

Peru State College
CMIS 101
Information Systems Concepts and Applications
Syllabus – Spring--2010

Instructor: Brad Griffin
Office: Room 201, TJ Majors Building
Office Telephone: 872-2259
Home Telephone: 402-245-4195 (Please use in drastic emergencies only and before 10:00 PM)

Email Address: bgriffin@oakmail.peru.edu You will need to use CMIS101 in the subject line of your email. (This is your preferred contact method)

Course Meets: M/W 12:30 PM to 1:45 PM

Required Textbook: Microsoft Office 2007 Introductory Concepts and Techniques, ISBN 1-4188-4327-X

Required Media: A USB memory key for file portability.

Required Software: Microsoft Office 2007 including Access. Note that if you do not have Access 2007 in your version (see Appendix B and the chart of software in each version), it can be provided through the School of Professional Studies. More information will be made available online. You can obtain this software affordably at several venues – I will discuss this in class.

Course Description & Objectives:

This course is designed to provide a basic understanding of computers and selected software components that include word processing, spreadsheets, databases, and presentation software.

Prerequisites: You must have the ability to type. Please see the instructor immediately after class if you are unable to type.

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.

One the first day of class, I will discuss how these objective fit into the School and College mission and goal statements.

This class meets twice a week for 75 minutes. Classes will include lecture, hands on activities, presentations, and some work online in the Blackboard environment. Attendance and participation in class are vital to the learning experience. I expect you to be in class regularly and ready to participate. Making sure that reading assignments are completed ahead of class will greatly help in this matter. **Please be on time!** While I encourage a fun environment, please join me in treating everyone with respect. I encourage you to ask questions, seek help when needed, and help your fellow classmates understand material. This is different than DOING the work for your classmates. To

encourage attendance, I have been known in the past to offer bonus quizzes with hard questions such as, “What day of the week is it? What chapter did we read?” I call these bonus quizzes because they can only boost your grade. On the other hand, I also reserve the right to subtract points for excessive absences. I fully expect that everyone will pass with flying colors if you read the material, participate, and attend class!

Tests. There will be 5 tests, however do not panic. Some of these may well be take home, in class, done in groups, open book. Test do have to be taken when scheduled! I will announce them in class or on Blackboard, so make sure you are present. If for some reason you absolutely cannot attend, please contact prior and perhaps we can make arrangements. If you have not made prior arrangements, you will receive a zero for the test. An exception might be made if you are in a hospital, in a coma, and have a signed affidavit from 3 doctors.

Grading:

Attendance and participation	100 points
Homework	250 points
Some kind of test (100pts each)	400 points
Final Exam	150 points
Total Points	900

Points Earned	Grade Earned
810-900	A
783-809	B+
720-782	B
693-719	C+
630-692	C
603-629	D+
540-602	D
Below 540	F (Please don't earn this grade!)

Disclaimer: The instructor reserves the right to change any and all items on this syllabus to reflect external changes. These changes will be communicated to the students via email, Blackboard, or announced in class.

Important Note: Please do not be surfing, playing games, checking email while in class. If it is an appropriate time, I will allow these activities. You will lose participation points after repeated warnings! Please treat this class as a job, and be there, be square, and be ready!

No Eating or Drinking in the lab!!!!

Tentative Class Schedule

Very Subject to Revision!

Week of		Reading Assignment
Jan-11	Introduction, Concepts	Com 1-40, Win 4-67, WD 4-71
Jan-18	Word	WD 74-144
Jan-25	Word	WD 146-214
Feb-1	Word, Exam 1	
Feb-8	Excel	EX 4-80
Feb-15	Excel	EX 81-159
Feb-22	Excel	EX 160-248
Mar-1	Mid-Term Break	
Mar-8	Excel, Exam 2	
Mar-15	Access	AC 4-72
Mar-22	Access	AC 72-136
Mar-29	Access, Exam 3	AC 137-232
Apr-5	PowerPoint	PPT 4-80 (Monday off)
Apr-12	PowerPoint	PPT 82-144
Apr-19	PowerPoint, Exam 4	
Apr-26	Visio, Web	Handout
May-5	Final Exam	1-3 PM

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.

NSCS Board of Trustees Policy 4220 states that each College “. . . will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.” Peru State College's policy is that each course that is offered entirely online will feature a proctored final exam that substantially measures the extent the course's stated learning objectives are achieved. Online course syllabi will clearly state that, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course. Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time

discussions held by web-cam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy.

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 students for two semesters 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).