

Information Systems 1800: Computers and Information Systems

Fall 2016

Course Instructor: Mimi Duncan

<i>Section #</i>	<i>Reference #</i>	<i>Days</i>	<i>Time</i>	<i>Room</i>
001	12808	Wednesday	12:30 p.m. until 1:45 p.m.	ESH 003
002	12809	Wednesday	2:00 p.m. until 3:15 p.m.	ESH 003
003	12810	Friday	9:30 a.m. until 10:45 a.m.	ESH 003
Above sections are grouped into Sections 001 (P)				
All Sections	Student Support Labs	Thursday	2:00 p.m. until 5:00 p.m.	ESH 003

Note: Since this is a hybrid class, there are changes to the number of times the class meets face-to-face. This will be described in detail during the first class meeting. The Tentative Schedule lists the face-to-face class meetings.

E-mail: duncan@umsl.edu

E-mail communication is the best way to contact me. Under most circumstances, I will get back to you with a response within 24 hours, unless it is on a weekend.

Web Page: <http://www.umsl.edu/~mduncan>

Office: 215 ESH

Mail Room: 210 ESH

Phone number: 314-516-6282

Fax Number: 314-516-6827

Regular Office Hours
Wednesdays : 11:00 a.m. until noon
Most Thursdays: 2:00 p.m. until 4:00 p.m. in Student Support Lab
Fridays: 11:00 a.m. until noon

Graduate Learning Assistants:

The Graduate Learning Assistants (GLAs) will hold office hours in SSB 103. The office hours will be posted in MyGateway. During office hours and during the Student Support labs on Thursdays, the GLAs will be available to answer questions. These tutors are resources for students but will not teach course content. If the tutors are unable to answer your questions, please contact your instructor.

Graduate Learning Assistants Office Hours
Will update first week of semester
Thursdays: 2:00 p.m. until 5:00 p.m. in the Student Support Lab

Course Materials:

This course will be using the Auto Access feature to enable use of the MyIT Lab from Pearson Publishing. It is imperative that you have looked for these resources and become comfortable using them. Training and information will take place during the first class meeting.



This course is part of our AutoAccess program designed to reduce the cost of course materials for students. You will be able to access the digital content for this course through Blackboard on the first day of class automatically. **\$145.99 will be charged to your student account on August 26th, 2016** for the cost of the digital course materials. There is an optional print loose-leaf available for purchase at The Triton Store.

This class now uses Windows 10 and Office 2016 for all projects. It would be beneficial if you would check your system to see if it is compatible. All work stations on campus will be equipped with the new operating system as well as the new version of Office. You can also use TritonApps for the assignments.

Teaching Philosophy:

I have changed my teaching philosophy from an instructor-based pedagogy to a student-centered process. My goals as an instructor are to start my students on the path to technical competencies, encourage active learning, and act as a mentor to enable life-long learning. Since students learn best by actively participating in their own learning, all resources are designed for the students to use when they can learn best. In my classes, I will facilitate the following skill development:

- Succeed in a professional setting
- Accomplish projects in a timely manner
- Master application skills
- Support fellow students

This skillset will be cultivated by active learning assignments and assessments that stress hands on proficiency of subject matter that will be acquired using the technology-laden resources available in the robust learning management system. I have implemented a course design that stresses hands-on learning so students can actively focus on a concept instead of sitting in a lecture hall. I assess student comprehension by traditional tests and some alternative assessments including blogs, discussion boards and creating working documents in several applications (i.e. Word, Excel, etc.). As a semester progresses, projects build in difficulty to give students some early success to bolster their confidence for more challenging activities. I believe this helps students set goals and achieve them.

I have replaced passive learning with technology-enhanced learning activities used by students in their own time while creating their own learning niche.

Course Description:

This course covers the basic concepts of networked microcomputers including the basics of file management on local and remote computers, electronic mail, Internet browsers, and web page development. Students are also exposed to applications used in problem solving, communication, and making informed decisions, including word processors, presentation software, electronic spreadsheets, and databases. The characteristics of computer hardware and software used in implementing various applications are considered. Students will develop skills in utilizing applications that run on familiar computer platforms.

