



Peru State College
CMIS 101 49X – INFORMATION SYSTEMS CONCEPTS AND APPLICATIONS
Syllabus – Summer– 2011

Instructor: Bradley P. Griffin
Office Hours: NA - Summer
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Course Meets: Online

Required Textbook: MyItLab with Pearson E-text Student Access Card for ISBN 0-13-211956-0
A print upgrade is available once the Access Card is purchased and an account on Pearson is created. The cost is approximately \$35 and is recommended for most students.

Required Software: Microsoft Office 2010, with Word, Excel, Access and PowerPoint (a student version is available to you at a reduced cost, information will be provided in the course).

Required Media: A USB Flash Drive for file portability is highly recommended.

Course Description & Objectives

This course is an introduction to basic computer concepts and Windows-based spreadsheet, database, and presentation graphics software currently used in industry. Development of problem-solving and presentation proficiency using selected commercial software packages is stressed

Prerequisites: Typing Skills (This is a major factor in an individual's needed time requirements).

Upon completion of this course you should be able to:

1. Have a basic knowledge of computer hardware and software including the ability to be a better consumer when purchasing a computer.
2. Understand user interfaces, common skills such as file copying and renaming, grouping files, using help functions, and gaining knowledge of how and where to get additional knowledge when required.
3. Understand how to create documents that are professional in nature.
4. Gain appreciation of how technology is changing the world.

At the beginning of the course, we will discuss how these objectives fit into the College's and School's mission and goals. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

Expectations & Instructional Approach

This course is organized into eight weeks. You must observe all due dates in order to be successful in this course. Since we are on a fast-paced, eight-week schedule, it is critical that you keep up with your weekly assignments. You will need to meet deadlines as assigned. Please keep

a copy of all of your course work, just in case there is a technical problem that requires you to re-submit an assignment or posting. Weekly assignments, including discussion board questions, are expected to be written thoroughly, using paragraph form and complete sentences (along with proper grammar and punctuation).

Assessment and Grading

TESTS/EXAMS

There are 4 unit tests over the main topics of the text: Word, Excel, PowerPoint and Access. You will also have a proctored final examination. One of the unit tests will be combined with the cumulative final during the last week of class. The majority of questions will be from PowerPoint.

ASSIGNMENTS

Your MyltLab Assignments (Training Projects A and B) will be completed as a participation grade in each chapter assigned. Students are expected to score 70% or better on each training project in MyltLab in order to receive the maximum participation points for that particular chapter. Each chapter will also have a “Grader” project which is downloaded, completed, and uploaded to MyltLab for grading.

ASSIGNMENTS SUBMITTED AFTER DUE DATES

The due date associated with each assignment and quiz is definitive and will not be waived or excused except in extraordinary circumstances. Assignments submitted late will earn zero (0) points unless there are extraordinary circumstances. It is therefore critical that you keep up with your coursework. If you anticipate being unavailable for some portion of the eight-week course, you may complete your work before the assigned due date.

DISCUSSION BOARD

Each week you will be required to post one original thread addressing the main topic that has been assigned and one response to another student’s post. Your discussion board work will be graded based on the quality of content related to the topic. (Poor spelling, grammar, and punctuation will distract from the overall quality of your posts and lower the points received). Unless otherwise indicated, original weekly discussion board posts are due by Friday midnight and your weekly response is due by Sunday at 10 PM. CST. The first week is an exception and requires two replies. Due to the quantity of project assignments during the second week, no Discussion Board is assigned that week.

GRADING AND POINTS

The total points possible in this course are 580 comprised of 20 points per discussion board, 5 points per training project (Project A & B) in MyltLab, 20 points per submitted Project G Assignment in BlackBoard, and quizzes ranging from 20 to 50 points. Grades will be entirely based upon percentages following the normal convention at Peru State College.

90-100%...A			
85-89%	B+	80-84%	B
75-79%	C+	70-74%	C
65-69%	D+	60-64%	D
59% and Below...F			

College’s Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic

misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Tentative Course Schedule

A tentative 8-week schedule will be provided in the Blackboard Course Documents. The instructor reserves the right to modify any aspect of the course schedule or content. Any modifications will be communicated to students in advance.