for oneself, tampering with the academic work of another student, submitting another's work as one's own, facilitating other students' acts of academic dishonesty, using internet sources without citation and plagiarizing.

### **Information Literacy**

The University recognizes the development of skills to find, retrieve, analyze, and use information is critical to the academic success of each student and to the fostering of continued lifelong learning and intellectual growth. Assignments supporting this development are included in many course syllabi as well as in the learning outcomes in all programs at all degree levels. Strayer is committed to adding value to its courses and programs through a defined Information Literacy Plan.

### **Course Participation Guidelines for Students**

The University encourages open discussion within its courses and often asks students to draw from personal experience in their responses to course assignments. Though such information should be used only for educational purposes, the University cannot guarantee that such information will remain confidential. Students are responsible for knowing the applicable policies of their employers and others with regard to the sharing of confidential information and using appropriate discretion. Additional care should be used when posting to online discussion boards where written comments are preserved. The University is not legally responsible for any inappropriate postings through its online discussion boards (i.e. those that violate University policy, defame another person, etc.). In order to preserve an open discussion within the classroom environment, students may choose to not specifically identify their current or previous employers by name or withhold other similar identifying information. Questions or concerns regarding this policy should be directed to the course instructor or the applicable Campus Dean, Strayer University Online Dean of Students or the Dean of Student Affairs.

### **Attendance Policy**

Students are expected to attend all regularly scheduled classes. Should absences be necessary, students are responsible for the material covered during the absences. Faculty cannot grant requests for excessive amounts of make-up material, and they may request written documentation detailing the reason for the absences.

Excessive absences make it almost impossible for a student to meet the academic objectives of a course; they frequently cause a student to receive a lower grade, even though, the absences were unavoidable.

Strayer University requires all faculty members to take attendance during each class period and to records it accurately on their permanent roster. This data is available for verification of attendance by the appropriate governmental agencies and educational accrediting organizations.

A student who is absent from four consecutive class meetings, excluding holidays and emergency cancellation of classes, will be withdrawn automatically from that course. A student will be withdrawn automatically from a mini-session course when he/she misses two consecutively scheduled class meetings.

### **Grade Dispute Policy**

If you have questions with regard to the grading policies in this course, please contact the instructor for clarification. Disputes with regard to final grades received in this course are handled in accordance with the University's grade dispute policy as set forth in the Student Handbook.

### **Inclement Weather Policy**

In the event of inclement weather, consult the Strayer University student website at <http://studentserver.strayer.edu> for information on University closings and delays.

## **XI. UNIVERSITY SERVICES**

### **Learning Resources/Library**

Learning resources to help students succeed academically are available through the Strayer University Library. Each campus Learning Resources Center (LRC) offers print resources, books, and periodicals for research. Circulating books located at any LRC may be requested for use through the LRC Manager.

Library resources are also available online, and can be accessed from any computer connected to the Resource Lab located on the e-College course web pages. The online suite of databases under EBSCO Host and other LRC resources can be accessed through the University's website at <http://online.strayer.edu/lrc/index.htm>. They provide thousands of full text periodicals, over 25,000 electronic books, radio and TV transcripts, the complete Encyclopedia Britannica, access to the Strayer University library catalog, online tutorials, and useful links to internet resources. A tour of the LRC is highly recommended and can be scheduled through your LRC Manager.

### **Tutoring Services**

Tutoring is offered for undergraduate level courses in subject areas such as English, writing skills development, mathematics, accounting and computer information systems. All students have access to these free tutoring services-whether they are taking classes at a brick-and-mortar campus or via Strayer Online. Tutoring services are provided by either a full-time or part-time faculty member with a strong background in the subject area in which he or she is tutoring.

Campus based tutoring schedules vary slightly, but typically tutoring services are available Monday through Friday in the late afternoon and Saturday mornings in order to accommodate the needs of our student body. Students should check with their Academics Office for a tutoring schedule and information on how to schedule an appointment.

### **Notice to Students with Disabilities**

Strayer University welcomes students with disabilities and provides reasonable accommodations and auxiliary aids and services in accordance with applicable law. A disabled student is not required to disclose his/her disability to the University unless the student wishes the University to provide a reasonable accommodation. If you desire accommodation for a disability in this course and have not already contacted the office of the Dean of Student Affairs with your request, please do so immediately. Requests may be submitted to: 1133 Fifteenth Street, NW, Suite 300, Washington, D.C. 20005, Phone: (202) 419-0400, Fax: (202) 419-1423.

### **Security on Campus**

**Any person in immediate danger due to crime or emergency while on University property should contact local police immediately by dialing 911.** When the emergency has subsided, the victim should also report the incident as soon as possible to the Campus Director of the location where the incident occurred. The University's Campus Security Report is available on the Strayer University student website at <http://studentserver.strayer.edu>.