Course Objectives:

- Access and/or generate information using a variety of technological information sources, including personal productivity tools (word processing, presentation packages, electronic spreadsheets, and databases) and information on public networks, such as the Internet
- Create and evaluate information for its currency, usefulness, truthfulness, and accuracy using electronic spreadsheet and database management systems.
- Organize, store, and retrieve information effectively using personal productivity tools, including electronic spreadsheets, database management systems, and file transfer protocols
- Present information clearly and concisely, using contemporary technologies such as the graphics features of an electronic spreadsheet, presentation software, and reporting facilities of a database management system.
- Develop effective communication skills using computer technologies including electronic mail.

Learning Outcomes/Goals:

Information Systems 1800 meets the Skills Goals requirement on campus for managing information. All assignments, exams and other projects are meant to meet this goal so that students who successfully complete this course enhance their skill set and are able to select the correct applications to devise a strategy to solve and analyze topics they may encounter in or out of a university setting.

Technical/Professional Competencies

1. Demonstrate skill in retrieving resources in an online environment
2. Recognize the elements of a computer system
3. Understand the technical elements of Information Systems
 - a. Identify hardware components, elementary machine communication and basic networking
 - b. Build skill in operating systems, utility programs and file management
 - c. Utilize professional information technology ethics
 - d. Access and create content via open and closed networks.
4. Create a professional e-mail with multiple attributes for various constituents
5. Synthesize the knowledge acquired by completing a project
6. Demonstrate mastery of different assessment tools
7. Examine professional and ethical practices in business as it relates to managing and sharing information.
8. Effectively organize, manage, and present individual and enterprise information using contemporary software applications such as spreadsheets, word processing, databases, and electronic presentation software.

Word 2016

1. Retrieve compressed folders from remote sites
2. Develop complete projects from shell files
3. Create a documents with different styles, headers/footers, copy, cut, paste, change fonts and save with appropriate file name and location
4. Produce documents with footnotes, endnotes, and a bibliography
5. Craft multiple page documents with complex formats and options
6. Generate documents with pictures, tables, columns and tabs
7. Build newsletter with SmartArt, borders, shading, text effects and styles

PowerPoint 2016

1. Design a new presentation
2. Create and format slides
3. Combine slide layouts and compare views
4. Employ transitions and animations as appropriate
5. Recognize the need for headers/footers and notes pages
6. Utilize slide enhancements tailored to an audience

- Organize files from different Office 2013 applications for an integrated outcome

HTML: Creating a Web Page

- Find HTML code on your desktop
- Using/downloading Kompozer or other HTML writing application
- Create a web page based on criteria
- Name and save the file correctly
- Upload the file into your virtual network space
- View you web page and correct any mistakes, i.e. broken links or non-appearing images

Excel 2016

- Create, save and format worksheets
- Use functions and construct formulas
- Understand types of cell references
- Build and manage different types of charts
- Employ integrated formatting
- Develop and use grouped worksheets
- Generate summary sheets
- Apply logical, count and date functions
- Insert and format Sparklines

Access 2016

- Create a new database
- Work in both datasheet and design view
- Use relational database skills
- Import data
- Filter and sort multiple objects
- Develop queries from multiple objects
- Add text criteria, calculated fields and comparison operators
- Group and total queries
- Use wildcards

Panopto Recordings in MyGateway:

To leverage the available technology, recordings of lectures and tutorials are available for support during the semester. These recordings will enable you to build skills in the applications, reference as study guides, and review lectures. The recordings will use the Panopto tool that is available in MyGateway. You will find the recordings will accompany some lectures, Skills for Success chapters and so on and will be a part of those objects in MyGateway.

Grades and Point Values:

During the course of the semester, exams, and assignments will be given and managed via MyGateway. The total points available during the semester will be 1,000. Letter grades will be given as follows:

900 to 1,000	A	800 to 899	B
700 to 799	C	600 to 699	D
Below 600		F	

Breakdown:	All Exams	450 points
	Blogs	65 points
	Assignments	355 points
	In-Class Projects	130 points

Total points: 1,000

Exams:

Exams given during the semester and the final exam will cover material from the texts, lectures, handouts, and assignments. Make-up tests will be administered at the discretion of the instructor and only circumstances, such as serious illness, with a doctor's note. The following table details dates, topics and other important information on the exams. **Exams I and II will be available off-campus, but all other exams will take place on campus. The Final Exam will be taken in the Online Testing Center.**

