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## ***CMIS 101 – Information Systems Concepts and Applications Syllabus – Fall 2010 Semester***

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Instructor: Linda Staples  
Office Hours: TJM 106B – Monday through Friday 8:00 a.m. – 5:00 p.m.  
Office Telephone: 402.872.2282  
E-Mail Address: lstaples@peru.edu  
Course Meets: TR 12:30 – 1:45 p.m.

***NOTE: Please turn off all phones, headphones, etc. during this class time. Do not put them on your desk or have them available at any time while class is in session.***

### **Required Textbook and Other Materials:**

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*No textbook is required for this course. You are encouraged to bring your own USB flash every day to save files as needed.*

**Please Note:** You must have the ability to type to be in this class. If you are unable to type, please visit with me immediately after the first class meeting.

### **Course Description and Objectives:**

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This course is designed to provide a basic understanding of computers, word processing, spreadsheet application, database management, and graphics presentation software.

**Prerequisite: Typing Ability.**

Upon completion of this course you should be able to:

1. Understand computer systems hardware and software.
2. Understand user interfaces, Windows 7, and Windows Explorer, and Windows Internet Explorer 8 – including using the mouse, minimizing, maximizing, and restoring windows, closing and reopening windows, sizing and scrolling windows, launching and quitting an application, displaying the contents of a group of files, selecting and copying a group of files, renaming and deleting a file and a folder, using Windows 7 Help and Support, and shutting down Windows 7.
3. Understand the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use.
4. Understand the underlying functionality of Office 2010 to become more productive.
5. Understand new input technologies.

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 and Instructional Approach

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This class meets each Tuesday and Thursday at 12:30 – 1:45 p.m. Classes will include lectures and presentations for hands-on computer learning. Since no textbook is required for this class, attendance and participation are vital to the learning experience.

You are expected to be ready to participate in the day's discussions and exercises. Please be in class on time. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material.

## Assessment and Grading

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### *Class Attendance and Participation*

Grades are determined by attendance and completion of assignments and tests.

Daily attendance will be taken worth 5 points each day. You may be absent two (2) class sessions for any reason without penalty; however, since this course does not include a textbook, all instructions will be given in class. Your grade for attendance counts as 20% of your total grade.

### *Exams*

There will be at least four exams during the semester. The word processing, presentation, spreadsheet and database application software tests will be worth 100 points each. The Final Exam test will be worth 150 points. Your grades for tests count as 60% of your total grade.

***All tests must be taken, including the Final Exam, in order for you to pass this class.***

### *Late Assignment Policy*

Students are expected to complete all in- and out-of-class assignments and to turn in the assignments by the date assigned. ***No late assignments will be accepted.*** Assignments are usually worth 10 points each. Your grades for assignments count as 20% of your total grade.

### *Grading Scale*

90% or above = A	70% - 74% = C
85% - 89% = B+	65% - 69% = D+
80% - 84% = B	60% - 64% = D
75% - 79% = C+	Below 60% = F

Attendance = 20%  
Assignments = 20%  
Tests = 60%  

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Total Grade = 100%

## **Peru State Colleges Incomplete Coursework Policy**

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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.

## **Peru State College's Academic Integrity Policy**

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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**

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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).

**PLEASE NOTE:** Working on the Internet, exploring email, or playing games will not be tolerated AT ANY TIME while class is in session unless specifically assigned by the instructor!

***DRINKING and EATING in the computer lab are not allowed at any time!***

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*CLASS ATTENDANCE and ASSIGNMENT SCHEDULE*  
*CMIS 101 Information Systems Concepts and Applications*  
*Fall Semester 2010*

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Week of	Description
August 23	Introduction to the course Introduction to Windows 7 Introduction to Internet Explorer 8
August 30	Continue introductions Microsoft Word
September 6	Microsoft Word
September 13	Microsoft Word
September 20	Microsoft Word <b>Thursday – Test – Microsoft Word</b>
September 27	Introduction to Microsoft PowerPoint
October 4	PowerPoint
October 11	PowerPoint
October 18	<b>NO CLASS Tuesday, October 19 – Mid-Term Break</b> <b>Thursday –Test – PowerPoint</b>
October 25	Introduction to Microsoft Excel
November 1	Microsoft Excel
November 8	Microsoft Excel <b>Thursday –Test – Microsoft Excel</b>
November 15	Introduction to Microsoft Access
November 22	Microsoft Access <b>NO CLASS Thursday, November 25 – Thanksgiving Break</b>
November 29	Microsoft Access
December 6	Microsoft Access <b>Thursday –Test – Microsoft Access</b>
December 13	<b>EXAM WEEK – Comprehensive Test – FINAL 150 pts.</b> <b>Tuesday, December 14 – 10:30 a.m. – 12:30 p.m.</b>

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