
Peru State College
CMIS 101 – Information Systems Concepts and Applications
Syllabus – Fall 2009

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.

Required Textbook and Other Materials:

Microsoft Office 2007 Introductory Concepts and Techniques, (Windows XP Edition) Shelly Cashman Series, ISBN 1-4188-4328-8, Thomson Publishing Company, 2008 Edition.

You must have your own textbook and USB drive in class every day.

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:

This course is designed to provide a basic understanding of computers, word processing, spreadsheet application, database management, and graphics presentation software. The textbook includes an in-depth introduction to Office 2007.

Prerequisite: Typing Ability.

Upon completion of this course you should be able to:

1. Understand computer systems hardware and software and how to purchase a computer.
2. Understand user interfaces, Windows XP, and Windows Explorer – 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 XP Help and Support, and shutting down Windows XP.
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 2007 to become more productive.
5. Understand new input technologies.

Expectations and Instructional Approach

This class meets on Tuesday and Thursday at 12:30 – 1:45 p.m. Classes will include lectures and presentations for hands-on computer learning. Attendance and participation are vital to the learning experience.

You are expected to read the material and 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.

Tests are not allowed to be taken except at the regularly-scheduled times without prior arrangements being made. All tests must be taken for a student to receive a passing grade for this class.

Grading Policy

Grades will be determined by attendance and completion of assignments and tests. You may be absent two (2) class sessions for any reason.

Evaluation: Daily attendance will be taken worth 5 points each day. There will be at least four tests during the semester. The word processing, presentation, spreadsheet and database application software tests will be worth approximately 100 points each. The Final Exam test will be worth 150 points.

Students are expected to complete all class assignments and to turn in the assignments by the date assigned. *Assignments will not be accepted after the due date.*

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

Grading:

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%

Total Grade = 100%

Academic Policy:

Unless directed otherwise, students are expected to do their own work on assignments and exams. Academic dishonesty will result in actions in accordance with the College's disciplinary policy and may result in loss of credit for the assignment. Students with special needs are encouraged to make them known to the instructor during the first week of class. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

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

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

CLASS ATTENDANCE and ASSIGNMENT SCHEDULE
CMIS 101 Information Systems Concepts and Applications
Fall Semester 2009

Week of	Description	Homework Assignments
August 24	Introduction to the course Introduction to Windows XP Microsoft Word	COM-1 – 39 WIN 1 – WIN 64
August 31	Microsoft Word	
September 7	Monday, September 7th – NO CLASS – Labor Day Holiday Microsoft Word	
September 14	Microsoft Word Thursday – Production Test – Microsoft Word	
September 21	Introduction to Microsoft PowerPoint	Project 1
September 28	PowerPoint	Project 2
October 5	PowerPoint Thursday – Production Test – PowerPoint	Project 2
October 12	Microsoft Excel	Project 1
October 19	Tuesday, October 20 - NO CLASS – Mid-Term Break Microsoft Excel	Projects 1-2
October 26	Microsoft Excel	Project 2
November 2	Microsoft Excel	Project 3
November 9	Microsoft Excel Thursday – Production Test – Microsoft Excel	
November 16	Microsoft Access	Project 1
November 23	Microsoft Access Thursday, November 26 – NO CLASS – Thanksgiving Holiday	Project 2
November 30	Microsoft Access	Project 3
December 7	Microsoft Access Thursday – Production Test – Microsoft Access	
December 14	EXAM WEEK – Comprehensive Test – FINAL 150 pts. Tuesday, December 15 – 10:30 a.m. – 12:30 p.m.	

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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.