Exam Dates and Details

Exam	Dates available	Topics	Point Value	Format	Study Guide & Review Available
Exam I (taken remotely)	9/21/2016 at 8:00 a.m. until 9/23/2016 at midnight	E-mail, chapters 1-9 in TIA, all TIF, and PowerPoint	100 points	Multiple choice	9/5/2016
Exam II (taken remotely)	10/12/2016 at 8:00 a.m. until midnight on 10/14/2016	Word and HTML	100 points	Multiple choice	9/26/2016
Excel Exam	Week beginning 10/31/2016	Excel	75 points	Multiple choice and Excel files	10/17/2016
Access Exam	Week beginning 11/28/2016	Access	75 points	Multiple choice and Access files	11/14/2016
Final Exam in the OTC	12/12/16 beginning at 8:00 a.m. until 8:00 p.m. on 12/16/2016 Taken in the OTC	Comprehensive	100 points	Multiple choice	11/28/2016
Total Points Possible			450		

Weekly Blogs:

Beginning during the second week of the semester, there will be a blog for 13 weeks, except for the week of Thanksgiving break. These blogs will be on current IS/IT topics and will be posted on a Monday of a particular week. You will have until Friday at midnight of that week to submit. Each submission will be worth a possible 5 points. Be sure you are posting thoughtful contributions. It is your responsibility to keep up with these blogs.

Weekly Blogs Dates and Details

Number	Points Possible	Runs Monday until Friday evening at midnight (Date below is due date)
1	5 points	9/2/2016
2	5 points	9/9/2016
3	5 points	9/16/2016
4	5 points	9/23/2016
5	5 points	9/30/2016
6	5 points	10/7/2016
7	5 points	10/14/2016
8	5 points	10/21/2016
9	5 points	10/28/2016
10	5 points	11/4/2016
11	5 points	11/11/2016
12	5 points	11/18/2016
13	5 points	12/2/2016
Total Possible Points	65	

Assignments:

The due dates for all the Assignments are listed on the **Tentative Schedule**, but may be subject to change as course work proceeds, with any changes always in the students' favor. The documents including instructions you will need for the assignments will be in MyGateway and made available to you based on the information on the table below and on the **Tentative Schedule**. All assignments will be released at least 2 weeks before they are due. For assignments that are file related, you will have 2 chances to upload in MyGateway prior to the due date. **Both the documents with instructions and your ability to upload disappear after the due date, which will always be on a Friday at midnight. No assignments will be accepted for credit after due date.** Be sure that all the work you turn in is your own. There are many ways to check the authenticity of a student's work. See the Academic Honesty discussion below. **Please be sure you look at the descriptions with the Assignment document to be sure how to turn in the deliverable for each assignment.**

Assignment Dates and Details

Assignment	Due Date	Point Value	Deliverable	Date Available In MyGateway
E-Mail	9/2/2016	40 points	E-mail submission	8/22/2016
Concepts	9/9/2016	40 points	File uploaded to MyGateway	8/22/2016
Discussion Boards	#1: 9/9/2016 #2: 10/7/2016 #3: 10/28/2016 #4: 11/18/2016 #5: 12/2/2016	10 points per component	Responding to topics within your group in MyGateway	8/22/2016
Word	9/30/2016	50 points	Files uploaded to MyGateway	9/12/2016
Web Page	10/21/2016	75 points	Personal web page on the WWW	9/26/2016
Excel	11/11/2016	50 points	Files uploaded to MyGateway	10/17/2016
Access	12/9/2016	50 points	Files uploaded to Gateway	11/14/2016
Total Points Possible		355		

Intro Projects:

During the face to face class meetings, there will be projects that will be part of the tasks for the day. These projects will be done during that class meeting and will be uploaded like an assignment into MyGateway. *You will participate in the Intro Projects during your regular class meeting day and time.* **You will be unable to get the points for the projects if you do not attend the class session when they are offered.** Collaboration is permitted, but each student must upload their own project, except for PowerPoint, which is a group endeavor. Points and descriptions for these projects are detailed below.

Intro Project Dates and Details

Project	Date	Point Value	Description
PowerPoint	Week beginning 9/5/2016	50	Group project on e-commerce
Word	Week beginning 9/12/2016	20	Word file to be uploaded into MyGateway
HTML	Week beginning 9/26/2016	20	.html file uploaded into MyGateway
Excel	Week beginning 10/17/2016	20	Excel files to be uploaded into MyGateway
Access	Week beginning 11/14/2016	20	Access file to be uploaded into MyGateway
Total Points Possible		130	

Disability statement:

Students requiring special accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with someone in Disability Access Services (MSC 144).

Academic Honesty:

Plagiarism is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, and dismissal from the University.

View this campus policy here:

<http://www.umsl.edu/services/academic/assets/PDFs/Dishonesty-Rev-9-08.pdf>

Civility:

- Silence cell phones during class. Adherence to the Student Conduct Code is expected.
- My commitment is to create a climate for learning characterized by intellectual diversity and a respect for each other and the contributions each person makes to class. I ask that you make a similar commitment.
- I am committed to insuring a positive learning environment by respecting that University policy:
http://www.umsl.edu/studentlife/dsa/student_planner/policies/positive.html

Important Dates: Fall Semester 2016

Check out the following link for the academic calendar:

<http://www.umsl.edu/services/academic/assets/PDFs/academic%20calendar%202016-2017.pdf>

Campus Safety

- All members of the UMSL community are invited to register their cell and office phone numbers to receive notification of any pending danger on campus. Find instructions here:
<http://www.umsl.edu/~safety/police/notification/index.html>
- In the event of an emergency on campus, call Campus Police at 314.516.5155. A call to 911 on a cell phone only, will go to the St. Louis County Police. The St. Louis County Police will notify UMSL Police, but this may cause a delay in response. Campus Police know the best way to escort emergency vehicles to locations on campus.
- If you do not feel comfortable walking to a parking lot, MetroLink stop, or anywhere else on campus, contact the Campus Police for an escort: 314.516.5155.

This syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

Tentative Schedule

Weekly Information:	Topics	Comments:
		Dates are always the Monday that begins the week. Your regular class meeting date determines the actual date that is relevant.
8/22/2016 Face to Face	1. MyGateway, My IT Lab, Google Apps, K drive, Important Links and Syllabus	Assignments available: E-mail, Concepts and all Discussion Board forums
8/29/2016	1. Chapters 1 to 9 Tech in Action 2. E-Mail and Netiquette: lecture online	Blog 1 **E-Mail due: 9/2/16**
9/5/2016 Face to Face	Intro Project: PowerPoint done in groups	Blog 2 **Concepts due: 9/9/2016** **Discussion Board #1 due: 9/9/2016** Study Guide and Panopto Available
9/12/2016 Face to Face	Intro Project: Word	Assignment available: Word Blog 3
9/19/2016	Exam I: runs from 8:00 a.m. on 9/21/2016 until midnight. on 9/23/2016. Taken remotely	Blog 4
9/26/2016 Face to Face	Intro Project: HTML	Assignment available: Web Page Blog 5 Study Guide and Panopto Available **Word due 9/30/2016**
10/3/2016	Consulting for Web Page Assignment Classroom open	Blog 6 **Discussion Board #2 due 10/7/2016**
10/10/2016	Exam II: runs from at 8:00 a.m. on 10/12/2016 until midnight on 10/14/2016. Taken remotely.	Blog 7
10/17/2016 Face to Face	Intro Project: Excel	Assignment available: Excel Blog 8 Study Guide and Panopto Available **Web Page due: 10/21/2016**
10/24/2016	Consulting for Excel Assignment Classroom open	Blog 9 **Discussion Board #3 due 10/28/2016**
10/31/2016 Face to Face	Excel Exam: held in the classroom during your regular class meeting time	Blog 10
11/7/2016 Face to Face	Intro Project: Access	Assignment available: Access Blog 11 **Excel due: 11/11/2016**
11/14/2016	Consulting for Access Assignment Classroom open	Blog 12 Study Guide and Panopto Available **Discussion Board #4 due 11/18/2016**
11/21/2016	Thanksgiving Break	
11/28/2016 Face to Face	Access Exam: held in the classroom during your regular class meeting time	Blog 13 Study Guide and Panopto Available **Discussion Board #5 due 12/2/2016**
12/5/2016	Final wrap-up: any questions resolved	**Access Due 12/9/2016**
12/12/2016 Finals Week	Final Exam: will run from 12/12/2016 at 8:00 a.m. until 8:00 p.m. on 12/8/2016	<u>Schedule in OTC</u>